

ESCAMBIA COUNTY FIRE-RESCUE

Rules, Policies, and Guidelines

1110.017

Scheduling Manpower

Implemented: 8/1/04

Revised: 9/23/15



Patrick T Grace, Fire Chief

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PURPOSE:

This guideline is designed to provide a standardized method of scheduling manpower and resources for duty shifts and special details.

OBJECTIVE:

To ensure that adequate and appropriate manpower resources are utilized in a manner consistent with the mission of the department.

SCOPE:

Career Personnel

LEAVE

The on duty Battalion Chief shall be responsible for addressing all leave issues communicated to him/her during their shift.

All personnel shall utilize TeleStaff/WebStaff, whenever possible, for the application of any type of leave, and shall notify the Battalion Chief of their request for approval.

All request for leave and/or swap time shall be noted in TeleStaff/WebStaff to ensure accurate daily staffing requirements.

There shall be no more than eight (8) personnel scheduled off for annual leave, compensatory leave, educational leave, disaster leave, or any combination thereof during any shift, unless approved by the Fire Chief or his/her designee. *This is applicable to line personnel only*

Sick leave will be granted for all requests meeting the established criteria for the use of sick leave in accordance with BCC guidelines.

STAFFING PRIORITIES

Whenever possible, the assigned minimum staffing, specific to each company, will be scheduled each duty shift.

Due to their geographic locations, Perdido Key and Pensacola Beach stations shall receive priority when distributing manpower for each shift. If part-time firefighters or overtime personnel are not available to cover all vacancies, on-duty personnel shall be relocated to cover these outlying stations.

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ALS STAFFING

Pensacola Beach, Perdido Key, Pleasant Grove, and Cantonment maintain ALS staffing at all times unless otherwise directed by the Battalion Chief/designee or command officer. If four paramedics are not available to staff these four companies, ALS coverage will be provided in the following order of priority; Pensacola Beach, Perdido Key, Cantonment, and Pleasant Grove stations.

PART-TIME PERSONNEL

Part-time personnel will note their availability via the TeleStaff/WebStaff scheduling software two weeks prior to the beginning of a new month. TeleStaff will outbound most vacancies two (2) weeks in advance however it should be noted that some vacancies, such as sick leave vacancies, will outbound the same day as the vacancy. Part-time personnel shall work, at a minimum, 45 hours per month or two 24 hour shifts per month. At no time shall a part-time firefighter be used to fill a company officers position. The part-time personnel shall be used to fill firefighter positions only. All part-time personnel shall report for duty on time and remain on duty until properly relieved as scheduled unless approved in advance by the on-duty Battalion Chief.

OVERTIME PERSONNEL

Overtime personnel may be hired to fill shift vacancies, staff prevention and/or education events, participate in approved training, or other activities approved by the Fire Chief or his/her designee.

All overtime positions will be hired via TeleStaff unless otherwise directed by the on duty Battalion Chief/designee or command officer.

Full-time personnel shall be used in the following manner:

Firefighters

A firefighter shall be granted overtime if no part-time firefighter is available to fill the vacancy.

Lieutenant

When a lieutenant vacancy is created a designated acting officer shall be moved up to fill the first vacancy only. Rank for rank overtime will be granted for each additional vacancy if financially feasible. Additional vacancies, created by acting officers, shall be filled with part-time firefighters when possible.

Battalion Chief

Battalion Chief vacancies will be offered as rank for rank. If a Battalion Chief is not available to fill the vacancy an acting officer will be utilized.