



Division 11 Personnel Management

Chapter 16 – Back-Fill for Daily Staffing Shortages

March 2009

POLICY

This General Order shall ensure a uniform policy to maintain minimum daily staffing for emergency operation functions.

DEFINITIONS

N/A

PROCEDURES

1. General Provisions

It shall be the responsibility of every supervisor to ensure compliance with this policy.

Personnel must adhere to the following in order to maintain minimum daily staffing when shortages are created by employee leave or Departmental vacancy:

- When daily staffing shortages exist due to normal pre-approved leave, station/EMS supervisors must schedule another employee(s) to fill such shortages at least one month in advance, or as soon as the supervisor is notified of the pre-approved leave.
- Daily staffing shortages shall first be filled by detailed employees that are not in an overtime capacity, regardless of rank.
- Daily staffing shortages created by battalion chiefs' leave or detail shall be filled by the Duty Major or an available battalion chief assigned to an administrative function. Additional staffing shortages that necessitate

- overtime at the battalion chief rank shall be filled by a captain(s).
- Daily staffing shortages created by captains' leave or detail that necessitate overtime shall be filled by a lieutenant(s).
- Daily staffing shortages created by lieutenants' leave or detail shall first be filled by available on-duty lieutenant(s) or captain(s) who are not in an overtime situation. If that is not possible, an on-duty employee who is on the current List of Eligibles for Lieutenant's Promotion, or has National Certification as a Fire Officer II, may be utilized.
- Employees above the rank of lieutenant are prohibited from earning overtime when staffing shortages are created by lieutenants' leave.
- Daily staffing shortages created by technician, fire fighter, or paramedic leave or detail that necessitate overtime shall be filled by employees at an equal or lesser rank.
- If an employee is called back to work in an overtime capacity and a detailed employee who is not earning overtime becomes available, the employee who is earning overtime will be paid the lesser of 4 hours or the time he/she worked. This is pursuant to the applicable provisions of the Labor Agreement.
- Priority for filling daily staffing shortages with employees earning overtime should be given to day workers.
- Employees are prohibited from earning more than 24 hours of



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overtime per pay period unless a holiday occurs within that pay period.

- Employees are prohibited from being scheduled to work more than 36 continuous hours. Employees who have worked continuously for 36 hours are prohibited from returning to duty for at least 12 hours.
- It shall be the responsibility of the battalion chiefs and EMS shift commanders to monitor and ensure a fair and equitable distribution of overtime and that supervisors comply with this General Order.
- It shall be the responsibility of the battalion chiefs and EMS shift commanders to utilize the Departmental Telestaff Program to manage employee hours.

REFERENCES

Current Labor Agreement between Prince George's County, Maryland and the International Association of Fire Fighters, Local 1619

FORMS/ATTACHMENTS

N/A