

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: C-16-2
SECTION: Operations Division
DATE: 10/8/09
SUPERSEDES: 2005
TITLE: Overtime- Mandate Procedure

Overtime Mandate Procedure

The following procedure shall be used when the need to mandate arises

After you have attempted to contact all qualified personnel to fill a particular overtime vacancy and the position remains available, you shall go to the **Mandate List**. There is a separate mandate list for Captains, Engineers and Firefighters. (Employee's with "Acting" status shall remain on their permanent position list only, for mandate purposes.) Contact the Duty Chief and advise him/her of the situation.

The highest person on the mandate list, which the Duty Chief is able to contact, will be the person that will be mandated for the shift. Once that person is contacted and has confirmed that they received the mandate information, he/she will be moved to the bottom of the mandate list immediately. If said person was mandated by error, he/she shall remain at the bottom of the mandate list.

Once you have completed the mandate process and moved the appropriate personnel on the list make a copy of the new mandate list and post it on the bulletin board.

Means of contact:

Personnel that are to be mandated shall be contacted only by means specified on the regular overtime T-card. An exception is if the mandated person is on duty at the time, then he/she shall be contacted in person or by station telephone.

Planned vacation or trade time:

Personnel that have **planned** vacation or trade time on the books shall not be mandated the four (4) days prior to beginning their vacation/ trade time shift(s). They also cannot be mandated the four (4) days after their last vacation/ trade time shift. If a person takes a vacation day or trade time day on the first shift only of a particular tour, he/she cannot be mandated the four (4) days prior to their vacation/ trade time shift. Subsequently, if a person takes vacation/ trade time on the last shift of a tour, he/she cannot be mandated the four (4) days after the scheduled vacation/ trade time shift.

Mandates shall occur when the overtime is being hired.

Finding coverage for your mandated shift:

Any person mandated has the right to solicit other qualified personnel in an attempt to find someone to work his/her shift. If this person is successful in finding someone to work the shift **prior to beginning the mandated shift**, he/she shall be placed back in the original position on the mandate list. The person now working eight (8) hours or more of the shift is moved on the regular overtime list **only**. He/she will remain in the same position on the mandate list.

Note: The Duty Chief shall be notified and have final approval regarding the mandate staffing change.

When a person is mandated for a shift and begins working said shift, and is able to find someone to come in and finish the shift. The mandated person will have already been moved to the bottom of the mandate list. If he/she has worked eight (8) hours or more of the mandated shift, then he/she will also move to the bottom of the regular overtime list. The person who agreed to relieve you of the remainder of the mandated shift will **not** be moved on any overtime list.

Mandating Rank for Rank:

Person(s) can only be mandated for the rank and/or position that they hold. (E.g. Acting Captains cannot be mandated as a line Captain.)

Exception:

Management reserves the right to mandate out of grade to keep stations open and only after all other means have been exhausted. (Emergency operational need)

Mandates shall not be generated due to classes and/or training required by the district. Mandates shall occur **only** if necessary to fulfill State and/or Federal training mandate. Every attempt shall be made by the district to schedule these courses on regularly scheduled duty days.

Promotions or Demotions:

Any person that promotes or demotes to another rank shall be immediately moved to the top of the appropriate mandate list reflecting their new rank.

Note: Waiting for your relief to arrive does not qualify as a “mandate”. Personnel shall not leave their duty station until properly relieved.

Written by: Captain Rick Bussell

Approved by: _____

Date: October 8, 2009