

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT  
POLICIES & PROCEDURES

ARTICLE: C-16-2  
SECTION: Operations Division  
DATE: 12/5/2017  
SUPERSEDES: 2009  
TITLE: 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, and Firefighter/Paramedics. Employees with "Acting" status shall remain on their permanent position list only for mandate purposes. Contact the Duty Chief and advise them of the situation.

The highest person on the mandate list that 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, they will be moved to the bottom of the mandate list immediately. If said person was mandated by error, they shall remain at the bottom of the mandate list.

**Means of contact:**

Personnel that are to be mandated shall be contacted only by means specified in Telestaff. An exception is if the mandated person is on-duty at the time, then they shall be contacted in person or by station telephone.

**Planned vacation or trade time protection:**

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 day, so long as they have taken a minimum of 12 hours. They also cannot be mandated the four (4) days after their last vacation/trade time day, so long as they have taken a minimum of 12 hours. If a person takes a vacation day or trade time day on the first 12 hour of a particular tour, they cannot be mandated the four (4) days prior to their vacation/trade time day. Subsequently, if a person takes vacation/trade time on the last 12 hours of a tour, they cannot be mandated the four (4) days after the scheduled vacation/trade time day. Mandates shall occur when the overtime is being hired.

**Effective Jan. 1, 2018**

**No mandating will occur on the following two days for routine overtime:**

It is agreed that no mandates will occur for Christmas or Thanksgiving Day to cover routine hiring of annual leave (vacation or holiday). Members will still be allowed to shift trade and backfill with overtime per the overtime and vacation policies, if members willingly agree to cover the shift.

To ensure members have ample time to make holiday plans, the filling of Christmas Day and Thanksgiving Day overtime will occur during routine overtime hiring the first week of July. The routine hiring in July will be the only attempt by SCFPD to fill the open spots. Members will be notified if their shift has been filled. If the shift remains unfilled after the July hiring, any member can accept the overtime shift on a first-come, first-serve basis.

This does not prevent SCFPD from mandating to cover sick leave on the stated holidays.

**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 their shift. If this person is successful in finding someone to work the shift **prior to beginning the mandated shift**, they shall return to their original position on the mandate list. The person now working twelve (12) hours or more of the shift is moved on the regular overtime list **only**. They 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 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. Once the person is mandated and begins working, the person mandated will not move from their original spot on the overtime list. The person who agreed to relieve the mandated employee of the remainder of the mandated shift will **not** be moved on the overtime list unless the remainder is over twelve (12) hours.

**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 scheduled relief to arrive does not qualify as a "mandate." Personnel shall not leave their duty station until properly relieved.

Written by: Engineer Shawn Ehrenberg

Approved by:  Date: December 5, 2017

Michael Wapnowski, Acting Chief