

Buechel Fire Protection District

FILL-IN PROCEDURE

CD-0008

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Title: **Filling of vacant shift positions**

Approval Date - **March 31, 2005**

<i>Section</i>	<i>Instruction</i>
1.	The Personnel Committee desires to maintain minimum staffing levels of three crew members at all times. To accomplish this goal, it is necessary to hire fill-in firefighters, to augment our duty crews periodically.
2.	The Shift Captain shall be responsible to ensure each shift is covered with a minimum of three members at all times. If a crew member requests vacation or has to attend a school that the fire district requires the member to attend, the district will pay for a replacement to be hired from the roster, either career or volunteer. All personal action forms approved by the Shift Captain shall include the name of the person who is working as a fill-in or overtime position prior to forwarding to the Secretaries office or Asst. Chief for final approval.
3.	The following process should be used as a guide to fill any vacancy in our full-time or part-time staff, once the Shift Captain determines a need exists: a. If a career firefighter takes vacation or is scheduled off to attend a class outside the immediate area and will not be returning to complete their assigned shift, the two off duty members of equal rank should be contacted to fill the vacancy first. b. If neither off duty member wants the overtime, the next highest ranked on duty member will be bumped to the position and a Firefighter should be hired to fill the vacant position. Offer the vacant position to the off duty Firefighters first and then page the vacant position out to all volunteers. Members filling a higher rank position should remember to note on their time sheet, all hours that should be calculated with shift differential. c. If none of the Shift Personnel want the vacant positions, and no Volunteers have expressed interest, the Shift Captain should then seek to fill the position from the Fire Districts Call-down list that will be maintained by the Secretary and updated periodically to ensure we have current contact and fill-in information.
4.	The goal is to have no less than three firefighters at all times, 24 -7. There may be times where a part-time employee is off, and unless otherwise needed, we don't have to fill that position. That decision shall be left to the Shift Captain depending on daily activity and scheduling needs.