



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Procedures

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Personnel, Policies &amp; Procedures</b>
<b>Subject:</b>	<b>1335 – Per Diem Shift Assignment</b>
<b>Revision Date:</b>	<b>6/14/2010 revised 10/30/2015</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

#### PURPOSE

To establish a formal procedure to be used by the Fire Chief or his designee when assigning per diem firefighter/EMT shifts to assure a fair and efficient process.

#### POLICY

The Scarborough Fire Department employs a number of per diem employees to fill shifts on various apparatus at each of our stations. In order to provide consistency, and to maintain a well-trained and efficient workforce we assign shifts to part time employees in this program as described in the Procedures section of this SOP.

#### SCOPE

This policy applies to all per diem employees.

#### DEFINITIONS

- A. Regularly assigned shifts – a scheduled shift that has been assigned to a per diem employee to work on a recurring basis. Working and covering that scheduled shift becomes the responsibility of the employee it is assigned to.
- B. Availability Shifts – shifts that are assigned on a monthly basis to per diem firefighter/EMTs that have indicated their availability to work them.
- C. Per Diem employee - part-time employees who are paid on an hourly basis for working a part-time shift. The Fire Chief has the discretion to assign per diem employees to any apparatus, station, or open shift on an ongoing basis to meet the needs of the organization. Per Diem employees have no expectation of ownership with any assigned shift, shifts are not “permanent.” The Fire Chief may modify, redistribute, and/or reassign shifts any time.
- D. When to Work (WtW) – the department’s scheduling and availability software program
- E. Weekend Shift – includes any portion of a shift between 2000 hrs. on Friday until 0800 hrs. on Monday.

## **PROCEDURE**

### **A. General**

- a. As of the effective date of this policy revision the department is eliminating the per diem shift bidding process to assign regularly recurring shifts. Current per diem employees who have been assigned regularly recurring shifts through a previous bid process are grandfathered and may keep them as long as they meet the requirements under Responsibilities. Once a grandfathered shift is given up it automatically becomes an Availability Shift.
- b. All other per diem shifts will be assigned via a monthly availability process as outlined below:
  - i. Per Diem employees are encouraged to enter their availability into the on-line When to Work (WtW) software system as far in advance as possible but no later than the 10<sup>th</sup> of the month for shifts in the following month.
  - ii. The Fire Chief or his designee shall publish the schedule for the coming month no later than the 15<sup>th</sup>. When doing so the Chief shall use his best judgment in fairly allocating the shifts. Allocations will be based on the employee's availability, certification on the various apparatus, willingness to work weekends & holidays, and longevity in the program.
- c. No per diem employee may be scheduled for more than a total of 39 hours in any one pay week.
- d. Per Diem employees are responsible for finding coverage for all assigned shifts they are unable to work themselves.

### **B. Shift bumping procedure**

- a. As the department gradually converts per diem shifts to full time positions it is conceivable that a per diem employee currently scheduled for a regularly recurring shift becomes involuntarily displaced because that shift no longer exists. In these situations the Fire Chief or his designee will try to schedule the displaced employee a similar number of hours per week going forward although those shifts may be on different days and at different stations and will depend on what the employee enters for their availability in WtW.

## **RESPONSIBILITIES**

- A. In order for per diem employees to remain a member in good standing and be considered an active per diem employee eligible to accept shifts:
  - a. Per Diem employees who are assigned a regularly scheduled shift must physically work 50% of those shifts per fiscal year in order to keep that shift.
  - b. Per Diem employees that are not assigned regularly scheduled shifts, must work at least 12 shifts per fiscal year, including at least six (6) weekend or holiday shifts annually.
  - c. Any exceptions to this section must be authorized by the Fire Chief.

## **REFERENCES**

- A. Town of Scarborough Personnel Policy
- B. Scarborough Paramedic Association Collective Bargaining Agreement