

Tempe Fire Department Policies and Procedures
Staffing of Special Events
104.18
Rev 8-26-09

PURPOSE

To establish a policy to provide staffing levels at special events.

GUIDELINES

1. A member may not work longer than 56 consecutive hours, and no more than 60 hours in a 72 hour period, after which a break of at least 10 hours must be taken before working again. This includes time trades. Individuals are responsible for insuring their own ability to safely work a special event, taking into consideration prior day's activities and amount of rest.
2. Availability list for staffing of special events, will be separate from constant staffing lists and will be maintained by TeleStaff.
3. Only personnel who are currently EMT/paramedic certified, haz mat first responder/hazardous materials technician certified, and have a minimum of six months service time from date of graduation from the training academy will be utilized for staffing of special events. Probationary firefighters will not be allowed to operate alone during special events.
4. Failure to manage all duties assigned while working at a special event will result in revocation of staffing for special events privilege.
5. No time trades may be taken while staffing a special event.
6. Losing the privilege of staffing a special event may be included in disciplinary action. Employees serving a suspension or on vacation leave to satisfy a suspension will not be allowed to staff a special event.
7. Members may not work special events while on light duty.

PROCEDURE

1. All members may sign up for special events for each day they are off duty through TeleStaff.
2. Procedures for staffing special Events:
 - The Special Events Coordinator will advise all members by e-mail of deployment opportunities to staff Special Events. Every attempt will be made to staff a special event as early as possible through TeleStaff.
 - Members will need to sign up if available to work a special event whether a deployment notification has been posted or not. Every attempt will be made to send a deployment notification prior to the event.
 - Members will be ranked according to the total hours of Special Events worked. This will be an accumulating list and will be purged annually the last week in January.
 - Members will retain their position on the Special Events list until they have amassed a greater number of hours than the person below them. At that time, they will move to the appropriate spot on the list according to their number of hours.
 - New members will be assigned the average number of hours for their shift and be ranked accordingly.
 - TeleStaff will be responsible for the management of the Special Events list.
3. Members that are between shifts and on their last day of four will be notified first for all special events. (i.e. If your shift tour is Wednesday, Friday and Sunday, you will be eligible for staffing special events on

Thursday, Saturday, and the last day of your four which is Thursday). Unfilled vacancies will then be filled by members of the constant staffing eligibility shift that have signed up to work special events. All special events that have a start time prior to 0700 hours will be staffed by the Constant Staffing shift.

4. When promoted or reassigned, the individual is moved to the proper rank and shift section, and in order of accumulated hours.
5. If a member is offered a 24 hour constant staffing shift after arriving for a special event, the member will stay at the special event and the constant staffing position may be backfilled until the member is released from the event.
6. If personnel have been on unscheduled leave (sick or FSKF) on the shift prior to the special event, they are not eligible to work the event.
7. Members are scheduled to work special events and cancel the day of the event will be ineligible to work special events for a 30 day period (beginning the day cancelled.)

Mandatory Staffing

Special events will be staffed utilizing the Special Events Staffing list. Priority for hiring will be eligible members signed up from the special events shift. Unfilled vacancies will then go to eligible members of the constant staffing shift that have signed up to work special events. Positions that can not be voluntarily filled by either list will be filled through mandatory staffing. Members will be called utilizing the mandatory staffing list for special events. The mandatory staffing list will be established utilizing a reverse seniority process. The least senior person of the appropriate rank and/or specialty will be called first, followed by the next most senior person, until the vacancy is filled. Once a person is called back for mandatory staffing, they will move to the bottom of the list, and a new number one is created. The member, once contacted, and assigned a position will be required to fill the vacancy. A member picked for mandatory overtime may attempt to find a replacement of equal rank and specialty to fill the vacancy with the stipulation being that the position is filled beginning at the time designated. The member actually working the special event will move to the bottom of the mandatory list. Failure to comply with the request, once notified may result in a disciplinary action, and will result in removal from the constant staffing and special events lists for a minimum 30 day (60 days for a second offence). The mandatory staffing list will be maintained through TeleStaff and will run indefinitely.