

SECTION 2 - FIRE RESCUE SHIFT PERSONNEL

2.010 GENERAL PURPOSE/SCOPE

This section sets forth rules and regulations for administration of the compensation and benefits package for shift employees of the Sumter County Fire Rescue.

2.020 POLICY

Except for special provisions provided for within this section Fire Services shift personnel shall comply with the rules and policies otherwise established for all other regular employees of the Board within this manual.

2.030 HOURS OF WORK AND OVERTIME

Fire Service shift employees work one of two rotating schedules:

a. Repeating Shifts

This schedule incorporates a rotating shift where the employee works a 12 hour shift (day) or a variable 8-9 hour shift (day). The shift is repeated in various fashions which repeat bi-weekly.

SCFR has established a **14-day "work period"** for these employees. Therefore, based on the FLSA threshold, these employees are not eligible for "overtime" compensation until they have completed 106 "productive" hours within the "work period". Any hours worked between 84 and 106 will be compensated at the regular rate, with all "worked" hours over 106 compensated at 1.5 times their regular hourly rate.

b. 24/48 hour shift

This schedule incorporates a standard shift where the employee works a 24 hour shift (day) at a time. The shift is repeated every third day; 24 hours on-duty, 48 hours off-duty.

SCFR has established a **28-day "work period"** for these employees. Therefore, based on the FLSA threshold, these employees are not eligible for "overtime" compensation until they have completed 212 "productive" hours within the "work period". With this format, the employee can have six different "regular" compensation amounts, as they will work 96, 113 or 120 hours per pay cycle, both with and without overtime compensation because due to the point in which they enter the beginning or end of the work period.

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	Work Period 1		Work Period 2		Work Period 3	
	Pay cycle 1	Pay cycle 2	Pay cycle 1	Pay cycle 2	Pay cycle 1	Pay cycle 2
Regular	120	92	103	109	113	99
Overtime	0	21	0	11	0	4
Total Worked	120	113	103	120	113	103

- c. In the event the employee's approved vacation hours and productive time exceed the normal threshold for the "work period", the employee may receive payment for the approved vacation hours, which is a variation to the practice with non-shift County employees.

2.030 HOLIDAY PAY

POLICY/PURPOSE

This policy establishes Holiday "compensation" for certain Fire Protection Personnel who work shifts, while ensuring operational effectiveness of an emergency operations workforce.

Considering the need to maintain emergency response staffing, and the fact that certain Fire Services personnel work various rotating shift schedules, compensation for holidays will be provided rather than providing a day off with pay. Due to their rotating shifts, and to ensure parity between department personnel, this will be accomplished by compensating the employee for the holiday whether or not the employee is scheduled to work the holiday.

- a. With the need to ensure emergency coverage, employees will be required to work on their regularly scheduled shift, regardless if it falls on a holiday. Therefore, all shift employees will be compensated with "holiday" pay on the day the county celebrates the holiday, regardless if they are scheduled to work the holiday. This practice will be the most equitable; as it will ensure that all employees are compensated for the same number of holidays each year. If the county compensates for ten holidays annually, the employee will receive ten days of compensation at their regular rate of pay (regardless of which holidays they actually worked, or had off).
- b. To ensure compensatory parity with other county employees when calculating holiday hours, the following is considered:
1. County employees who work a "normal" work schedule work 80 hours bi-weekly, and receive 8 hours, or 10 percent of their "normal" biweekly work hours for each holiday celebrated. Therefore, holiday allotment for shift employees would be calculated using the same formula.

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2. Rotating Shift employees work an average of 84 hours bi-weekly; therefore they would receive 8.4 hours compensation for each holiday celebrated by the County.
3. 24/48 hour shift personnel work an average of 112 hours bi-weekly; therefore, they would receive 11.2 hours compensation for each holiday celebrated by the County.

2.040 INTRODUCTORY PERIOD

- a. All newly hired shift employees, or former employees who have been rehired, enter an introductory period which is considered an integral part of the selection and evaluation process. During the introductory period an employee is required to demonstrate suitability for the position through actual work performance.
- b. The normal introductory period for shift employees of Fire Services is one (1) year from the employee's date of hire, or rehire.
- c. During the introductory period employees accrue vacation and sick leave but non-exempt employees are not eligible to use vacation leave until after completion of six months of employment. Employees with greater than six (6) months employment are eligible to use accrued annual leave with the approval of the Division Director.
- d. A written performance evaluation will be prepared when the employee completes six (6) months of employment and again at one (1) year. The appropriate supervisor shall prepare a written performance evaluation, which will be reviewed by the Department Head and Division Director, and then presented to the employee. If the introductory period is satisfactorily completed, the employee will be designated to regular employment status. Successful completion of the introductory period does not affect the at-will nature of employment or create an expectation of continued employment.
- f. When an employee is promoted or transfers to a new position prior to completing his introductory period, it is the option of the new Division Director to require the employee to begin a new introductory period or allow him to complete the period initially started under his prior position.