

Texas Fire Chiefs Association
DOCUMENT SUBMISSION FORM

Candidate Department: Coppel Fire Department

Best Practice Standard: 12.15
(insert the Best Practice Standard you are working on - example "1.01")

Proofs of Compliance Submitted:
--Copy of written directives

Submitted By: Gregg Loyd	Date: 10/1/2013
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Evaluator's Review

Evaluator:

Date Accepted:

CITY OF COPPELL POLICIES AND PROCEDURES HANDBOOK

ATTENDANCE AND WORK HOURS

Policy No. 1153

Rev 10/01/2004

Regular Work Hours. Nonexempt employees of the City normally work 40 hours in a seven-day workweek. Exempt employees are often required to work in excess of 40 hours in certain weeks. The regular workday normally begins at 8:00 a.m. and ends at 5:00 p.m., although employees in some departments may have different work hours. For example, most nonexempt Fire Department personnel work a 24-hour shift every third day, based on a 28-day, 212-hour work cycle. Employees are expected to be at their workstations and ready to work at their scheduled start time.

Adjustment to Work Hours. In order to assure the continuity of City services, it may be necessary for Department Directors to establish other operating hours for their departments. Work hours and work shifts must be arranged to provide continuous service to the public. Employees are expected to cooperate when asked to work overtime or a different schedule. Acceptance of work with the City is the employee's agreement that this will not create an undue hardship on his/her family and that he/she will be available to do such work.

Meal Periods. Full-time employees (excluding most Police and Fire Department employees) are normally provided a one-hour unpaid meal break near the middle of the workday. Meal periods may be staggered by the Department Director in order to minimize departmental interruption. Supervisors will provide employees with the starting and ending time for their specific meal periods. Employees will be relieved from work responsibilities during unpaid meal breaks. Nonexempt employees must record the beginning and ending times of their meal break. Employees may not extend meal breaks beyond their assigned period.

Breaks. Full-time employees may, depending on individual departmental work schedules and the discretion of their supervisor, take up to two short, paid work breaks each day, one during the first part of the work day and the other during the latter part of the work day. Each such break may not exceed fifteen minutes in length.


Attendance Records. Employees are expected to be at their workstations and ready to work at their scheduled start time. Nonexempt employees are required to record the number of hours worked each day, as well as the time they arrived to work, the time they left for and returned from lunch, and the time(s) they left for and returned from any unpaid break during the work day.

Attendance and Punctuality. To maintain a safe and productive work environment, the City expects employees to be reliable and punctual in reporting to work. Absenteeism and tardiness are disruptive and place a burden on the City and on co-workers. Either may lead to disciplinary action, up to and including termination of employment. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, the employee must personally notify his/her supervisor as soon as possible in advance of the anticipated tardiness or absence in accordance with Departmental procedures. The employee must disclose to his/her supervisor the reason for the absence or tardiness and the date and time of his/her anticipated arrival. For absences of a day or more the employee must personally notify his/her supervisor on each day of his/her absence unless the supervisor expressly waives this requirement.

In most instances, an employee who fails to properly notify his/her supervisor in advance of an absence or tardy will be subject to disciplinary action up to and including termination of employment. An employee who fails to notify the City of an absence of a day or more may be presumed to have voluntarily resigned his/her employment.

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Coppell Fire Department Standard Operating Guidelines

SOG# 05-10 – Work Schedules	Effective Date: 10/31/2005
Fire Chief: 	Revised Date: 10/1/2013



Purpose: To provide personnel with the operational schedule and staffing requirements

Scope: This policy applies to all members of the Coppell Fire Department

Directions:

1. Operational personnel are assigned to a 24-hour tour of duty, generally followed by 48 hours off duty.
2. The Coppell Fire Department will maintain as a minimum, 20 personnel on duty at all times. Special circumstances may require additional personnel to be on duty
3. Certain special events require MICU staffing and other specified personnel. These assignments are considered part of minimum staffing and may be mandated.
4. Members may be required to work alternate schedules to maintain this minimum staffing.
5. If a shift does not have the minimum staffing necessary, off-going personnel may be mandated to work the shift vacancy.
6. A member utilized to maintain minimum staffing cannot be mandated two shifts in a row.
7. If a vacancy is created, members may be moved to other stations and/or shifts to reduce the impact of the vacancy.
8. Members will not be permitted to work more than 72 hours consecutively. This time includes substitutions.
9. Members will report to work and be ready to respond by 7am.
10. Members are allowed to take benefit time off, as outlined in “The City of Coppell Employee Policy and Procedure Handbook,” and in accordance with this policy.

11. Vacation and Holiday Leave is scheduled just prior to the beginning of the new calendar year and must be submitted before December 20th.
12. Vacation and holidays are selected on the basis of seniority first, in a round robin fashion.
13. Members must schedule 108 hours of their Holiday Leave, 12 hours of Personal Holiday Leave and at least 120 hours of their Vacation Leave, each calendar year. New employees may be limited by calendar availability and actual Leave accrual.
14. New members cannot use Vacation Leave during the first 6 months of employment. Holiday Leave may be used anytime based upon staffing.
15. During the annual selection process, a maximum of 3 members will be allowed to schedule off each shift.
16. Once the selection process is finalized and the calendar is complete, benefit Leave cannot be cancelled from the calendar and banked unless approved by Battalion office or Fire Admin. Situations that may receive consideration include training assignments or other department needs.

Personnel may move vacation, holiday or personal holiday time on the condition that it is rescheduled immediately as long as it meets ALL of the following conditions:

 - 1) It does not exceed the 3 maximum off (FOR ANY REASON) cap.
 - 2) It does not reduce the minimum staffing below 21 at the time of scheduling,
 - 3) It does not create overtime at the time of scheduling, and
 - 4) It is approved by the Battalion office approval and memo to admin.
17. If the shift staffing exceeds 21 personnel, additional personnel may apply to use their benefit leave in the "Go Home" position(s). These positions are regulated by the Battalion Office and approval is their sole discretion. Seniority will be allowed first opportunity for the "Go Home" positions.
18. Personnel wishing to be considered for the "Go Home" positions must report to work and be prepared to work their assignments, otherwise, contact the Battalion Chief Office by telephone by 6am and have an approved Substitution in the event that the "Go Home" position(s) are not available.
19. Shift vacancies do not affect the number of personnel allowed to schedule off during the annual scheduling of leave, however these vacancies do apply once the calendar is set.
20. Overtime will not routinely be paid to accommodate Vacation or Holiday Leave not previously scheduled.
21. Days off won as prizes are subject to the *Staffing, Work Schedules or Overtime SOGs*. These days equal 12 hours and may be used on any day except Holidays.

22. If a member is transferred from one shift to another, that member's scheduled time off will be honored if it is scheduled one day in front or behind the actual scheduled day prior to the transfer.
23. All Requests for Leave will be made utilizing the appropriate forms found in "The City of Coppell Employee Policy and Procedure Handbook."
24. Members wishing to use sick leave must notify the Battalion Office on duty by 6am of the affected shift. More advance warning is encouraged whenever possible and a Request for Leave form must be completed and submitted.
25. If a member is scheduled to work and has not requested leave in accordance with this policy and "The City of Coppell Employee Policy and Procedure Handbook," that member will be considered Absent Without Leave (AWOL).
26. The employee's supervisor and Battalion Office are responsible for approving or denying Requests for Leave. All Benefit Leave, once approved, must be entered into Fire House and Ceridian Attendance software by the immediate supervisor.
27. All scheduled leave can be found in the Firehouse Software. This is considered the official Staffing Schedule for the Coppell Fire Department.
28. Whenever an employee is moving a scheduled day of benefit leave, the supervisor must document in Firehouse on the day that they moved from and document in Firehouse the day they moved their time off to. Notes should be in both places to assist with Ceridian Time keeping.