SPECIAL ORDER

TO: All Fire Department Personnel

FROM: Brian Tanzola, Assistant Chief

DATE: December 29, 2016

SUBJECT: Kelly Day and Mandatory Added Time Procedure

Effective March 3, 2017, all Operations’ personnel will be required to sign up on the Added Time list on their Kelly Day. This change is being made in an effort to more equitably manage mandatory overtime and increase the number of personnel available for staffing on a given shift. Additionally, members will no longer be allowed to trade Kelly Days, but will be allowed the option of signing up on either the regular Kelly list and slotting accordingly, or requesting a designation as a “late volunteer” to be used only if necessary.

With the understanding that individuals frequently schedule vacation in conjunction with Kelly Days, members have the option of trading their obligation with another firefighter or finding someone to substitute for them on the list. The trade or substitution will be managed by the member’s Battalion Chief (BC). Notification of a trade or replacement must be made by the member to their BC no later than 1000 on the morning the member is scheduled to be on the list. Anyone working as a substitute or as a trade will be signed up as a late volunteer.

Consistent with AFD Policy E107, Operations Division Added Time, the staffing of any additional personnel needed for a shift will occur in the following manner:

1. Members from that day’s Added Time Sign-Up List.
2. If there are not enough personnel on the Added Time List, the Shift Commander will make a station “all call” for late volunteers (Probationary Firefighters may be added to the list at this time).
3. If there are still not enough personnel, the Shift Commander will utilize the ENS system and call for additional late volunteers.
4. If there are still not enough personnel, the Shift Commander may order mandatory Added Time.

For questions or more information contact your respective Battalion Chief.