

SUBJECT: STAFFING**SECTION:** 103.18**REVISED:** AUGUST 14, 2009; JULY 9, 2007**PAGE(S):** 2

PURPOSE

To assure appropriate (fiscal efficiency) and consistent (certification, rank, training levels) staffing guidelines for the Reading Fire Department. To provide a method for fair and equitable distribution of available backfill shifts to qualified employees including routine coverage, emergency, and/or augmented staffing during critical periods.

POLICY

The minimum number of on-duty personnel shall not be less than 5 (3 full-time, 1 part-time and assigned squad person).

Only one full-time person shall be scheduled off at any given time during a shift.

A minimum of three (3) full-time paramedics shall be scheduled on at all times.

When staffing levels are not maintained at shift change, off-going personnel shall hold over to maintain the minimum staffing levels.

METHOD OF FILLING VACANCIES

Whenever a vacancy exists, the appropriate position(s) shall be filled from the overtime roster. Personnel shall be filled as follows:

- Full-time personnel shall be replaced with full-time personnel using the master overtime list. In the event no full-time personnel are available, contact the Fire Chief or his designee.
- Part-time personnel shall be replaced with part-time personnel using the part-time overtime list. In the event no part-time personnel are available, a full-time person shall be contacted using the master overtime list. If no full-time personnel are available then a paid on-call person shall be contacted.
- Reasonable attempts shall be made to fill assigned squad vacancy by the paging system and phone calls. Shift supervisor shall attempt to fill the vacancy at least one shift prior to the vacancy. In the event no personnel are available to cover the squad vacancy and shift is full (4 full-time and 1 part-time) no further action is necessary. If the manning is at 4 with a squad vacancy, contact the Fire Chief or his designee.
- Staffing for critical periods will be at the discretion of the Fire Chief or his designee.

RESPONSIBILITY

It shall be the responsibility of the shift supervisor to insure, before leaving a tour of duty, that the minimum numbers of members are present for duty on the following shift.

The Fire Chief has overall responsibility for insuring that departmental policy is followed concerning minimum staffing levels of the on-duty forces.