

**DISTRICT OF COLUMBIA  
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**

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**BULLETIN NO. 45**

**SEPTEMBER 2006 (Reissued)**

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**GUIDELINES FOR WORKING OVERTIME AND HOLIDAYS**

**Section 1. Overtime**

On occasion there comes a time when the needs of the Department require that members on assigned days off are requested to work overtime. In order to provide an equitable method for the selection of members to fill such vacancies, the guidelines of this bulletin shall be adhered to.

1. Forms Used for Recording and Reporting Days Off Worked
  - a. **F&EMSD Form 13** - This form is to be submitted in duplicate with all information typed or printed, including "location worked." This form must be certified by the immediate supervisor with whom overtime was worked.
  - b. **F&EMSD Form 13.1** - A separate Form 13.1 shall be used for each platoon in the Fire Fighting Division listing the battalion record of overtime afforded and worked by individual members of:
    - (1) The Fire Fighting Division on assigned days off.
    - (2) The Fire Fighting Division in other divisions.
    - (3) Other divisions in the Fire Fighting Division.
  - c. **F&EMSD Form 13.2** - Biannual overtime audit for each member. In the notes column, the responsible officer shall enter salary changes (pay, step increase, etc.) including effective date of change. Also in this column enter if the member is EMSB or Communications Division qualified. Where the form calls for "location worked" and the specific unit is not known, the division will suffice using standard abbreviations, i.e., FFD, FPD, EMSB, etc. These forms are to be completed and submitted to the Labor Relations Officer by March and September 1st of each year. In the Fire Fighting Division, battalion commanders shall submit these forms, along with the Form 13.3, in a single package.
  - d. **F&EMSD Form 13.3** - Biannual overtime audit for each company/division. This form will be completed by transferring totals from the Form 13.2 and will be submitted along with the Form 13.2, in a single package.

2. Definition of Platoons - Fire Fighting Division
  - a. On-Duty Platoon - The platoon scheduled to work that tour of duty.
  - b. Off-Going Platoon - The platoon on their first day off. (Example, No. 2 Platoon is working, No. 1 Platoon is the off-going platoon.)
  - c. Platoon on 2nd Day Off - The platoon on their second day off. (Example, No. 2 Platoon is working, No. 4 Platoon is the platoon on 2nd day off.)
  - d. On-Coming Platoon - The platoon on their third day off. (Example, No. 2 Platoon is working; No. 3 Platoon is the on-coming platoon.)
  
3. Priority for Working Overtime
  - a. To fill vacancies in the Fire Fighting Division
    - (1) Members on the off-going platoon.
    - (2) Members of the platoon on 2nd day off.
    - (3) Members on the on-coming platoon.
    - (4) Qualified members from other divisions.
  - b. To fill vacancies in divisions other than Fire Fighting
    - (1) Members assigned to the division concerned.
    - (2) Qualified members from other divisions in the order submitted from their division head.
  - c. Deviations from the order of priority

Should the division head/chief supervisor detect an inequity or imbalance in opportunities afforded for working overtime between members, the division head/chief supervisor may deviate from the order of priority in order to remedy these differences.

## **Section 2. Deputy Fire Chief - FFD Responsibilities**

1. Control of total members worked
  - a. The Deputy Fire chief shall maintain control over the total number of members selected to work their assigned days off on each platoon as the needs of the platoon concerned may require.
  - b. A record of the total overtime afforded and worked in each battalion in the Fire

Fighting Division shall be maintained.

- c. A record of all overtime afforded and worked by other divisions shall be maintained, separated by divisions.
- d. Distribution of the total number shall be made equitably among each battalion from tour to tour in the Fire Fighting Division and shall be done as nearly as possible, in proportion to the authorized strength of each battalion.
- e. Distribution of the total number shall be made equitably in other divisions and shall be done as nearly as possible, in proportion to the strength of each division.
- f. On or about the 15th day of April and October, the distribution of Form 13.3 shall be made to the Department, in the form of a memorandum, indicating the total overtime afforded and worked by the Department to date and separated by division, battalion, and platoon.

## 2. Selection of members worked

- a. Whenever a sufficient number of members from the platoon concerned are not available to fill the needs of the Department, the deputy fire chief shall select members in such numbers as necessary, with the actual selection of the individual member to work being made by the battalion fire chief concerned, in the following order:
  - No. 1 Platoon; members from No. 4, 3, 2 Platoon, or other divisions.
  - No. 2 Platoon; members from No. 1, 4, 3 Platoon, or other divisions.
  - No. 3 Platoon; members from No. 2, 1, 4 Platoon, or other divisions.
  - No. 4 Platoon; members from No. 3, 2, 1 Platoon, or other divisions.
- b. The battalion fire chief on the platoon involved in this selection shall ensure that the battalion fire chief of the platoon from which the individual was worked is notified for proper entry on the appropriate Form 13.1.

## Section 3. Battalion Fire Chief - FFD Responsibilities

### 1. Record of members worked on day off

- a. A Form 13.1 for members working other platoons shall be maintained in each battalion, listing alphabetically, without regard to rank, the names of each member of that battalion.
- b. When a probationer is assigned to a company or when a member is transferred to a company from another battalion, platoon, company, or division, or when a member returns to full duty from limited duty or sick leave, that member shall be credited with having received an equal number of opportunities to have worked,

based on the average number of opportunities for overtime which have been afforded other members on that platoon which they are assigned, or the actual number of days afforded, whichever is greater, and there after be entitled to work in regular rotation.

The battalion commander shall ensure that probationers who are selected to work their assigned day off shall not be detailed away from their assigned company until they have completed the 90 day period prohibiting them from being detailed during their regular tour of duty.

## 2. Method of selection of members working their days off

- a. To provide all members an equal number of opportunities to work their assigned days off, selection shall be made from the proper Form 13.1, based on the total number of opportunities afforded; i.e., the listed members having received the least number of opportunities to have worked shall be given higher preference.
- b. All members will be considered eligible to work on their assigned days off except those on leave in an assigned leave period. A member on annual leave period who declines to work a day off shall not be charged with a refusal. Should a member wish to be considered eligible to work on their assigned days off which occurs during an assigned leave period, they shall so indicate prior to the beginning the leave period.
- c. When a member works a day off, the date and the letter "D" and/or "N" (indicating day and/or night shift), shall be entered on the proper Form 13.1. Each 12 hour shift represents one WDO. A 24 hour tour requires two entries if applicable.
- d. When a member declines to work a day off, the date and symbol "R" (refused) shall be entered on the Form 13.1. Each 12 hour shift represents one refusal. A 24 hour tour requires two entries if applicable. If a member is asked to work a day off after his/her previous tour of duty has been completed they shall not be charged with a refusal.
- e. On-duty company commanders shall record in the units journal the time that any member was afforded an opportunity to work their assigned days off and the result thereof; i.e., accepted or refused.
- f. Members initiating a trade of days off shall be ineligible to work on the day which they have requested. When a member would have been the next eligible to work on his/her regularly assigned day off, but is already working to pay back a trade which he/she had initiated, he/she shall be charged with having been afforded an opportunity to have worked and an entry including the date and symbol "T" (trade) shall be made on the Form 13.1. Each 12 hour shift represents one trade. A 24 hour tour requires two entries if applicable.

- g. A member on day off by virtue of a trade initiated by another member shall be eligible to work the day off which was received from the initiator of the trade. If the member who obliged a fellow member's trade request has worked less days than the members assigned to the day off which was received in the trade, he/she would be eligible to work ahead of the members assigned to that day off.

### 3. Selection of members to work their assigned days off by battalion fire chiefs

Battalion fire chiefs shall ensure that all members from the off-going platoon are asked to work first, and that all battalions have afforded the off-going platoon a chance to work before going to the platoon on 2nd day off, and in turn, the on-coming platoon, then members of other divisions.

### 4. Quarterly Reports

From the information contained on the Form 13.1, the Form 13.2 shall be prepared by each battalion commander in the Fire Fighting Division on or about the 15th day of January, April, July, and October (JAJO). A copy shall be forwarded to the Labor Relations Officer for use in preparation of Form 13.3. A copy of the Form 13.2 shall also be distributed to the companies within the battalion concerned. Listed thereon shall be the names of all members of the battalion platoon showing the amount of overtime worked by each member for the year to date, including those dates with the symbol "R" or "T"; i.e., a figure of 6/4 on the Form 13.2 would indicate that a member had been afforded six (6) opportunities to work, but due to either a refusal or a trade which he/she had initiated, had only actually worked on four (4) of those days. Platoon commanders shall verify these figures utilizing the individual's Time and Attendance Report, and shall immediately notify battalion commanders of any discrepancy. Battalion commanders shall verbally advise the companies under their command as to any corrections on the Form 13.2.

## Section 4. Divisions other than Fire Fighting and the EMSB

### 1. Control of total members worked

- a. Division heads shall maintain control over the number of members selected to work their assigned days off in that division.
- b. A list of eligibles assigned to the respective divisions shall be maintained on the Form 13.1 in order to ensure equitable distribution of opportunities to work on their assigned days off.
- c. A separate list of eligibles from other divisions shall be maintained and, when all eligibles from the division concerned have been afforded an opportunity to work and there is still a need for a vacancy to be filled, the list of members from other divisions shall be utilized.

- d. Members who are qualified to do so will be afforded opportunities to work in the other divisions on their assigned days off in accordance with the needs of the Department. The member's division head shall notify the concerned division head prior to 1000 hours on the day preceding the member's availability.
- e. Whenever a member of the Fire Fighting Division works their assigned day off in another division, the head of that division shall notify the member's on-duty battalion commander so that an entry can be made on the battalion Form 13.1.

## 2. Biannual Reports

From the information contained on the Form 13.1, the Form 13.2 shall be prepared by the division heads on or about the 15th day of April and October. A copy shall be submitted to the Labor Relations Officer for use in preparation of the Form 13.3. A copy of the Form 13.2 shall also be distributed to the division concerned. Listed thereon shall be the names of the members of the division showing the amount of overtime worked to date, including those dates with the symbol "R" or "T"; i.e., a figure of 6/4 would indicate that an individual had been afforded six (6) opportunities to work overtime, but due to refusals or trades had actually worked only four (4) days. Heads of divisions shall verify these figures utilizing the individuals Time and Attendance Report. Any discrepancies shall be immediately corrected.

## Section 4. EMS Bureau

1. Overtime pay (four hours) due to cancellation upon assumption of duty must be authorized and verified by the chief supervisor.
2. The Staffing Specialist will contact EMS members to schedule available overtime two shifts in advance. Members are not allowed to call in and schedule overtime.
3. Members attempting to cancel their overtime must make their request through the on-duty Staffing Specialist at least two hours prior to the beginning of the shift. Members canceling due to illness/injury prior to or after assuming duty, will have all scheduled overtime canceled until medically able to return to work.
4. All continuation of duty overtime must have attached to the Form 13 a "Continuation of Duty" form submitted to, as well as verified by, the Sector Supervisor.
5. All members must be accessible by phone, answering machine, or pager.
6. Overtime for all supervisory, training, and administrative personnel will be authorized by the chief supervisor only.

Members not assigned to the EMSB, working overtime or detailed to the EMSB, shall comply with these guidelines.

**Section 5. Miscellaneous Rules**

1. Members committing to work scheduled overtime are considered as working a scheduled workday. When a member cancels their scheduled overtime less than two hours prior to the beginning of the shift, they shall submit a special report to the appropriate division head/chief supervisor explaining the reason for doing so.
2. In order to eliminate the possibility of Firefighters and EMS crew members personnel of he working excessively long hours, the following provisions shall be complied with:
  - a. Members of the Fire Fighting Division shall not work more than 36 consecutive hours (Any combination of regular hours, overtime, or trades.) unless the needs of the Department dictate.
  - b. EMS crew members shall not work more than 14 consecutive hours on any tour of duty unless the needs of the Department dictate. Every effort must be made to minimize EMS crew members working more than two hours beyond their 12 hour work schedule. However, an EMS unit shall not be placed out-of-service when it is not in quarters or when relief personnel are late reporting for duty. Company officers and EMS supervisors shall ensure that these guidelines are complied with.
3. Overtime, for all members, will be limited to a total of 36 hours per member per pay period. All overtime above 36 hours per member per pay period must be approved by the appropriate division head/chief supervisor. Timekeepers will be required to review all Time and Attendance Reports for compliance with this directive.
4. Unless prior notice is given, all members are considered available to work overtime on t heir assigned days off either in their assigned division or, if qualified, in another division.

Members volunteering to work overtime must call the company/supervisor's office to confirm the status of their overtime and duty assignment two hours prior to the beginning of the shift on which the overtime will be earned. Failure to ascertain the status of overtime will result in the member receiving an "R" and their name being dropped to the bottom of the rotation.

If the member has called in and no overtime is available, but later becomes available, and the member cannot be reached, that member will not be charged as refusing an opportunity.

5. [Personnel in a non-pay status for disciplinary reasons at any time in a pay period (AWOL, Suspension, or LWOP), shall not be eligible to work overtime until the first day of the pay period after the conclusion of the non-pay status. Personnel cannot work at any time from the first day of the pay period to the last day of the pay period in which they serve a suspension.]
6. Overtime will not be authorized on a day that a member is on annual leave. Overtime will only be authorized on a member's assigned days off.
7. Limited duty members shall not be considered eligible to work their days off unless the needs of the Department dictate.

### **Section 6. Holidays**

In order to establish equitable priorities when projecting members for holiday purposes, the guidelines of this Bulletin shall be adhered to.

The following priorities will be used when projecting (pushing) members on their Holiday Benefit Day:

1. Volunteers.
2. Members in a non-pay status (AWOL, Suspension, or LWOP) during the tour immediately preceding the benefit day.
3. Members utilizing the Minor Illness Program (MIP) during the tour immediately preceding the benefit day.
4. Members returning from sick leave on the benefit day.
5. Members utilizing Emergency Annual Leave (EAL) during the tour immediately preceding the benefit day.
6. Probationers in rotation.
7. Other members of the battalion who have not been projected (pushed) in the current calendar year in reverse order of seniority in the Department.

Note: If conditions permit, members volunteering for projection on a holiday shall have priority (immediately following leave periods) on requests for annual leave for the night tour.