

CITY OF HEALDSBURG

ADMINISTRATIVE POLICY

SUBJECT: Employees Serving as Reserve Firefighters

I. Purpose:

The purpose of this policy is to establish procedures for employees who also serve in the capacity of Reserve Firefighter with the Healdsburg Fire Department.

II. Policy:

The City of Healdsburg is committed to the Healdsburg Fire Department and ensuring the staffing needs of the department are met. In addition, the City recognizes the importance of Reserve Firefighters in meeting staffing objectives. Therefore, it is the policy of the City of Healdsburg that employees serving in the capacity of Reserve Firefighter shall be allowed to respond to fire emergency calls for service while on duty in their regular job classification.

III. Procedure:

A. Employees shall obtain the approval of their supervisors prior to responding to a fire emergency call. Supervisors shall authorize employee Fire Reserves to respond to calls for all fire and emergency activities, including station coverage. Exceptions to authorization may be made when the response by employees creates a health and/or safety hazard for other employees or members of the public.

B. Employees responding to fire calls and/or serving as Reserve Firefighter while on duty during their regular work schedule shall receive their regular rate of pay. Employees shall account for time served as Reserve Firefighters on their time sheets by using the account number designated by the Fire Department. This procedure shall apply to those situations whereby employees respond from and return to their regular worksites. Employees approved to work long term assignments as Reserve Firefighter shall received the negotiated Reserve Firefighter hourly rate.

C. Employees serving as Reserve Firefighter outside the course of their regular work schedule shall receive the negotiated hourly rate of Reserve Firefighter. This shall include assignments to strike teams, assistance for hire and/or other out-of-county assignments. The Reserve Firefighter hourly rate shall be paid for the duration of deployment. All hours accrued during such assignments shall be reflected on the employee's fire department time card.

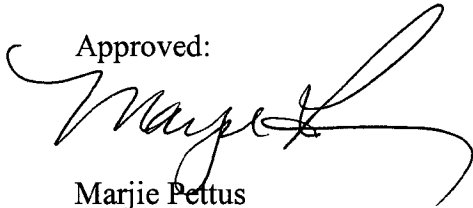
D. Employees may participate in voluntary Reserve Firefighter training and activities. If these activities are scheduled during an employee's regular work

schedule, the employee shall follow department procedures to request time off and shall account for the absence from work by using vacation and/or comp time.

E. Employees shall follow all department-specific policies relating to Reserve Firefighter status. This includes but is not limited to the following: obtaining permission to respond to emergency calls; rotation requirements for calls; authorization of time off to serve as Reserve Firefighter for long term assignments; and return to standard duty requirements.

F. Employees subject to paid stand-by duty as part of their regular work schedule shall not be eligible to serve as Reserve Firefighters while on stand-by duty.

Approved:

A handwritten signature in black ink, appearing to read "Marjie Pettus", written over a large, stylized flourish that extends to the right.

Marjie Pettus
City Manager

November 2009