

2016-108 Per-Diem Schedule	
	Westbrook Fire & Rescue Department Standard Operating Procedure
Section: Administration	TOPIC: Per-Diem Schedule
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POLICY REFERENCES:	APPROVED BY: <hr style="width: 100%;"/> Andrew R. Turcotte Chief of Department

Purpose:

To establish clear and concise procedures for all personnel to follow with regards to the per-diem schedule.

Policy:

1. **Responsibility**
 - a. It is the Responsibility of the Deputy Chief to schedule per diem employees for the following months in accordance with this policy. In the event the Deputy Chief is unavailable, the on duty officer may adjust the schedule as necessary.
 - b. It is the Responsibility of the Duty Officer to check the online Fire Manager program to determine staffing levels for the following day.
 - c. It is the responsibility of the Per-Diem member to monitor their hours to assure they do not go over the allowable quarterly limit.

2. **Availability**
 - a. Availability must be submitted by the 10th of each month (for the following month schedule).
 - b. Employees that submit time after the 10th of the month cannot be guaranteed any shift as employees who submitted on time will get first preference.
 - c. Shifts will be filled based on seniority.
 - d. Employees are required to submit 12 hours of availability each week.
 - e. Members wishing to work 24 consecutive hours may do so based on availability in the schedule.

3. **Shifts**
 - a. All Per-Diem shift openings will be assigned at the discretion of the Administration, based upon the business needs of the City.

- b. Engine 4 Per Diem shift will be filled from 2000-0800 each day. Additionally, this position will be filled from 0800-2000 on Saturday and Sunday.
- c. Rescue 1 and Rescue 2 will each require a per-diem position be filled each day for 24 hours.

4. **Swapping of Shifts**

- a. Per-Diem employees may swap shifts with other per-diem employees so long as neither employee works over 36 hours for the pay period.
- b. Employees will be required to record swaps in Fire Manger utilizing the shift trade feature of the program.

5. **Additional Shifts (Open Shift)**

- a. Per-Diem Employees may sign up for open shifts throughout the month so long as they do so by Friday of the week prior to the shift.
- b. Employees must notify the Deputy Chief of their interest in working any vacant/open shifts.
- c. The Deputy Chief or his/her designee will be responsible for adding the shift into the Fire Manager Schedule.
- d. If no per-diem employee elects to work the open shifts, they will be filled by full time employees as needed.