
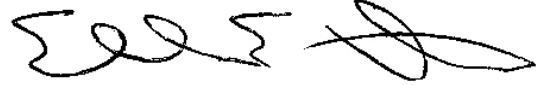




East County Fire and Rescue Standard Operating Guidelines

Title Modified Work Schedule	SOG # 1.2.5
Policy Adoption 	Date 5/21/2024
Standard Operating Guideline Adoption 	Date 5/21/2024

Purpose

The intent of the modified work schedule Standard Operating Guideline (SOG) is to maximize the effectiveness of professional development opportunities while minimizing the fiscal impact of that training. This SOG defines the procedures used to modify an employee's normal work schedule to attend extended duration training at the request of the employee as defined in Modified Work Schedule Memorandum of Understanding between the East County Fire and Rescue, and International Association of Firefighters (IAFF) Local 2444 dated March 3, 2024 (or as may be incorporated into a subsequent collective bargaining agreement).

Scope

This Standard Operating Guideline applies to members represented by IAFF Local 4299 attending training with a duration of 24 hours or greater inclusive of class and travel time.

Policies

East County Fire and Rescue (ECFR) has established the following procedures related to modified work schedule:

- ECFR encourages all members to expand their knowledge skills and abilities through professional development programs on a local, state, and national or international level. In addition, the district encourages its members to participate in local, state, and national professional organizations.
- The district will work to minimize personal services cost of participation in professional development activities using flexible alternative work schedules to meet the needs of the district and our members.
- ECFR maintains appropriate internal fiscal controls to promote effective and efficient use of resources; to safeguard resources against loss due to waste, mismanagement, abuse, or fraud; and to ensure compliance with applicable state and federal laws, regulations, and fiscal best practices.

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Procedure

The normal work schedule for firefighters and captains assigned to one of the district's three shifts is 24 hours on duty followed by 24 hours off with one Kelly shift per month (ECFR & Local 2444, 2022). The normal work schedule for the Kelly float firefighter is to work nine Kelly shifts per month across all three shifts (at the member's choice, selected 60 days in advance (ECFR & Local 2444, 2023). This procedure defines alternatives to this schedule for members attending training with a duration of greater than 24 hours.

Modified Work Schedule

Any schedule established for the purpose of facilitating employee training that is outside the normal days and hours of work specified in the collective bargaining agreement. Hours of work under the modified work schedule include travel time and structured class (instructional) time.

Application of Alternate Work Schedule

By mutual agreement, personnel assigned to shift work who are personnel a training program having a duration longer than 24 hours inclusive of travel and training time will be placed on a modified work schedule to maximize the effectiveness of their training and minimize the cost to the district. The work schedule may be modified to vary the starting and dismissal time and provide a workday of less than 24 hours to accommodate in-class and travel time.

Assignment to the modified work schedule will be limited to the duration of training. The modified work schedule will maintain the employee's 50.6-hour work week and all hours worked more than 204 in a 27-day cycle shall be compensated at time and one half as provided in Section 4.4 of the collective bargaining agreement. All extra hours worked, as authorized by the fire chief, beyond the number of hours that would have been worked on the employee's normal 24-hour shift schedule, shall be compensated at one and one-half (1.5) times their regular rate of pay. Overtime shall be accrued in 15-minute increments rounded up.

If the duration of training and related travel exceeds the number hours that would have been worked by the employee while on their normal 24-hour shift schedule they will receive overtime pay as specified in Section 4.4 of the collective bargaining agreement. If the duration of the training and related travel is less than the number of hours that the employee would have worked while on their normal 24-hour shift schedule, they must choose one of the following options at their discretion:

- 1) work the additional hours at a mutually agreeable time during the 27-day cycle.
- 2) If scheduled for a call shift after the training and within the 27-day cycle, the hours needed to meet the hours that would have been worked on their normal 24-hour shift schedule will be paid at straight time and the remainder at overtime as specified in Section 4.4 of the collective bargaining agreement.
- 3) The employee may take vacation for the difference in hours between the training and travel duration and the hours that they would have worked (ECFR & Local 2444 IAFF, 2024, p. 1).

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The following examples are representative, the shifts assignments of members receiving days off to balance the work week and provide adequate time for class attendance and travel will vary based on class dates.

5 Day Class Example: A member attends a five-day class in the metro area. On Monday through Thursday, they travel to and attend the class for nine hours each day. On Friday, the class ends at noon and their travel and class time accounts for five hours. This results in a total of 41 hours recorded in Vector Crewsense for the duration of training and travel.

Table 1. 5 Day Class Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A	B	C	A	B	C	A
B	C	A	B	C	A	B
Travel and Class Delivery						
C	A	B	C	A	B	C

The number of regularly scheduled work hours during the class is based on the shift that the member attending training is assigned to. A member on A Shift or C Shift would have 48-hours of scheduled work time during the five-day class. The member would need to either work or take vacation leave for these remaining seven hours as provided in the memorandum of understanding between the local and the district. A member on B Shift would have 24 hours of scheduled work during the five-day class, as the total class time exceeds their normal hours worked, they would be paid overtime for the additional 17 hours of class and travel time.

Two-Week Class Example: A member attends a two-week National Fire Academy Class in Emmitsburg, Maryland. On Sunday, travel to Emmitsburg requires 12 hours. During the first nine days of class, normal class hours account for eight hours daily. Structured two-hour evening sessions are held two evenings, once during the first week and again during the second week. On the last day of class, students are released after three hours of class time for return travel. Return travel again requires 12 hours. This results in a total of 103 hours recorded in Vector Crewsense for the duration of training and travel.

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Table 2. 10 Day Class Schedule (i.e., National Fire Academy Course)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
B	C	A	B	C	A	B
C	A	B	C	A	B	C
Travel and Class Delivery						
A	B	C	A	B	C	A
Class Delivery and Travel						
B	C	A	B	C	A	B

The number of regularly scheduled work hours during the class is based on the shift that the member attending training is assigned to. A member on A Shift or B Shift would have 96-hours of scheduled work time during the five-day class, as the total class time exceeds their normal hours worked, they would be paid overtime for the additional 7 hours of class and travel time. A member on C Shift would have 120 hours of scheduled work during the five-day class. As their regular hours of work exceeds class and travel time, the member would need to either work or take vacation leave for these remaining 17 hours as provided in the memorandum of understanding between the local and the district.

Training and Travel Request

Employees requesting to attend a training program must identify the dates that the course is scheduled, in-class hours, and anticipated travel time on the training and travel request. The employee shall propose a work schedule modification consistent with this procedure based on the preceding information. The training captain (or fire chief if the training captain is requesting to attend training) will review and accept or modify the proposed work schedule in consultation with the employee if the request will be approved (based on the course to be attended).

Documenting Hours Worked

Hours of work are documented in Vector Crewsense. Travel and class hours should be identified by specifying the course attended. Additional hours worked to equal the employee’s normal work week should also reference the class attended and “regular work week equivalent”.

References

- East County Fire and Rescue & Local 2444 International Association of Firefighters (IAFF). (2022). *Agreement between East County Fire and Rescue and the International Association of Firefighters, Local No. 2444 January 1, 2022-December 31, 2024*. Camas, WA: Authors.
- East County Fire and Rescue & Local 2444 International Association of Firefighters (IAFF). (2024). Memorandum of understanding [modified work schedule]. Camas, WA: Authors.
- East County Fire and Rescue (2023) *Standard operating guideline (SOG) 1.3.4 Travel and training expense and reimbursement*. Camas, WA: Author.