

Montgomery County Fire and Rescue Service

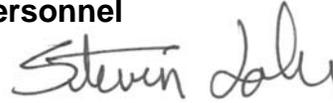
DIVISION OF OPERATIONS DIRECTIVE

NUMBER: 12-01

October 18, 2012

TO: All Operations Division Personnel

FROM: Division Chief Steve Lohr



SUBJECT: Kelly Day Selection for CY2013

It is time to submit your CY2013 Kelly Day selection preferences. The deadline for submission is 1700 hours, Monday, November 12, 2012. Make your request based upon your anticipated shift and station assignment as of the October 17, 2012 transfer meeting. If you have any questions about your shift or station assignment, please contact your Battalion Chief.

As soon as the CY2013 Kelly Days are assigned, I will issue instructions for CY2013 vacation picks.

You *must* submit your Kelly Day selections electronically through the MCFRS web site at <http://kellypicks.mcfrrs.org>. The website will open Tuesday, October 30, 2012 by 0700 hours to accept your picks. Once you have submitted the form, you will be able to modify or change selections. You will receive a confirmation of your selection via your County e-mail account.

KELLY DAY ADMINISTRATION CRITERIA

1. Kelly Days will be assigned based on service needs, rank, seniority, and specialty skills.
2. When personnel are transferred into vacant positions, they will normally be assigned the vacant Kelly Day at that station.
3. These rules apply to all personnel assigned to fire/rescue stations.
4. Personnel will retain the Kelly Day assigned to them, unless they are transferred, or an unusual situation occurs.
5. Personnel who wish to request a Kelly Day must complete the electronic form accessible on the MCFRS web site, using the instructions described above, by Monday, November 12, 2012 at 1700 hours. *Selections will not be accepted after 1700 hours on Monday, November 12, 2012.*
6. Only personnel assigned to permanent positions will pick Kelly Days. Personnel who are in overage positions will be assigned Kelly Days when they are placed in permanent positions. Those permanent positions will already have a Kelly Day assigned to them.

7. IAFF Local 1664 representatives are invited to observe the selection process.
8. Kelly Days will be posted in stations and on the web site no later than November 23, 2012

KELLY DAY SELECTIONS FOR CY 2013

1. The ECC 12-Week Cycle for CY2013 for new Kelly Days takes effect January 27, 2013.
2. ECC Captains must select Kelly Paddles with Monday or Thursday as the primary and secondary Kelly Day due to the ECC Relief Captain position.
3. Personnel will be evenly distributed by rank, seniority, service need, and specialty skills.
4. In single officer stations, the officer and the Master Firefighter will not be assigned the same Kelly Day.
5. When more than one officer and more than one Master Firefighter are assigned to the same shift at the same station, not more than one officer and one Master Firefighter can be assigned the *same* Kelly Day. ∴
6. Paramedics assigned to medic positions must be evenly distributed across each day of the week, and, if assigned to the same station, they will not be permitted to have the same Kelly Day
7. All station personnel will be placed in seniority order, as defined in the agreement between IAFF Local 1664 and Montgomery County Government.

If you have questions, please contact your Battalion Chief.

