



POLICIES AND PROCEDURES
MONTGOMERY COUNTY
DEPARTMENT OF FIRE AND RESCUE SERVICES

NO. 520

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DATE
April 19, 1995

TITLE
WORK SCHEDULES


DIRECTOR APPROVAL
[Signature]

PURPOSE

1.0 The purpose of this procedure is to define the primary work schedules used by uniformed DFRS personnel. It also describes the method for establishing alternate work schedules.

APPLICABILITY

2.0 All personnel in the Fire/Rescue Occupational Series.

2.1  This policy was developed in cooperation with the International Association of Firefighters Local 1664.

POLICY

3.0 For purpose of the Fair Labor Standards Act (FLSA) all uniformed shift work personnel are on a 21-day work cycle effective January 17, 1988. The shift work cycle repeats every 21 days. All uniformed day work personnel are a 14-day work cycle effective January 17, 1988. The day work cycle repeats every 14 days.

3.1 Work schedules for bargaining unit personnel will be consistent with the current collective bargaining agreement.

3.2 Schedules for non-bargaining unit personnel will be determined by the Director.

3.3 Early relief up to 2 hours is authorized if approved by the Station Officer.

3.4 Personnel on shift work will be assigned to a Kelly day. Kelly days are designated 1 through 7. Kelly days will be assigned based on service needs, rank, seniority, and special skills. The number of officers, master firefighter/rescuers, drivers, paramedics and other special skilled personnel who can have the same Kelly day is limited.



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- A. Stations with seven or less personnel per shift will have one person assigned to each Kelly day. Stations with more than seven personnel per shift will have at least one person on each Kelly day and not more than 2 people on each Kelly day. Stations with more than fourteen personnel per shift will have at least 2 persons assigned to each kelly day and not more than 3 persons on each kelly day.
- B. Personnel transferring into a station will be assigned that vacant Kelly day at that station.
- C. When unusual situations arise (e.g. group transfers) the Bureau Chief will be consulted on Kelly Day assignments. Decisions will be based on Department needs and criteria.
- D. Personnel will retain the Kelly day assigned, unless transferred, promoted, or an unusual situation arises.
- E. Personnel may not trade Kelly days except as authorized in DFRS Policy No. 519, "Work Substitutions."

PROCEDURE

- 4.0 The Department will evaluate the need to reassign kellys at least every two years.
- 4.1 When new Kelly days are assigned, each person will request the day of the week preferred using the Kelly Day Assignment/Section Form (See Attachment 5.0). When completed, the form must be sent to the appropriate Duty Chief.
- 4.2 An annual calendar of shifts and Kelly days will be published for each upcoming year.

RESPONSIBILITY

- 5.0 Each Bureau Chief will prepare a description of non-bargaining unit work schedules for review by the Director.



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5.1 Bureau Chiefs, Duty Chiefs, Division Chiefs, or Shift Captains will assign personnel to positions within the work schedules.

5.2 Bureau Chiefs will approve the assignment of positions to the work schedules, in accordance with the budget and approved personnel complement.

ATTACHMENT

6.0 Kelly Day Assignment/Selection Form

CANCELLATION

7.0 DFRS Policy No. 520, "Work Schedules", dated December 10, 1991 is rescinded.

a:wksch



ATTACHMENT 6.0
DEPARTMENT OF FIRE AND RESCUE SERVICES
MONTGOMERY COUNTY, MD.

KELLY DAY ASSIGNMENTS/SELECTION

Name: _____ Rank: _____

Shift: _____ Station: _____ Present Kelly Day: _____

List, in order of priority, your preferred new Kelly Day selection: e.g., Tuesday, Friday, etc.:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Actual Kelly Day assignments will be based on the following in priority order: service needs, rank, then seniority.

Please return this form to your district chief.