

CAL FIRE Butte Unit
Policies and Procedures



Approved By: 
Greg McFadden, Fire Chief

Approval Date: 2-23-2015

Subject: 1000 Personnel Management
Specific Subject: 1040.02 Unassigned Personnel (UP's)

Original Policy Date: 12/2/2011
Revision Date: 2/23/2015

POLICY:

The primary use of unassigned personnel (UP's) will be to meet operational needs of the Department. If all operational needs are met, then UP's may be used to allow additional time off for employees based on a first come, first serve basis.

PROCEDURE:

To give employees additional time off and to help reduce leave credit balances for employees with excess leave credits beyond what is allowed to be carried over each calendar year per the employees respective MOU, the following UP policy will be followed. As outlined in the Directors memo dated September 3, 2013, supervisors (Chief Officers) will work with their employees who are at or above the established leave credit limits on a leave balance reduction plan. Employees in this situation may use the PO-138 to request additional time in order to meet the Directors intent.

Once the schedule battalion chief completes the WP schedule (one week prior to the start of the WP) any remaining UPs can be used to allow additional time off on a first come first serve basis. We will hold one UP in reserve each day for emergency needs up to the morning of. Once staffing needs have been met additional personnel can be allowed off utilizing the UP held in reserve. The additional personnel taking time off does not have to be an employee over on leave balances, but this is encouraged.

Covering battalion chiefs will determine if operational needs have been met at 0800 hours daily. Once operational needs have been met any remaining UP(s) will be used to allow additional employees off. The employees allowed to participate in this process include ranks of FFI Amador, FFII, FAE and FC.

Any requests for additional time off not met with available UPs as described above will be at the discretion of the Division Chief for that area or in their absence the Unit Duty Chief.

The following process shall be used to determine first come, first serve:

1. Requests for use of UP's shall be made in ISE (Self-Serve). Requests shall be made in one day increments. The request will be filled out completely by the employee and an email will be sent to their supervisor, their battalion chief, and the covering battalion chief; i.e. the battalion chief with their battalion coverage at the time the request is submitted.

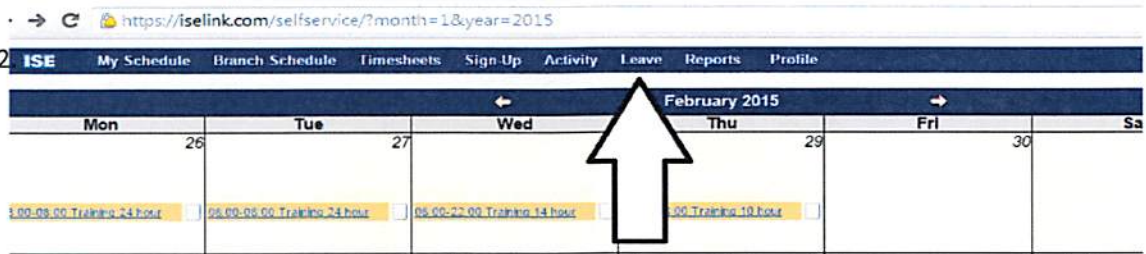
2. The subject line of the email shall be formatted in this manner: "WP #XXX UP request."
3. Requests for the use of UP's will be accepted no earlier than two weeks prior to the start of the new work period. (i.e. 0800 on Monday two weeks prior to WP)
4. The ISE time stamp will be used to determine first come, first serve.
5. The Battalion Chief or covering Battalion Chief will notify the employee the morning of the day requested to verify the status of the request. This allows the supervising BC to continue having "ownership" in their employee's time off requests. The battalion chiefs are also responsible to post the schedule changes in ISE.
6. UP's will no longer be used to fill behind union leave (UL). The focus on UPs will be leave balance reduction for those with overages.
7. UP's must be used to eliminate OT costs within their funded PCA codes. UP's not eliminating OT within their funded PCA codes can be used to allow additional employees in any PCA code off using the above UP process.
8. The authorized career staffing level at Amador and County Stations is one company officer plus one firefighter/operator on each funded apparatus. Staffing levels above this authorized career staffing level must have Unit Duty Chief approval. Other special staffing must have Unit Duty Chief approval.
9. Any use of UP's to allow time off outside the process described above must be approved by the Unit Duty Chief.

Below is the process to for employees to request UP(s) in the Self Service application of ISE and how the BC's will fill a UP request with ISE.

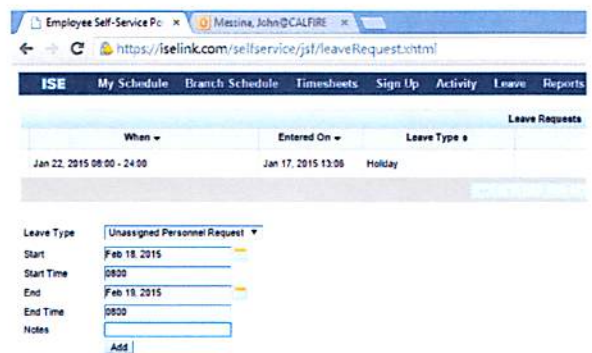
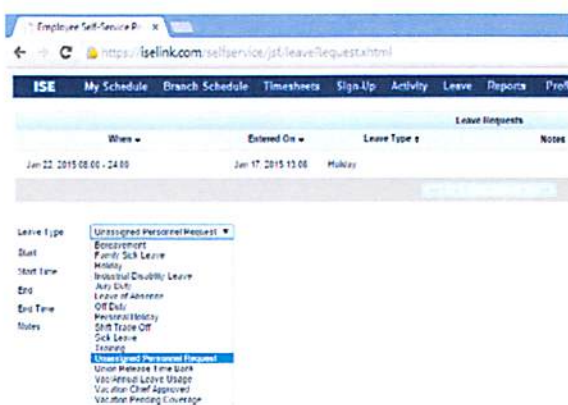
Policy Change for Issuing Unassigned Personnel

Requesting a UP will be completed in the Self Service application of ISE.

1. Select the LEAVE tab.



2. Select Holiday from the drop down list. Then enter date and time of the UP request and click add. Remember our Duty day is 08:00 to 08:00 the next day



3. Your request has been submitted to the ISE scheduling application and your screen should reflect it similar to below.

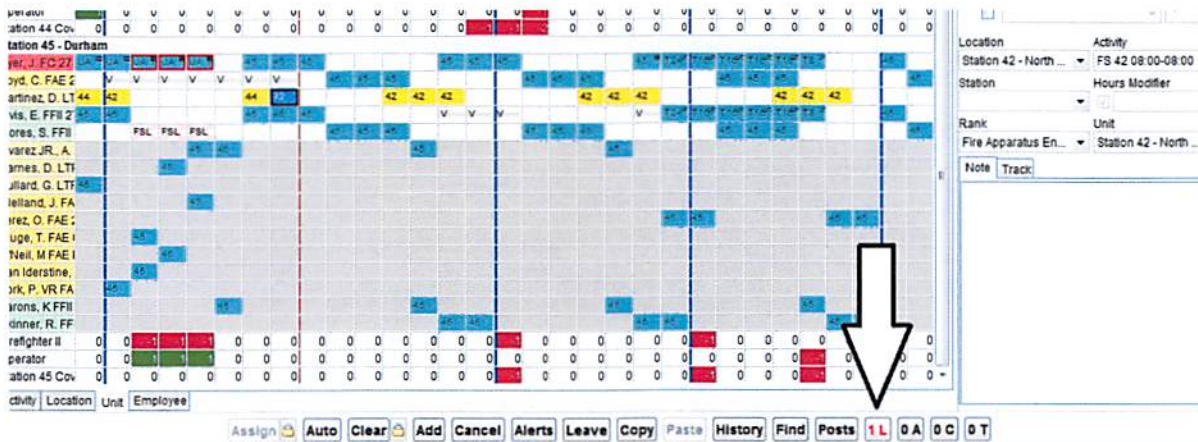


4. You will need to contact your BC, or the covering BC, to advise that a UP request has been made the day prior of the day off request. The request will be filled following Policy 1040.02 Unassigned Personnel (UP). As per policy the UP request can be granted the morning of the request if no other needs occur. Note-if multiple days are requested they will only be granted one day at a time. Using this method will time stamps the request and allows a BC to fill the request while follow the first come first serve requirements. ISE will send you a notification if you are awarded the day.

How to fill UP request with ISE:

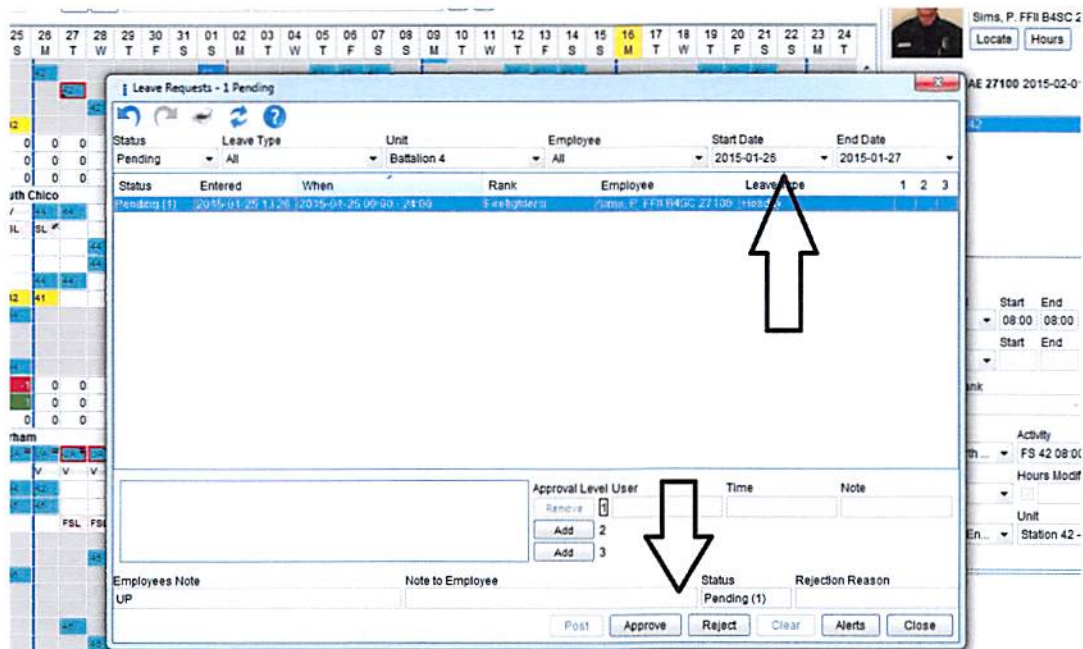
1. After an employee notifies you a UP request has been submitted, check ISE to see if a UP is immediately available or the need to wait until the morning of per policy 1040.02 *Unassigned Personnel*. Use the following direction to approve a UP.

1. Click the L button in the ISE scheduling application. It will have a number of pending requests followed by the letter L.



The screenshot shows the ISE scheduling application interface. It features a calendar grid with columns for days and rows for employees. The grid contains various colored blocks representing assignments. A sidebar on the right contains filters for Location, Station, Rank, and Unit. At the bottom, there is a toolbar with buttons for Assign, Auto, Clear, Add, Cancel, Alerts, Leave, Copy, Paste, History, Find, Posts, L, OA, OC, and OT. A large white arrow points to the 'L' button in the toolbar.

2. The following screen will appear. Filter for the request by day requested. All pending requests for that day will appear in order by the dates and time requested. Highlight the request and approve or reject depending on UP availability. Employee is automatically notified of the outcome through ISE paging. You will still need to schedule the appropriate UP into the requesting employee's assignment.



The screenshot shows the 'Leave Requests - 1 Pending' dialog box. It has a table with columns: Status, Leave Type, Unit, Employee, Start Date, and End Date. The table contains one row with a pending request. Below the table, there are fields for 'Approval Level User', 'Time', and 'Note'. At the bottom, there are buttons for 'Approve', 'Reject', 'Clear', 'Alerts', and 'Close'. A large white arrow points to the 'Approve' button.