



# MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 103.06 VOLUME: 1

SUBJECT: Administration of JCPB Rule 11.11 (Assignment of Duties Out of Class)

SIGNED: \_\_\_\_\_ DATE: 3/3/2009  
Chris J. Mullins, Fire Chief

**SCOPE AND PURPOSE:** Jefferson County Personnel Board Rule 11.11 (Assignment of Duties Out of Class) adopted January 14, 2009, places certain requirements on the amount of time that a firefighter may work in a higher classification. The Rule 11.11 states, "Due to the unique scheduling arrangements of firefighting personnel, no firefighter in the Classified Service may be assigned duties of a higher Class for more than four hundred thirty-two (432) hours in a twelve month period, without approval of the Director."

**POLICY:** In order to administer JCPB Rule 11.11 in an orderly fashion and account for hours worked at a higher job classification, the following process will be put into practice and considered official policy.

**Timekeeping Software:** An addition has been made to the department's timekeeping software system that will allow management, tracking, and compensation activities to be fully integrated within the department's timekeeping process. The software system tracks the elements including the date worked in the higher classification, the person in the higher classification for whom the time was worked and the hours and type of time they were utilizing. It also lists the cumulative hours for each employee so that the ceiling hours (432) can be easily seen. The system will be utilized as follows:

- The system will track out of classification time (OOC) on a calendar year basis just as all other time is tracked.
- Shift Commanders (acting Shift Commanders) will enter OOC time in the system in a similar fashion as other leave time categories are entered. All OOC time will be logged by the Shift Commanders before closing out the shift as it relates to timekeeping.
- It is the personal responsibility of each employee to make sure that his/her OOC time is accurate by viewing balances on the department Time Report software at each Fire Station and reporting discrepancies to his/her supervisor.

**Parameters:**

- The OOC hours will be equal to the number of hours in leave taken by the vacant position being backfilled. Example: Lt. takes 4 hours vacation, then the AO can only have worked OOC a maximum of 4 hours of that occasion (it was only vacant for 4 hours).
- Since SWAP time is basically a contract between individuals, it will not be considered as

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meeting the parameters for time worked out of classification. In other words, if someone swaps time with an employee which causes someone to work out of classification to facilitate the swap, it was at the behest of the employee, not the organization, and therefore should not be included in the OOC system.

- Also, since SWAP time is a contract between individuals, all OOC time earned during a SWAP time occasion will be credited toward the person that is being worked for, not the person that is swapping with the employee on duty. The department cannot compensate someone for swapping time; therefore, the compensation must go to the person normally assigned.
- It is the intent of our organization to manage personnel time to keep employees below the 432 hour ceiling whenever possible or feasible. All managers are encouraged to work toward this intent.
- Hours worked above the 432 hour ceiling will be compensated as per direction from the JCPB (5% above current step or one step above current step).
- Working out of Classification time will be “reset” each calendar year. All hours will be reconciled by January 7<sup>th</sup> of each year for the previous year the same as other time categories are with our timekeeping system. The process will then be replicated.
- A line-item entitled “Rule 11.11” will be on payroll checks which will show the number of hours worked out of classification (and compensation amount) that are being compensated during that pay period. This will make it easier for employees to discern their compensation.