



PROCEDURES MANUAL

SUBJECT: Work Schedule and Duties

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Chapter VI Personnel - Assignments and Duties

Subject 1 Work Schedule and Duties

601.01 Objective

- A. To provide guidelines to be used universally throughout the Fire Department to accomplish the assigned tasks.

601.03 Policy

- A. Members will follow the schedule as outlined except that emergency responses shall take precedence in all cases.
- B. Any exceptions not listed shall be pre-approved by the next higher level of authority.

601.05 Outside Work Policy

Employees must provide written notice of outside employment by submitting an Outside Work Notice (Form-29) to the Human Resource Division. Employees must also notify the Human Resource Division when they cease their outside employment by submitting a Chief's report (Form-47).

1. No employee shall engage in any outside work that would present a conflict of interest with City employment.
2. Questions concerning possible conflicts of interest or violations of the Code of Ethics will be referred to the Solicitor's Office.

601.07 Work Schedule, 40 Hour Uniformed Employees

- A. 40 Hour Uniformed Employee Work Schedule shall be established by the Assistant Chief of his or her Division. Members on a 40-hour week shall report for duty assignment as directed by their immediate Supervisor.

601.08 Work Schedule, 40 Hour Non-Sworn Employees

- A. All non-exempt personnel will be required to record daily hours worked. These hours are recorded in WARE (Working Accountability Resource for Employees) and employees are responsible for its accuracy. Employees may not clock in or out for another person. Falsification of timesheets is strictly prohibited and will result in disciplinary action up to and including termination.
- B. This policy is to establish guidelines for hourly employees to have a record of hours worked using WARE, our web-based timekeeping system.
The following regulations will apply:
 1. Employees are required to clock in prior to their assigned start time and must clock out when they go off duty.
 2. Employees are required to clock out any time they leave the work site for any reason

other than assigned work duties.

3. Unless permission to do otherwise by the employee's supervisor, no employee may clock in more than 6 minutes prior to, or 6 minutes after, the start of their shift. Employees may not clock out more than 6 minutes prior to, or 6 minutes following the end of their work time.
4. Clocking in within the timeframe specified in item three, will be calculated as an on-time report for duty.
5. Employees clocking in after 6 minutes will be responsible to manually correct their time in WARE and inform their supervisor.
6. Employees will be paid from time sheets verified by actual recorded times in WARE. Any adjustments to the recorded time must be approved by the employee's supervisor. Employees must receive permission from their supervisor to make any manual changes.
7. Employees must clock out for their designated lunch time.
8. Employees should remain clocked in for mandatory meetings.
9. Represented employees who have actual working hours in excess of 40 hours per week will be paid according to the language of the Labor Management Agreement (LMA).
10. Except in emergency circumstances, prior permission to work overtime should be approved by a supervisor.

If the workday begins in the field; preventing signing in to WARE, notify immediate supervisor via email at the start of the workday

Violations of these procedures may result in progressive discipline. Under no circumstance may one employee clock in or out for another employee. Any employee participating in this type of violation will face progressive discipline.

C. W.A.R.E SYSTEM FOR NON-SWORN EMPLOYEES

Non-sworn employees tracking system, if you are not familiar with this system here are the instructions:

1. Go on the CFDWEB
2. Click more applications
3. Click (Working Accountability Resource for Employees (W.A.R.E. System)
4. Enter username and password click submit
5. Click on today's date (meaning whatever the current date is)
6. Go to drop down menu on the right side, there are only 2 options ESI – employee sign in, ESO - employee sign out.
7. When reporting to work use ESI no times are required
8. When leaving work use ESO no times required
9. Make sure to click add after you have selected the appropriate time to use from the drop-down menu.
10. This tracking system should be used by ALL non-uniformed personnel.

601.09 48 Hour Work Schedule

- A. Members working a 48-hour workweek will follow this schedule unless specifically

assigned an alternate work schedule. The Division Assistant Chief or the Fire Chief must approve alternate work schedules.

- B. Activities schedule for members below the rank of District Chief are:

0700 Manpower to District - The Officer shall account for all members present or absent from duty and shall promptly report the duty presence of members to the District Chief.

Members will report to their officer if there is any problem with PPE.

0705-0720 (Equipment check)- FAO or Acting FAO checks apparatus and apparatus equipment reporting any damaged, defective or missing equipment to the Company Officer. Other members are to assist FAO in this check. The FAO fills out the Apparatus/Equipment checklist form prior to 0800.

(Apparatus cleaning)- All assigned Apparatus vehicles will be washed and cleaned daily prior to 0800hr and whenever good judgment dictates.

0800-0900 (Training Activity)- **Hands on** training using tools and equipment.

0900-1900 (Work period)- Work as assigned by the Company Officer. Lunch and evening meal breaks during this period.

1900-2000 (Educational Activity) - Review and study of an academic nature; Fire Prevention, Pre-Fire Planning, Fire Department Procedures , CentreLearn, etc.

2000-2200 (Work Period) - Finish work assignments and prepare for night status. Office duties completed by Officer assisted by company members.

2200-0600 (Emergency Standby) - Members permitted to occupy beds and night-watch member assumes watch duties.

0600-0630 Night-watch member notifies company on standby to prepare for unit change.

0700 Shift change Off going members are to be dismissed at 0700 hours after being properly relieved. Members remove their personal firefighting equipment from the apparatus and properly store it.

The Company Officer of the on-coming unit, shall inventory **all** equipment assigned to that unit. This equipment includes but not limited to:

1. SCBA
2. Flashlights
3. Portable Radios
4. Safe Entry Program Key (SEP) and Knox Box Key
5. Helmet Identifiers
6. Hose Straps

C. The Officer of the off-going unit shall be held responsible for the accountability and cleanliness of all equipment and apparatus.

D. Off going officers are to list all pertinent information in the daily dairy. Any issues pertaining to either or both of the other two units shall be written in the company daily diary prior to 0700 hours. It is incumbent upon the "off-going" officer to assure that all necessary information is being passed on.

601.11 District Chief

A. District Chiefs assigned to 48-hour work schedule will report for the 24-hour tour at 0645 hours.

Captains riding above grade, as acting District Chiefs will report at 0700 hours

B. District Chiefs will make periodic checks to assure that Fire Companies are following the

activities schedule in 601.09.

- C. All Districts shall balance their staffing for the tour by 0710 and report staffing to District 4 by 0715.
- D. Shall notify by 2000 hours the tour before, the Officer of a Fire Company that will be covering other personnel for training. Those members are required to report to coverage location at 0700 hours the next tour.
- E. When a Kelly Day becomes available due to the transfer of a member, the District Chief shall assign the Kelly Day.

601.13 Watch Duties

- A. The house officer or their designee shall post a written watch schedule daily. The house officer will be held accountable, if no watch is posted.
- B. It is the responsibility of the member assigned watch duty to:
 - 1. Report for watch duties at the scheduled time.
 - 2. Monitor all radio traffic, department telephones, & Zetron.
 - 3. Be alert and remain at watch station until relieved.
 - 4. Be courteous to visitors, ascertain their business and notify the Officer in Charge of their arrival.
 - 5. Record all messages concerning fire hydrants, water supply, street or any other conditions affecting the company's operation in a permanent log book, post on the blackboard, and relay to the Company Officer.
 - 6. When an alarm is sounded, obtain all the necessary information and give it to the Officer or Officers.
- C. If a member is scheduled for watch duty but is out of quarters, it is the duty of the Officer in quarters to assign an alternate member to assume the watch duties.

601.15 Operations Division Staffing Level

- A. When staffing levels are at an unacceptable level, the Fire Department Staff will take actions necessary and permitted to adequately staff the Department.
- B. District Chiefs shall complete staffing for the following tour and report to District 4 by 0930 District 4 will balance out the Department and will contact overtime personnel if needed.
- C. District 4 will review the staffing for the next tour and determine the number of overtimes required for minimum staffing. District 4 will balance Department strength and notify other districts of inter-district details and overtime requirements for the next tour by 1900 hours. The District Chief will notify Company officers of the staffing for the company including details to and from their company for the next tour by 2000 hours. The company officer will verify that the staffing is correct and will assure all members of their

company are notified of details for the next tour. This includes details that take a company OOS to cover training.

- D. District 4 will update the “overtime confirmation line”, line #1 on the Hotline, by 2000 hours for the next day.

601.17 Company Strength

Four (4) Members - normal staffing for fire company available for fire fighting duties and EMS.

Three (3) Members - company in service available for firefighting duties and EMS, notify District Chief

Two (2) Members - the person in charge shall notify the dispatcher that they are with two members and available for EMS service only. The District Chief shall be notified as soon as possible and shall detail a member to the Company.

- B. If a Company discovers a fire or emergency when in service for EMS runs only, the person in charge shall act as indicated in the applicable section below.

1. No lives imperiled by the fire or emergency discovered, the person in charge is free to take the course of action that his/her judgement deems correct. Dispatch shall be notified of action being taken and request additional response as needed.

2. Lives imperiled by the fire or emergency discovered, the person in charge shall stop, notify dispatch of existing conditions, and request additional response as needed or extra alarm. The two-person company will then decide the best course of action to take until help arrives. They must remember their limitations and perform only that which they can do in a safe manner. Good judgment prevails.

A two-member company shall not respond to fire emergencies. If dispatched by mistake, they must advise the dispatcher of their EMS only status.

601.19 Intercompany Details

- A. Members notified of a detail 48-hours in advance (One tour) shall arrive at the assigned detail fire house by 0700. Members failing to arrive at the assigned detail prior to shift change will be carried AWOL or Tardy and will be disciplined accordingly. Members notified of a detail after 0700 hours will report to their assignment immediately.
- B. When a company has normal assigned unit strength and all members have attained the position of Fire Fighter 4, the details should be rotated (unless there is an exception).

Exceptions:

1. When a member is needed on a Medic company.
2. When a qualified acting Officer or acting apparatus operator is needed.

3. When a detail is made to further expand a member's knowledge or to provide for obtaining additional skills.

When detailing a member for training, the member shall be told why the action is being taken, the estimated time the action will continue and what is expected of the member while he is being detailed for training. Such action must be recorded in the daily activity section of the company diary and reported on a chief's report.

601.21 Out of Classification Assignments

- A. District Chiefs will make every effort to utilize members at the grade for which they are paid. District 4 will assign extra Officers and FAO's to open positions of their ranks.
- B. Only qualified members will be assigned to above grade positions.
- C. The District Chiefs will confer with the regular company officer and choose the qualified member to be assigned as acting officer and/or FAO when an officer or FAO position is not filled.
- D. The FAO shall not routinely be used out of grade as an Acting officer . This shall be reserved for situations where no other member is qualified.
- E. The Assistant Chief of Operations in conjunction with the District Chiefs shall assign a Captain to the position of Acting District Chief when a District Chief position is not filled.
- F. Only members listed as qualified to be "in charge" (Acting Officer) shall be assigned to above grade. Members must be a FFIV and pass the qualifying examination administered by the Training Bureau, or a Civil Service Fire Lieutenant exam to be assigned as an Acting Officer .
- G. Every effort should be made to prepare all Fire Fighters to qualify as a utility FAO.. Follow the Utility FAO program as established by the Training Bureau. Members will not be eligible to act out of classification as a utility FAO until they have reached the rank of FF-II. Members who pass a Civil Service FAO examination are qualified to operate all CFD equipment.
- H. Depending on Departmental staffing, only two members shall ride out of classification in any one district. Utilize District detail officers and FAOs to accommodate this requirement. If the Department is in an overtime status, fill the vacancies with promoted members on overtime until the two member per district threshold is attained. If the Department is not in an overtime status, balance the out of classification assignments throughout the Department.

601.23 Overtime

- A. Overtime will be paid in accordance with the current Labor-Management Agreement.
- B. Members may voluntarily relieve their opposite off going member. No overtime will be

paid for members voluntarily making a response before shift change. Members shall have District Chief's approval for early relief.

- C. Requests for overtime must be submitted on the electronic F-212. For ranks below Lieutenant, the F-212 MUST be verified by the immediate supervisor and approved by the District Chief. For Officers, verifications will be made by their District Chief, with the approval of the Division Chief. District Chief's overtime will be both verified and approved by their Division Chief. The F-212 will automatically forward to the appropriate officer for verification purposes.
- D. Should it become necessary to initiate a recall, those members involved will be required to report to duty at times other than their regular assigned tours or shifts. Therefore, the members reporting for such duty, whether it is for fire fighting or to be held as reserve, will be compensated in accordance with the current Labor-Management Agreement. This time shall commence when the recalled member leaves home and shall end when relieved, returned to quarters, and has had time for personal clean up.
- E. A minimum of one hour overtime pay has been established, in the current Labor-Management Agreement, for any amount of work past shift change.. However, no overtime will be paid for time a member is not on the job, performing a service to the Department. As an example: If a fire response keeps a company out of quarters five minutes past shift change, the personnel on this company shall work the remainder of the hour in quarters on equipment and apparatus, house duties, clean up, etc., except that they would not be required to make any further emergency responses with the company. Members working the remainder of their overtime in quarters shall notify the officer in charge before leaving quarters.

Members who do not desire to work the full hour, shall have the option of leaving upon completion of their duties and clean up and receiving pay at the overtime rate for the time spent past their normal shift change. All members will be compensated for the actual time worked. Members leaving their assigned duty station shall be considered as having completed their assignment. All compensated time is calculated and paid in six minute increments.

- F. Clean up time spent in preparation of going off duty shall be considered overtime if occurring after normal shift change. The amount of time to clean up, while not stated specifically in the Labor-Management Contract, has been agreed to in the past between the Fire Chief and the Union President to be 15 minutes. This means if a company returns from a run after 0645 and the members are dirty, they have 15 minutes to clean themselves before going off duty, even if it means overtime.

It also means that if a company has work to be done in order to put their company in service from an out of service status, they will work all the way to 0700 when they will be relieved by the oncoming unit. Their clean up time will then be on overtime status. However, if their company is in service at 0645, they will stop working in order to clean up in preparation of going off duty.

The person in charge will put the company in service if the apparatus and equipment are in a serviceable condition, not necessarily in a clean condition.

There must be 600 feet of 5" hose in the bed and 250 feet of 1-3/4" for a pumper to get in service. Two masks must be in a serviceable, usable condition, not necessarily in a completely cleaned condition for a company to get in service. A company must have two portable radios to be in service.

There are common sense reasons for a company not to get in service. These reasons must be taken into consideration before getting in service. "If in doubt, stay out."

- G. Overtime will be paid to members required to remain past shift-change to complete required reports, provided there was not sufficient time to complete them prior to the end of their shift. Officers shall leave reports, to be entered by their relief, when this is necessary to avoid overtime or to minimize the amount of overtime work. Reports should be completed as the tour progresses, and overtime requests for completing reports, which have accumulated through neglect, will not be approved.
- H. When a member reports off duty sick, the officer of the on-coming unit shall hold a member past shift-change to maintain minimum staffing. The officer must immediately contact the District Chief to authorize holding a member past shift-change.
 - 1. This overtime shall be held at the position where the employee was supposed to report to work at 0700 hours. For example, if a firefighter from Engine 21 is supposed to be covering a firefighter at Engine 49 for paramedic school beginning at 0700, the hour overtime is at Engine 49 not Engine 21. It is the responsibility of the Officer receiving the SWP call to notify his District Chief and the Fire Company where the firefighter was detailed.
- J. Members held past shift change for a staffing shortage shall make all emergency responses until relieved. Members reporting off duty sick shall make the proper notification to their officers before 0615 so orderly reassignments to adjust personnel can be made.

See current Labor-Management Agreement for specific details relating to rates of pay.

601.25 Emergency Recall of Off Duty Members

- A. Recall procedures are established in three phases to provide the flexibility necessary to maintain the desired level of fire protection during periods of severe or extended emergencies. They provide for the recall of relatively few members to activate reserve apparatus or for general recall of all Fire Department members as may be required by the nature and seriousness of the emergency.

The level and type of recall is determined by the Fire Chief or the Assistant Chief on call at the time of the emergency. A Staff Officer is designated to coordinate the recall and the assignment of personnel and companies. This recall officer is responsible for making

the initial contacts to off duty District Chiefs and company officers and for notification of members recalled concerning the location and initial duty assignments.

All Chief officers and Company officers will maintain and keep available a current and appropriate recall list. That is, District Chiefs will keep a list of their officers and alternates by units. Company officers and members will keep a list of members of their company by units. To ensure that these lists are accurate and current, members must promptly forward changes of telephone numbers and correct these lists at the company and district level, as this information is forwarded through channels. The District Chief will verify the company list during each quarterly inspection.

B. Phase One Emergency Recall

This phase will provide an increase in fire protection by manning apparatus. Prior to recall, if a situation should arise where the number of engine companies remaining in service is seriously reduced, while a number of ladder companies still remain in service, on-duty personnel from the ladder companies will be used to man reserve engines, on orders from the Fire Chief or Assistant Chief on call. If the opposite situation should occur, engine company personnel will man reserve ladder trucks.

Whenever less than twelve (12) engine companies or less than six (6) ladder companies remain in service, and the Officer in charge of the Department determines that the situation will not improve within a reasonable time, the Phase One Recall will be instituted.

The Fire Alarm Dispatcher will notify the Fire Chief or Assistant Chief on call when this level of companies remaining in service has been reached. The Fire Chief or Duty Chief will designate a Staff Officer to either;

1. Activate one or more reserve engine or ladder companies, based upon available reserve equipment, its location and the location of the emergency.
2. Have a recalled FAO respond to staging at the emergency to commandeer an Engine or Ladder company not in use at the emergency, the Staff Officer will also arrange for radio, battery, and spare masks to be picked up.

IMPLEMENTATION

The Staff officer will implement the recall as follows:

1. Contact Dispatch and determine which stations are vacant and what reserve vehicles are available. If an apparatus at the emergency scene is to be used contact the staging officer to determine which vehicles are not in use. Recall the off duty members from the house to be filled and specify the location to which they will report and the apparatus to be placed in service.

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2. The Staff Officer will contact an officer, FAO, and two additional firefighters to staff the apparatus. If using fully equipped apparatus, all members will respond to the station being filled except for the FAO who will respond to the apparatus location.
 3. The Staff Officer will make note of members contacted, the time contacted, and have them report promptly to the designated location. These notes shall be forwarded through channels to operations.
 4. When four qualified members arrive at the designated location and have all necessary equipment, the officer or acting officer will report in service.
 5. In the absence of an officer, the senior qualified fire fighter will assume command.
 6. If the senior fire fighter is required to operate the equipment, the next senior fire fighter will assume command.

The Fire Alarm Dispatcher shall follow the normal move-up schedules until a minimum of eleven (11) engine companies or five (5) ladder companies remain in service. Notify the Chief or Assistant Chief on call that this level has been reached.

The eleven engine companies and five remaining ladder companies remaining will be strategically located to effectively provide service for the city. However, do not make lengthy move-ups, where reports indicate that a company will be out of its station for less than one hour.

1. At this point, dispatch no more than one engine company and one ladder company to an alarm. When only one Engine Company is dispatched to outlying areas of the City (such as Saylor Park, Westwood, College Hill, Carthage, Hartwell, Pleasant Ridge, Kennedy Heights, Madisonville, Mt Washington) and assistance is needed, activate Mutual Aid.
2. Notify all companies by Fire Department radio of the Department's status so that calls for additional companies can be weighed by officers against the limited resources remaining.

C. PHASE TWO Emergency Recall

Phase Two Recall will be initiated to provide additional manpower for an ongoing, extensive emergency condition.

1. The Fire Chief or Assistant Chief on call initiating a Phase Two Recall will have a staff recall and assign a Staff Officer to make the initial contacts and inform the Staff Officers of the levels of staffing to be recalled and their general assignment.
2. That Officer, assigned to coordinate the recall, shall notify off duty District Chiefs using the recall list.
3. The District Chiefs shall be informed of the number of members who are to report and the location to which they should report.
4. The District Chiefs will contact company officers of their districts and the members of

the company.

5. All members will be notified of the location to which they are to report and to their initial assignment and shall report promptly to that assignment after obtaining fire clothes.
6. The number of members to be recalled will be based upon an estimate of the manpower needs, the unit not scheduled to report for work the next day will be called first. Members of companies nearest the location of the emergency will generally be recalled first to ensure prompt reporting.

D. PHASE THREE Emergency Recall

A Phase Three Recall is an extension of Phase Two for a continuing situation of disaster proportions. The Fire Chief or Assistant Chief determining that a Phase Three Recall is necessary will use the same procedures as listed in Phase Two. A Staff Officer will use a media release to announce that a recall is in effect in order to contact as many off duty members as possible through the media. All members may be recalled and all off days and leaves may be cancelled for the duration, the Department may choose to operate on the three-platoon system. If the emergency is extensive and is expected to continue for a number of days, the three-platoon system may be suspended, a two-platoon system initiated, and all scheduled off days cancelled.

E. Records and Overtime Payment

Company Officers shall keep a list of members recalled and time worked by each member. Overtime (electronic F-212) shall be filled out and submitted in order to receive the overtime pay. Only those members ordered to report for recall will be paid. The time is calculated when the member leaves home until leaving the duty assignment, for initial recall only.

601.27 Paid Off Duty Details

- A. There will be two types of off duty details:

Required:

When the Fire Department requires a promoter to have a detail in the best interest of protecting the public safety, and to enforce the Cincinnati Fire Prevention Code.

In these cases, the Fire Department will be responsible for providing and notifying the personnel involved. The Fire Chief will determine what classification of employee shall be used; this will be done in keeping with the current Union Contract.

Requested:

When the Fire Department receives a request from a promoter for personnel to provide for the safety of the public and such work is in the field of fire protection or an extension of fire service duties.

The Fire Department will be responsible for providing and notifying the personnel involved. The Fire Department will be responsible to see that the terms of the current Union Contract are observed when making such assignments.

In either case, the person supplying the names of available personnel will be responsible to inform the promoter of the wage terms of the current Union Contract.

All members are reminded that such details are considered an extension of their fire service duties and, therefore, members while on these details shall be governed by the Procedures of the Fire Department. Members shall be subject to disciplinary action if, while on these details, they are found to be in violation of Fire Department Procedures. All members are to wear the uniform and follow grooming standards as prescribed by the Operations Division.

When such details are established, the District Chief of the District, in which the event is being conducted, will be notified of the detail and will be expected to make periodic checks of the detail to ascertain that it is being handled properly.

When an Officer is required at such details, it shall be the Officer's responsibility to supervise and see that all members on the detail perform in an appropriate manner.

- B. Where a detail requires special expertise on the part of the member assigned, the Fire Chief shall have the authority to order the members to be instructed in the proper procedures to use while on the detail, or assign members possessing special skills.

The City does not assume any responsibility or liability for the acts or default of persons so employed. The sole function of the City and City personnel in this instance is merely making available the names and exercising its right to limit and pass upon the propriety of outside employment of fire personnel in the same way that the City exercises control over outside employment of all other City employees.

- C. Persons/Organizations employing fire personnel and the fire personnel themselves are to be apprised of the fact that this is an employment agreement between them and not the person/organization and the City.
- D. Under no circumstances should Fire personnel be required to volunteer for such service, rewarded for doing so, or put at any disadvantage for failing to do so.

601.29 Limited Duty

Members who cannot perform full fire fighting duties may be allowed to work limited duty. Limited duty status will allow members to cease losing Sick with Pay (SWP) time. Limited duty is available to all members who are off on work related (WR) injuries or illness. Limited duty may be available for non-work related (NWR) injuries or illness. Members on a non-work related illness or injury that haven't used any SWP leave or been in a limited duty status in the previous 36 months must first use 48 hours of SWP leave prior to requesting limited duty. **This does not apply to members reporting to LD due to a pregnancy.** Limited duty is not available if the injury is due to off day employment. If a member fails to abide by the limited duty procedures, the member may be removed from limited duty and limited duty may not be offered to the member in the future.

Members assigned to limited duty are actually listed as being in a full duty status for payroll purposes but are detailed to a limited duty assignment, working a forty-hour week.

The member on limited duty will continue accruing benefits at the forty-eight hour rate. If a member on limited duty takes an authorized leave, it will be charged at the rate of 1.2 hours for every hour of leave taken. This rate will continue until the member is returned to regular duty. Members on an 8 hour day will be charged 9.6 hours for each full day leave. Members on a 10 hour day will be charged 12 hours for each full day leave.

All personnel who receive work restrictions from their treating physician or Employee Health Services (EHS), and are approved for Limited Duty, will be assigned to the Training Bureau. The Training Bureau will assign limited duty members as needed, according to priorities set by the Assistant Fire Chief of the Human Resources Division. When a member is ordered to return to regular duty, the Training Bureau District Chief or Captain will decide on which day they are to report back to their company and so advise their company and District Chief of the return date.

Members assigned to limited duty due to a NWR injury or illness will work eight hours per day, five days per week, between the hours of 0700-1600 hours with one hour for lunch.

Members assigned to limited duty due to a WR injury or illness shall work 10 hours per day, 4 days per week between the hours of 0700-1700 hours. Selection of off days shall be made by the District Chief of Training or his designee.

NOTE: Work related injury or illness is determined by EHS. If the Employee Health Physician and the member's treating physician are in disagreement, see the current Labor-Management Agreement for the resolution process. While this disagreement is being resolved the member will adhere to the NWR-Limited Duty work schedule.

Limited Duty personnel will wear the Class A uniform, unless specifically told otherwise.

Members must not engage in off day employment while in limited duty status at anytime.

Members on limited duty cannot work overtime details.

Members on limited duty cannot work over 40 hours in a week.

Refer to the current Labor Management Agreement regarding SWP instances for the purposes of care or rehabilitation while on Limited Duty.

Follow the guidelines of the current LMA as to the requirements for acquiring a physician's note.

A. Limited Duty Member's Responsibility

Members on a non work related leave who request to be placed on limited duty must do the following:

1. If the member has utilized any SWP leave in the previous 36 months or has been in a limited duty status within the previous 36 months, the member must use 48 hours of SWP time prior to assignment on limited duty. **This does not apply to members reporting to LD due to pregnancy.**
2. Report to the Training Bureau with an approved note from their physician. The physician's note shall include any limitations or work restrictions.
3. Follow medical restrictions and do not perform any work that the doctor does not feel the member is capable of. The assigned supervisor cannot be expected to remember all of the restrictions that all limited duty personnel are under. This is for the member's protection.
4. The Training Bureau will determine a date for you to report to Limited Duty. Read and sign the notice at the Training Bureau regarding the Limited Duty Procedures.
5. The member must notify their Company Officer of their status and the date it becomes effective determined by the Fire Training Bureau. The company officer shall notify his/her District Chief and submit the required reports.
6. Report to Fire Training Bureau, or your assigned work detail promptly at 0700 hours on the date scheduled for assignment.
7. While assigned to limited duty, all members will be required to log all of their relevant activities in the Working Accountability Resource for Employees (WARE) System. This log shall be reviewed on a regular basis as outlined by the HR Assistant Chief or his designee. Failure to complete the WARE system will subject the member to disciplinary action. The log should cover all on duty time spent on limited duty and submitted within the deadline criteria specified by the Assistant Chief of Human Resources to the designated limited duty supervisor.
8. When the member is advised by Employee Health Service or their personal physician that all work restrictions have been removed and the member can return to regular duty, a note stating that the firefighter "can return to full firefighting duties" from the doctor must be taken in-person to the Assistant Chief of Human Resources, or the District Chief of Risk Management. A determination will then be made if the member

can return to regular duty. After determination of return to duty status, the member must contact the Training Bureau to determine the date that they are to report for regular duty. The District Chief or Captain of Training will decide the date the member is to return to duty.

9. The member shall notify his/her Company Officer of the return to duty (RTD) date and report to regular duty on the date assigned by the Training Bureau. The Company Officer is to notify the District Chief of the return date. Be mindful that depending on when the return to duty occurs, it may entail an altered work schedule for the remainder of the cycle to balance the member's hours. This may include working the member on their assigned KD to balance the FLSA hours. This balance should not create an overtime situation.
10. The assigned supervisor must know where the member is at all times; they must be at their assigned location. Members with doctors' appointments or therapy must be back at their work place before the end of their shift.

Members may go to scheduled doctors' appointments and physical therapy. Members on limited duty must furnish a list of therapy and pre-scheduled doctor's appointments. This is to be on the doctor's or therapist's letterhead with the name of a contact person and their telephone number. The projected schedule can only be for 60 days and a new letter must be submitted after its expiration.

Members are given thirty minutes for drive time to an appointment and thirty minutes to drive back to their assignment. Member must notify the assigned limited duty supervisor of the dates and times of all appointments, as the supervisor is responsible for knowing where the limited duty member is at all times.

Members that are assigned to a fire company will participate in the morning drill program to the extent that their physical condition will allow.

Failure to meet these responsibilities will lead to disciplinary action.

12. Members on limited duty for 30 days must submit a Form -30-S to the Human Resources District Chief and continue to submit the form every 30 days until return to duty.
11. Members on "Limited Duty" due to work related injuries or illness must take legal holidays as their off day. Members on "Limited Duty" due to non-work related illness or injury must take the Holiday off using Vacation, Holiday or Compensatory time for the holiday. The member must notify their limited duty supervisor and the Training Bureau in advance of the holiday which leave bank will be utilized. If the member does not notify the Training Bureau in advance, Holiday time will be deducted.

The Training Bureau will enter the leave in the Personnel Management System (PMS) with a deduction of 9.6 hours

B. The role of Employee Health Service:

The Employee Health Service Physician is responsible for making the following decisions based on work related injuries; not including pregnancy:

1. That an employee may return to work with no restrictions.
2. That an employee may not return to work at this time (Regular or Limited Duty).
3. That an employee may return to work with restrictions along with outlining the restrictions.

The member may submit for consideration medical records from the member's personal/ treating physician and the Employee Health Physician may include and consider these recommendations in determining if work restrictions apply.

4. Employee Health Service Physician will determine limitations of member, and provide the member with instructions and a form describing any limitations. All limitations and restrictions will be on a City Physicians Report (F-96).
5. Employee Health Service will notify the member's District and the Fire Training Bureau of any change of status made by Employee Health Service Physicians. Notification to the Districts will come via fax by 1700.

C. The responsibilities of the Training Bureau:

The Training Bureau is responsible for determining exactly when the member starts working on limited duty and exactly what tour the member returns to regular duty, after the doctor makes the determination that they may return to duty.

Training Bureau shall:

1. Determine what date the member is to report for limited duty.
2. Notify the member's District Chief giving the necessary information.
3. Determine member's assignment, limited duty supervisor, and document member's limitations and therapy or clinic schedule.
4. Have the member review Section 601.29 of the Procedures Manual and sign the Limited Duty Agreement (Each member going on limited duty is given a copy of this procedure when they visit the Training Bureau).
5. Notify the limited duty supervisor that member is reporting, the limitations of the member and their therapy schedule.
6. Notify member's District Chief when there is any change of status.

D. The responsibilities of the limited duty member's supervisor.

The supervisor assigned a limited duty member shall:

1. Read the restrictions of the limited duty personnel provided by the treating physician or EHS.

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2. Assign work that is compatible with the person's restrictions.
 3. Be responsible for the LD member's whereabouts during the work day from 0700 to 1600/1700. The supervisor must have contact with him/her at 0700, 1300 and 1600/1700 each day.
 4. Set the hour the member is to go to lunch, this hour shall not to be used at the beginning or end of a shift in order to shorten the workday.
 5. Communicate to all other supervisors in the Division/Bureau that a limited duty person has been assigned to them.
 6. Assure that limited duty persons are not assigned to cooking, non-Fire Department errands, etc.; and in no case shall they ever be allowed to involve themselves in firefighting activities, including riding on the apparatus or responding to emergency scenes. This restriction does not preclude participation in the Drill Program to the extent he/she is physically capable.
 7. Notify the Fire Training Bureau office when the member is no longer needed at their current assignment so that the limited duty member can be reassigned.

E. Limited Duty Duration

1. Members not eligible for retirement:

- a. A member will be accommodated on limited duty for one consecutive 12 month period provided the member's physician states the member has a reasonable expectation of returning to full, unrestricted firefighting duty within the 12 month period.
- b. A member may be granted a second 12 month period on limited duty if the member's physician states in writing that the member has a reasonable expectation of returning to full, unrestricted firefighting duty within the second 12 month period.
- c. A member will not exceed 24 consecutive months on limited duty. Prior to the 24 month anniversary, the Department will initiate medical separation proceedings to be effective on the 24 month anniversary.

2. Members eligible for retirement:

- a. A member will be accommodated on limited duty for one consecutive 12 month period provided the member's physician states the member has a reasonable expectation of returning to full, unrestricted firefighting duty within the 12 month period.
- b. Prior to the 12 month anniversary on limited duty, the member must present a letter from the treating physician stating the physician expects the member to return to full, unrestricted firefighting duty within the second 12 month period. Member's who do not provide a physician's note prior to initial

12 month anniversary will be medically separated.

- c. Members eligible to retire have a maximum of 24 months aggregate time spent on limited duty after achieving retirement age and service years. This is a cumulative total regardless of the number of incidents.

601.31 Duty Presence

During their tours of duty, all members attached to fire companies shall be on duty at their respective quarters or assignment at all times, except when they are at an emergency incident, or are detailed elsewhere.

Any time the alarm bells or alert tones sound in an engine house, except for a test, all members shall immediately report to their assigned position on the apparatus

No member shall leave quarters for any purpose without the permission of his or her Officer, emergency duty excepted.

Members shall not leave assigned duties at a fire without permission from a Chief Officer. Company Officer shall investigate the absence of any members under their command. Any absence granted shall be brief and in accordance with the Labor Management Agreement. Members shall return immediately to their companies after completing any assignments.

601.33 Members Out Of Quarters

- A. Members leaving quarters shall take a portable radio and monitor Main Dispatch channel. They will respond in a non-emergency response to all working fires where their company has been dispatched. Response to EMS incidents is the officer's discretion.
- B. If the portable radio is out of service and a member returning to quarters from an out of quarter's detail finds their company has responded to an emergency, they shall:
 - 1. Ascertain the location of the emergency by priority order:
 - a. Ask the Officer of the other company in quarters.
 - b. Checking the CAD Terminal.
 - c. Calling the Fire Alarm Dispatcher by telephone.
- C. Determine how long their company will be on the emergency scene and join their Company at the scene of the emergency if it is estimated that they will be on the scene an additional 15 minutes or longer.

601.35 House Dues

House money or dues may be assessed against each member for the purchase of house items shared by all. Every member shall have the right to see the records of these funds. Members who fail to payoff, per the Company Commander's policy, will result in progressive discipline.

601.37 Change of Address, Status, etc.

Members shall immediately notify their Officers of any change of address, marital status or telephone number and forward proper reports giving necessary information. Change of address requires a School District Declaration Form. It is the member's responsibility to maintain their state certification, so it imperative that when a member changes his/her address, the *member* must also notify the State of Ohio- EMS Department.

601.39 Motor Vehicle Operator's License

All members shall maintain current Ohio Motor Vehicle Operator License. They shall be thoroughly familiar with the State of Ohio Motor Vehicle Laws, the Cincinnati Traffic Code and the Fire Department Procedures. They shall comply fully with these laws and regulations when operating Fire Department vehicles. No member shall operate any city vehicle while they are under any court ordered restrictions

601.41 EMT Certification

- A. A minimum mandatory requirement of employment for all uniformed members of the Fire Department is an EMT-Basic certification.
- B. Members must be able to present evidence of their certification and/or re-certification.
- C. Probationary Fire Fighters will be given three (3) opportunities to pass the State of Ohio EMT-Basic certification test. Failure of the EMT Certification exam for the third time will result in dismissal.
- D. EMT Basic and Paramedic Continuing Education are under the supervision of the EMS Coordinator. This training is available online via Target Solutions and it is the member's responsibility to complete this training.
- E. **Expired EMT Certifications, due to a member's negligence, will cause the member to be immediately carried Leave Without Pay (LWP) until recertification has been verified by Administration. Administrative disciplinary action, which could lead to dismissal, will be initiated against the member.**
- F. Member's who have lost their EMT Certification can regain their certification by challenging the State Exam. The member will be allowed three (3) attempts to pass the challenge. If the member fails in their third attempt, that member will be subject to dismissal.
- G. Members who want tutoring before challenging the State Exam can contact the EMS Coordinator. A Fire Department EMT-Basic instructor will tutor members. This tutoring will be scheduled at the discretion of the instructor. Members will attend on their own time. If staffing permits, tutoring can be scheduled while on duty and the Fire Department will grant time to the member to attend classes.

601.49 Firefighter I & II and Fire Safety Inspector Certifications

- A. A minimum mandatory requirement of employment for all uniformed members of the Fire Department is Firefighter I & II and Fire Safety Inspector certifications.
- B. Expired Firefighter I & II and/or Fire Safety Inspector Certifications, due to a member's negligence, will cause the member to be immediately carried Leave Without Pay (LWP) until recertification has been verified by Administration. Administrative disciplinary action, which could lead to dismissal, will be initiated against the member.

601.51 Fire Department Related Activities

Members may attend fire department related training activities without compensation when pre-approved in writing by the appropriate division Assistant Chief. The training **must** be approved prior to attendance. Example activities are fire service related trainings that benefit the City of Cincinnati. Fire Department related activities include the practice sessions for CFD Fire Apparatus Operator promotional exams, CFD sponsored paramedic programs and CFD sponsored Rescue Technician training. These examples are not all inclusive and additional activities can be pre-approved in writing by the division Assistant Fire Chief. Members attending pre-approved activities may be covered under the city workers' compensation coverage.

Members of the Hamilton County USAR Team and Ohio Task Force One will continue to be covered as outlined in the Memorandums of Understanding between the organization and the CFD.