



Officers On Call Weekend Policy

Purpose

The purpose of this policy is to clearly define the responsibilities and compensation for the officers of the Dundalk Fire Department when on call.

Policy Scope

This Policy applies to all Dundalk Fire Department Officers.

1. Definitions

- a. "Officer" – Deputy Chief, Captains and Acting Captains -of the Dundalk Fire Department

2. Compensation

The compensation for the Officer that is on-call is as follows:

- a. Compensation will be the per day rate listed on the Southgate Fire Department Pay Grid for Saturday and Sunday plus the per hour rate also listed on the Southgate Fire Department Pay Grid for hours spent attending fire calls.
- b. When on-call duty falls on a statutory holiday, the compensation will be the per day rate listed on the Southgate Fire Department Pay Grid for the holiday plus the per hour rate also listed on the Southgate Fire Department Pay Grid for hours spent attending fire calls.
- c. Southgate Fire Department Pay Grid will have COLA added, if Council approved, annually.
- d. Compensation will be paid quarterly.

3. On Call Schedule

- a. A rotational schedule will be posted a minimum of three (3) months at a time.
- b. The on-call schedule will be for weekends only (Friday at 18:00 hours until Sunday at 18:00 hours; with the exception of holidays – see below).
- c. Statutory Holidays will be covered by the officer scheduled to be on-call for that weekend.
- d. Should the scheduled on-call officer be unable to carry out his/her duties for some justified reason (such as sick or family emergency etc.) the officer will contact the other officers to find a replacement for him/her scheduled time. If one cannot be found, the fire chief must be notified immediately so the coverage time can be resolved.
- e. If an officer is looking to switch days or times for any other reasons and a replacement cannot be found, it is the duty of the officer to complete his/her shift and not leave it unoccupied.
- f. It is the duty of the officers to change the names on the schedule and notify the fire chief if a switch has been made so that the compensation will be made to the right officer.
- g. The schedule will be on a white board and posted in the lobby beside the Fire Prevention Officer's door. It will also be added to the outlook calendar.



4. Officer Duties

- a. The officer on-call for their scheduled weekend will respond to any and all emergency calls as well as any phone calls from dispatch regarding any complaints or issues that arise and need to be dealt with at the time.
- b. The officer on-call will check the fire hall voicemail periodically and respond to any inquiries in a reasonable amount of time.
- c. The Officer on-call is responsible for making sure all trucks and equipment are placed back in service after emergency calls.
- d. During the winter months the Officer on-call is responsible for shoveling emergency doors and in front of the bay doors if snow is accumulating. Periodically the Officer on-call may be required to plow the Driveway in which case they will be compensated at hourly rate for this.

5. Fire Chief Duties

The Fire Chief must:

- a. Create the rotational schedule and post a minimum of three (3) months in advance.
- b. Assist the officers to alter the schedule if conflicts occur.

6. Discipline

Officers that do not follow all sections of this policy will be subject to disciplinary actions.