

Grand Forks Fire Department

Standard Operating Procedures

SOP# 100.16	Section Rules and Regulations	Title 12 Hour Off System (FLSA)
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Reviewed by:		Michael K. Flermoen, Deputy Fire Chief
Authorized by:		Peter D. O'Neill, Fire Chief
Effective date: Immediate Updated language 11/15/2004	Implementation date: Immediate Updated language 11/15/2004	Revision date:

Updated language as of 11/15/2004:

1. Inception date: The 27-day work period of 204 work hours shall go into effect on April 1, 1985.
2. Seniority: Choices of 12-hour offs shall be made on the basis of departmental seniority. Once choices are made, such choices shall not be changed unless the seniority lineup of the shift changes. Changes to 12-hour offs shall be made on or about November 1st of each year, to take effect on the first 27-day work cycle on or after the 1st of the new year.
3. Rules for 12-hour offs:
 - a. Not more than two employees shall be off at the same time, nor less than one employee at any time.
 - b. Only one officer shall be off at any time.
 - c. Only one Fire Apparatus Specialist shall be off at any time.
 - d. Only one Senior Firefighter shall be off at any time.
4. Trades: The Fair Labor Standards Act, as amended and interpreted, strictly controls the number of straight-time hours that can be worked in a defined work period. In order to ensure compliance with the provisions of the Act, trades must meet the following requirements:
 - a. They must be approved by the Battalion Chief in advance, giving due regard to the effect the proposed trade will have on shift staffing.
 - b. They must be logged when taken.
 - c. They must be completed within the trading employees' 27-day work period, so as to have no effect on the trading employees' total hours worked in that period.
5. Records: The Battalion Chief shall keep a current list of the 12-hour offs schedule then in effect for his shift. 12-hour offs shall be entered on the time sheet using the symbol "F".
6. History: A copy of the original language follows on the next page.

This is a copy of GFFD Directive dated February 1988 by Richard J. Aulich, Fire Chief

1. Inception date: The 27-day work period of 204 work hours shall go into effect on April 1, 1985.
2. Seniority: Choices of 12-hr offs shall be made on or before March 31, 1985, on all shifts, on the basis of departmental seniority. Once made, such choices shall not be changed unless the seniority lineup on the shift changes. Changes, when necessary, shall only be made on or about November 1st of each year, to take effect the following January 1st.
3. Rules for 12-hrs offs:
 - a. Not more than two employees shall be off at the same time, nor less than one employee at any time.
 - b. Only one officer shall be off at any time.
 - c. Only one driver shall be off at any time.
 - d. Only one relief driver shall be off at any time.
4. Trades: The Fair Labor Standards Act, as amended and interpreted, strictly controls the number of straight-time hours that can be worked in a defined work period. In order to ensure compliance with the provisions of the Act, trades must meet the following requirements:
 - a. They must be approved by the Battalion Chief in advance, giving due regard to the effect the proposed trade will have on the manpower lineup.
 - b. They must be logged when taken.
 - c. They must be completed within the trading employees' 27-day work period, so as to have no effect on the trading employees' total hours worked in that period.
5. Records: The Battalion Chief shall keep a current list of the 12-hour offs schedule then in effect for his shift. 12-hour offs shall be entered on the time sheet using the symbol "O".