



SPECIAL ORDER



Series	Number	Originating Bureau	Effective Date	Expiration Date
2005	89	Operations	11/18/05	6/30/07

Subject:

Mandatory Holdover Guidelines

1. The following guidelines are an Addendum to DFRS SO#84-2005, Memorandum of Understanding: Holdover.
 - a. Original holdover lists have been created for each shift, each Kelly cycle. Lists contain all field personnel for a specific Kelly assignment (based on the 11/14/05 Kelly paddle assignment sheet), including those individuals on extended modified duty or extended detail assignments (including EMT-I/EMT-P students).
 - b. Lists are located in the G:\Holdover Lists folder, so they are accessible to all field battalion chiefs, as well as visiting or acting battalion chiefs. Maintenance of the lists is the responsibility of whoever does the hiring for a holdover.
 - c. All master copies of the holdover lists will be updated weekly to the T:\Fire\Union\Holdover Lists folder so the most current versions are accessible to all personnel.
 - d. Effective November 21, 2005, personnel must be notified of any mandatory holdover no later than 0700 hours on the holdover morning.
 - e. Holdover hiring is to be in order off the holdover list on a positional needs basis.
 - i. If you need an ALS provider, then the first ALS provider on the list is to be hired, regardless of their physical location at the time.
 - f. Trade of holdover days can begin on Monday, Nov 21, 2005 with battalion chief approval. A TOH form is available at T:\Fire\Forms\Trade of Holdover Form.
 - g. All overtime incurred as a result of a mandatory holdover is to be coded 210.
 - h. Union contract (July 1, 2005 – June 30, 2007), Article 10, Call-in and Holdover Pay, Paragraph (b) outlines timelines for holdover.



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- i. Personnel will not be held responsible for mandatory holdover for previously scheduled departmental obligations (i.e., ICS class, Unified Command class, ALS recert, etc.). This grace period will expire on/about the end of the calendar year. At that time, field personnel and battalion chiefs will be responsible for ensuring that enrolling in /approving departmental obligations does not conflict with mandatory holdover.
- j. The Holdover MOU extends to management field personnel. It does NOT apply to any staff personnel, regardless of rank.
- k. Mandatory holdover does NOT apply to EMT-I and EMT-P students throughout the duration of classroom activities. However, these personnel will continue to be listed on the appropriate mandatory holdover lists through their classroom time and may be at the top of the list once the coursework is completed.
- l. Mandatory holdover does NOT apply to personnel on modified duty or an extended non-field detail for the duration of the modified duty/detail. However, these personnel will continue to be listed on the appropriate mandatory holdover list through their modified duty/detail and may be at the top of the list once they return to the field.
- m. Personnel on mandatory holdover can sign up for Overtime Availability on off-going and on-coming days as normal. Overtime hiring of an individual from the off-going list will take precedence over his/her mandatory holdover position.
- n. The penalty for declining mandatory holdover is to be placed in the disciplinary process.
- o. Back-to-back Kelly days will result in back-to-back mandatory holdover days.
- p. When personnel transfer to a new paddle cycle, they will be inserted into that paddle's current holdover list in the same position that they left their old holdover list (i.e., if they were third on their old list, they will be third on their new list).
- q. A recruit will be inserted at the top of his/her respective holdover list.



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- r. Mandatory holdover hiring shall be position for position wherever possible.
 - i. Captains and lieutenants will be used to fill officer holdover positions.
 - ii. ALS provider positions can be filled by either an EMT-P or an EMT-I.

- 2. A copy of the *Trade of Holdover Request* has been attached.

Joseph A. Herr
Fire Chief



DEPARTMENT OF FIRE & RESCUE SERVICES

Chief Joseph A. Herr

TRADE OF HOLDOVER REQUEST

The Memorandum of Understanding between IAFF, Howard County Local 2000 and Howard County Department of Fire and Rescue Services allows for members to trade mandatory holdover days.

Full-time uniformed personnel shall be authorized to trade holdover days in accordance with the following procedures:

1. The trading of holdover days is defined as the trading of the entire holdover period between equally qualified uniformed personnel based upon functional staffing needs.
2. The trading of holdover days must have approval of the battalion chief on a form authorized by the Fire Chief. A copy of the approved form must be faxed/printed to the respective battalion chief prior to the start time of the holdover period.
3. The amount of time for the trading of a holdover day is six (6) hours.
4. The trading of holdover days will not cause any personnel to work more than forty-eight (48) consecutive hours. Any forty-eight (48) hour consecutive tour of duty must be followed by a twenty-four (24) period of off-duty status.
5. The repayment of traded holdover days shall be the sole responsibility of the individuals involved and not obligate the county in any way.
6. The trading of holdover days does not negate the responsibility of both individuals to comply with all established rules and regulations.

Person Requesting Trade of Holdover Day:

Person Assuming Responsibility for Holdover Day:

Name

Name

EID

EID

Calendar Date of Holdover Trade: _____ 0700 – 1300 hours

Authorizing Battalion Chief Signature: _____

Name

EID

Date