

**CFRS**

 **Policy**

**Additional Voluntary Hours**

Introduction

This document sets out the arrangements in place for an employee providing voluntary additional hours to the Service to meet its operational requirements. Existing overtime arrangements relating to casual (change of shift) overtime, public holiday payments and recall to duty are unaffected and arrangements in place for those circumstances remain extant.

Scope

This policy applies to operational members of Cumbria Fire & Rescue Service (CFRS) volunteering to do additional hours on regular stations.

**Principles**

There is no obligation to offer work and no obligation for the employee to accept work as a consequence of this policy.

Nothing in this policy constitutes a Contract of Employment.

Employees ‘undertaking voluntary additional hours under the terms of this policy will be accountable to the Line Manager they are working under for the duration of the allocated shift / additional hours.

[Procedure](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc)

**Pay**

1. Employees ‘undertaking work under the Voluntary Additional Hours Policy will receive payment commensurate with the role being carried out at that time.

2. Voluntary additional hours will in the first instance be offered on a role to role basis, subject to acceptance by those employees.

3. If operational requirements cannot be met on the basis detailed in paragraph 2, voluntary additional hours will be offered to any member of staff qualified to undertake the role for which voluntary additional hours are offered.

4. Payments for additional voluntary hours will be made at flat rate.

**Hours of Work**

5. Employees who volunteer to work voluntary additional hours will be registered with the Service and may be contacted from time to time and occasionally at short notice.

6. There are no regular or fixed hours of work or shifts for employees undertaking voluntary additional hours. The employee will provide voluntary additional hours on an ‘as and when’ basis, as required to meet the needs of the Service from time to time and as agreed by the employee.

7. The Central Crewing Department will monitor the allocation of voluntary additional hours to employees to identify when individuals work excessive hours.

**Absences**

8. If an employee who has committed to undertaking voluntary additional hours for a defined shift or period then withdraws that commitment as a result of sickness, then he/she should follow the normal sickness management process as soon as possible. Where practicable this should be not less than 24 hours prior to the start of the shift.

**Termination of Registration**

9. An employee is required to notify Central Crewing via email if they are no longer available to undertake voluntary additional hours. Once notified, Central Crewing will remove them from the register.

10. Individuals that remain on the register but constantly refuse voluntary additional hours requests may be removed from the list and notified accordingly to avoid unnecessary phone calls from the Central Crewing Department. The decision to remove an individual will be taken by the Central Crewing Manager following a review of the refusal occasions and only after discussions with the firefighter to ascertain the background / history.

**Access to Voluntary Additional Hours**

11. All employees' who are willing to volunteer to work voluntary additional hours under the terms of this of this Policy will contact Central Crewing Department.

12. For Regular Firefighters, based on an average of 24 additional flat rate hours per 4 week reference period, employees will be selected to ensure fair opportunities are presented to everyone who is qualified, to provide additional shift cover. Central Crewing will monitor to ensure day and night shift crewing opportunities are balanced so that those individuals that only wish to work 15 hour night shifts are not offered two night shifts in a reference period, before those working additional voluntary hours on a day shift are afforded the opportunity.

**Crewing Arrangements**

13. Offering additional voluntary hours to firefighters across CFRS will increase the amount of operational training carried out by those staff and continue to support the competency framework.

14. Firefighters will only be selected for voluntary additional hours based on operational skill levels and in accordance with the following list:

* Competent BA Wearer
* Minimum 9 month service and passed the 9 month probationary assessment
* Completion of RTC course
* Completion of Water Safety Awareness course
* Completion of Height Safety Course
* Completion of appliance / station familiarisation

15. Swift Water Rescue Technician (SWRT) and Work at Height (WAH) skills are not essential requirements for selecting firefighters to crew Regular Appliances. However, where two firefighters are available for voluntary additional hours and both comply with the minimum requirements set out in paragraph 14 above, on Enhanced Rescue Pump (ERP) stations the Service will offer additional hours to firefighters with SWRT and WAH skills in the first instance.

16. With specific regards to ERP stations, individuals must demonstrate competence in the basic use and/or deployment of the ERP equipment detailed in Appendix A, with appropriate observations recorded by an Enhanced Cover Watch Manager or Station Manager.

17. The competency to be demonstrated above is the safe basic use and deployment of the equipment. The full operational use of the equipment will be learned as the individual trains with the equipment and ERP as part of the regular shift training and experience gained by attending exercises and operational incidents.

18. Where operational managerial cover is required on a regular shift (Crew Manager), the extant PH/TOIL Agreement will be used to select personnel.

**Fire Kit**

19. The individual is responsible for moving fire kit from his/her own station. Personnel that volunteer to undertake additional duties under this Policy will be issued with a suitable holdall for the safe transportation of fire kit.