

**CFRS**

 **Procedure**

**On-call Employees Working On Two Stations**

Introduction

This document provides guidance to managers of On-call employees who provide fire cover at two stations. Examples where this may occur is where an employee may live and work within two separate station areas providing cover within each station ground at different periods within the day.

For the purpose of this policy “Primary Station” shall be the station upon which the employee provides the most availability.

Scope

This procedure covers Grey Book CFRS employees.

**Principles**

The procedural guidance covers the following areas:

1. Induction
2. Availability
3. Training commitments
4. Training course attendance
5. Annual leave
6. Sickness absence
7. Performance monitoring
8. Personal protective equipment
9. Importing
10. Supervisory manager roles

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

1. **Induction**

Employees providing cover on an additional station (See **Section 9 - Importing**) / being recruited to two stations should undergo a station specific induction facilitated by the Station Manager or the On-call Supervisory manager. The induction should be more specific to the station ground, risks and site specific issues, examples being:

* Station and appliance familiarisation.
* Station risk information.
* Mobilisation risk assessment.
* Station specific risk assessments.
* Level three & four risks.

The induction should be conducted prior to the employee commencing their On-call duties. A record must be made within PDR Pro confirming the induction has taken place annotating the areas covered.

1. **Availability**

An existing On-call employee wishing to provide cover at more than one station which is currently recruiting should provide the Station Manager of the proposed station a completed ‘Availability Contract’ (Form 124a), documenting their proposed availability.

The completed Availability Contract should be examined by the Station Manager in discussion with the On-call Supervisory manager of the proposed station to ensure the cover submitted meets the requirement of the station and a comparison must be made to the employee’s existing obligations at their primary station to ensure both periods of proposed cover does not exceed 120 hours.

Consideration should be made to allow travelling time between station grounds.

1. **Training Commitments**

It is the duty of the employee in addition to their Station and Supervisory managers to ensure they maintain their core training requirements.

In the interest of forming working relations with employees on each station in which the On-call employee provides fire cover the balance of training undertaken by the employee within each quarter should be as far as reasonable practicable split between both stations. Consideration should be made to avoid any unnecessary duplication of training.

Prior to the employee commencing cover on their new station a training gap analysis must be made by the Station Manager in discussion with the On-call Supervisory manager of the new station to identify any development the employee may have as a result of any equipment /appliance familiarisation they may require.

It may be necessary in the first few months that the employee completes more training at their new station in order to cover the development areas highlighted in point 8.

Once the quarterly planner has been produced the Supervisory manager of the employee’s primary station should email the Supervisory managers of the On-call station, copying in the relevant Station Managers, to inform them of the dates the employee will be attending their training night. These dates and locations should also be communicated to the On-call employee. It is the duty of both On-call Supervisory managers to discuss together any specific development needs the employee may have in the coming quarter prior to the production of the quarterly planner.

Catch up training sessions should be in accordance with the procedural guidance contained within the ‘**Management of the On-call Duty System policy’** and will normally be undertaken at the station the employee was programmed to attend.

All training the employee receives at either station must be recorded on PDR Pro for the station in which the training was delivered. It is the responsibility of the On-call Supervisory manager of the primary station to ensure the employee is maintaining their core skills by assessing the training covered at both stations. This will be monitored by the Station Manager of the primary station.

An employee in development providing cover at two stations who wishes to submit an application for competent status will make their application to the On-call Supervisory manager of their primary station in the normal way. This will be in accordance with the employee’s On Station Development programme provided by the People, Development and Assurance department when the employee was initially recruited at their primary station. Consultation with the On-call Supervisory manager of the second station will be carried out before the application reaches the Station Manager of the primary station who will verify the application prior to the submission being made to the People, Development and Assurance department.

1. **Training Course Attendance**

Training course attendance should be considered on a risk assessed approach when identifying skill shortfalls on a station. The On-call Supervisory manager should take into consideration the cover given by the employee who provides cover on two stations to ensure before nominating this employee their cover provided will address the skill shortfall at that particular station.

1. **Annual Leave**

Leave taken by an employee providing cover on two stations will inevitably have an impact upon appliance availability at these stations. Prior to the application for leave being granted the impact of the annual leave should be considered at both stations to ensure that the level of appliance availability is maintained.

Requests for leave should be made in the first instance to the employee’s On-call Supervisory managers on their primary station, this should then be communicated to the Supervisory managers of the second station. To prevent duplication the employee will only maintain a leave record at their primary station, therefore the ‘N’ code will be entered on the second station for the duration of the leave.

The employee should communicate any training nights not attended on the second station to the On-call Supervisory manager of the primary station to ensure accurate records are maintained.

It will be the responsibility of the On-call Supervisory manager or in their absence the Station Manager of the employee’s primary station to monitor the leave allocation taken over the current leave year.

1. **Sickness Absence**

When reporting sick the employee and the On-call Supervisory manager will follow the ‘**Absence and Wellbeing’ procedure** and **guidance** document which details actions for all staff.

The employee should also inform both of their On-call Supervisory managers at the stations they provide cover. Only the On-call Supervisory manager at the employee’s primary station will record the absence on Gartan and iTrent. When fit for duty they should again inform both On-call Supervisory managers.

1. **Performance Monitoring**

Performance monitoring should follow the guidance laid down within service policy. In the first instance the On-call Supervisory manager will be responsible for performance monitoring on their station. Where an employee has a different Station Manager responsible for the two stations they provide operational cover then both Station Managers should oversee any performance issues. This will not be the sole responsibility of the primary Station Manager

1. **Personal Protective Equipment**

Employees commencing duty on another station should be provided with a secondary issue of fire kit. It will be the responsibility of the Station Manager to ensure all fire kit and personal protective equipment is ordered.

1. **Importing**

 While this policy outlines the procedure for On-call staff working on two stations, managers may use the flexibility of importing staff as and when necessity is matched with opportunity. Staff may import flexibly with prior agreement from the primary station Supervisory managers to the host station Supervisory managers. In these circumstances, the employee will enter the non-deductible ‘**R**’ – **Release** code on the Gartan availiability module for the primary station.

1. **Supervisory manager roles**

Employees who are providing cover on an additional station (**Section 9 - Importing**) / being recruited to two stations and are in a Supervisory role on their primary station, will only be expected to provide **operational cover** in their Supervisory role on their second station, they will not be responsible for the day to day management of the station so therefore will not be included in the overall station management establishment figures.