

**CFRS**

 **Policy**

**Working Arrangements for Flexibly Roster Firefighters / Crew Manager**

Introduction

This document sets out the working arrangements for flexibly rostered Firefighters and Crew Managers.

Scope

This policy covers Grey Book flexibly rostered CFRS employees.

**Principles**

This Policy sets out the working arrangements for Flexible Rostering Firefighters / Crew Managers and will form an addendum to the contract of employment for staff conditioned to that duty system.

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

**Working Arrangements**

1. Irrespective of duty system, all full time regular Firefighters are contracted to 42 hours per week over 52.14 weeks per year, giving a total of 2190 hours.
2. In Cumbria Fire & Rescue Service, there are a number of different work patterns in operation:
* the Regular full time Firefighters at Carlisle, Workington, Whitehaven,
* Ulverston and Barrow work a 2,2,4 duty pattern of 2 days (9 hours), 2
* nights, (15 hours), 4 rota days.
* the Regular full time Firefighters at Kendal work a 12 hour day shift (8am -
* 8pm) on the following pattern:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** | **SUN** |  |
| ✓ | ✓ | rota | rota | ✓ | ✓ | ✓ | **Week A** |
| rota | rota | ✓ | ✓ | rota | rota | rota | **Week B** |

* the Regular full time Firefighters at Penrith work an 8 hour day shift (9am -5pm) on a flexible basis and work the additional 2 hours per week to 42 by agreement with the Manager.
1. In addition, the Service has a number of regular Firefighter and Crew Manager posts which work flexibly to meet shortfalls in crewing at the above stations. This means that they may work a mixture of 8,9,12 hour day shifts and 15 hour night shifts. Shifts are arranged via the Operational Resources function and it is anticipated that a large number of hours would be populated 3 months in advance; however, flexibility is key and cover for some short notice crewing deficiencies may be required. These arrangements take account of the principles of Hours of Duty and Duty Systems set out in the Grey Book.
2. The Grey Book annual leave entitlement is expressed as a number of hours as follows:-

|  |  |
| --- | --- |
| 25 Scale A is | 15 duty days @ 12 hours |
| 5 Scale B is  | 5 duty days @ 12 hours |
| 3 Long Service Days is | 3 duty days @ 12 hours |
| 8 PHs is | 8 duty days @ 12 hours |

1. This means that for full time employees, leave is 336 hours for a year or 372 hours for those with 5 years’ service. Therefore, after leave has been deducted, each full time employee is contracted to provide 1854 hours at work each year (2190 – 336), and those with 5 years’ service or more are contracted to provide 1818 hours at work each year (2190 – 372). For those who work part time, all entitlements are pro rata.
2. Leave is taken by agreement with the Line Manager, and does not have to be taken in pre-determined blocks. The leave hours are already deducted from the annualised hours and therefore the principles around leave is that the flexi-rostering firefighter / Crew Manager requests authorisation from their Line Manager but does not record any hours on their time record over the period of leave.
3. Sickness absence – rostered hours will be credited and in instances of long term sickness, which exceed the rostered hours, contractual hours per week will be credited.
4. In general no overtime will be paid until staff have worked the contracted hours in the year.
5. Flexibly rostered Firefighters are not expected to provide cover at all stations. They provide a resource for a geographical area of the county.
6. Additional home to work mileage will be payable for journeys to Stations other than base location in accordance with the Service’s Disturbance Mileage provisions.
7. Individuals are expected to arrive at their workplace in time for the start of the shift and no travel time is payable.