



Carroll County Department of Fire & EMS

Standard Operating Procedure: 2.10	Effective Date: June 8, 2023
Subject: Mandatory Employee Holdover	Section: Human Resources
Authorized: Michael Robinson, Director/Chief	Revision Date: N/A

I. PURPOSE

In an extenuating circumstance where callback is unavailable to fill an employee vacancy that causes staffing to fall below an established minimum operational capacity, a Mandatory Holdover may be made to meet the required operational capacity of DFEMS.

II. DEFINITIONS

Operational Capacity – Staffing level set to fill all required positions and job classification as set forth by the Department of Fire & EMS.

Callback – A shift assignment assigned to an employee outside the employee’s regularly scheduled shift. The availability of the employee for this assignment is made at the choice of the employee.

Mandatory Holdover – A shift assignment assigned to an employee outside the employee’s regularly scheduled shift. The assignment is mandatory and not at the choice of the employee.

II. PROCEDURES

1. Required Operational Capacity

- a. 6/8/2023 thru 7/5/2023
 - i. Shift Commander – 1
 - ii. Station Lieutenant – 3
 - iii. FADO – 3
 - iv. Chase Paramedic – 2
 - v. Paramedic and or Paramedic/Firefighter – 5
 - vi. Firefighter/EMT – 5
 - b. 7/6/2023 thru 7/4/2024
 - i. Shift Commander – 1
 - ii. Station Lieutenant – 3
 - iii. FADO – 6
 - iv. Chase Paramedic – 3
 - v. Paramedic and or Paramedic/Firefighter – 9
 - vi. Firefighter/EMT – 9
 - c. After 7/4/2024
 - i. Shift Commander – 1
 - ii. Station Lieutenant – 3
 - iii. FADO – 13
 - iv. Chase Paramedic – 3
 - v. Paramedic and or Paramedic/Firefighter – 16
 - vi. Firefighter/EMT – 16
2. Mandatory Holdover hiring shall be position for position.
 - a. Shift Commanders for Shift Commanders
 - b. Station Lieutenants for Station Lieutenants
 - c. FADOs for FADOs
 - d. Chase Paramedics for Chase Paramedics
 - e. Station Paramedics for Station Paramedics
 - f. Firefighter EMTs for Firefighter EMTs
 3. Employees will be assigned scheduled Holdover days.
 4. This Holdover will be scheduled for twenty-four-hours (0700-0700) after an employee's regularly scheduled shift.
 5. Members on approved leave, sick & safe, or an approved trade of shift will not be held responsible for their Holdover Day.
 6. Members who are to be held over will be notified of their holdover assignment by 0700 the morning of their Holdover.
 7. Members may trade Holdover days when a completed Trade-of-Holdover form is approved by the appropriate Shift Commander.
 8. Employees accepting an exchange are responsible for any assigned holdover.
 9. All Holdover Exchanges must be approved by their supervisor and entered into the timekeeping system. The Shift Commander or designee must be notified if a Holdover Exchange takes place after a holdover is assigned to an employee.
 10. Holdovers shall only occur after all float employees are assigned and the voluntary Callback List is exhausted.
 11. Employees shall remain at their assignment until 0700 on the morning of their Holdover Day. Early relief will not be permitted.

12. In the event of a Holdover, employees will be contacted at the number(s) they have provided. It is the employees' responsibility to maintain accurate contact information.
13. During a shift that an employee is held over, any other employee qualified to work the position may contact the Shift Commander and offer to work.
14. The employee currently held will be given the option to remain at work or be relieved.
15. Holdover assignment will be based upon the positional needs of the department.
16. It is the employee's responsibility not to schedule any departmental obligations on a scheduled holdover day.
17. All employees who sign up for Callback will be assigned prior to any Mandatory Holdover being assigned.
18. Mandatory Holdover does not apply to personnel that are on Day Work or modified duty.
19. The penalty for declining a Mandatory Holdover is to be placed in the disciplinary process.
20. When personnel are transferred, they will be placed in a vacated position on the specific shifts' holdover list.
21. New employees will be added at the top of the respective Mandatory Holdover schedule.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Mandatory Holdover policy or similar content previously issued for personnel of the Carroll County Department of Fire & Emergency Medical Services.