



Clarke County Fire and Rescue

Standard Operating Guideline

Subject: Holdover/Mandatory Recall	SOG: 300.09	Page 1 of 2
Category: Personnel – Holdover/Mandatory Recall		Sub Category: Hold Over/Mandatory Recall
Approved by: Fire and EMS Director		Effective Date: 7/1/2017

Purpose

To establish a Standard Operating Guideline for all employees in the event a “Holdover” is needed.

Definitions

The following definitions have been adopted for use;

- Holdover – An instance where an off-going employee(s) is required to remain at work to maintain minimum staffing.
- Mandatory Recall – An instance where an off-duty employee(s), who is not signed up for overtime is ordered to report to work.
- Staffing Officer – A supervisor who is responsible for establishing and maintaining the departments staffing levels

Procedure

1. Mandatory Holdover
 - a. The Staffing Officer may initiate a Holdover to maintain required minimum staffing levels.
 - b. Even if personnel are available on the “Availability” list, Holdovers may be initiated to fill a position(s).
 - c. Holdovers will typically be used to fill an entire 12-hour shift, but may be required to complete the entire 24 hour shift.
 - d. All employees are subject to Holdover. Exceptions will be given to part-time employees who can show proof they are working their primary jobs and cannot be held.
 - e. Any absence that requires a Holdover (last resort) will be filled by the off-going staff member at that assigned station.
 - f. The Staffing Officer will contact Holdover personnel via telephone or in person to advise them of their assignment.

2. Mandatory Recall

- a. The Director or his/her designee has the authority to initiate a Mandatory Recall.
- b. Whenever possible, employees will be alerted via email that the potential for Mandatory Recall exists (for example: natural disaster, plane crash, terrorist incident, etc.)
- c. Personnel who are recalled are expected to report to their assigned worksite as soon as possible after being contacted. If the employee's travel time is expected to exceed two hours, he/she will advise the Staffing Officer their estimated time of arrival.
- d. All full-time and part-time employees are eligible for Mandatory Recall however, it is understood that part-time employees primary jobs must come first.

3. Maximum hours for Holdover/Recall

- a. A maximum of 24 hours of additional Holdover/Recall for a total of 48 consecutive working hours during normal conditions.
- b. A minimum break period of 12 hours between Holdover/Recall time and employees regular shift.
- c. The maximum hours and minimum break period between shifts can be waived by the Director or during times of a declaration of local, state or federal "Emergencies".