

# MEMO

To: Donna Whalen, H.R. Manager  
From: Acting Chief Steve Howard  
Date: January 12, 2015  
Subject: **REQUEST FOR MODIFICATION TO SUPPLEMENT "B" OF POLICY C-6**  
*(REVISED VERSION FROM ORIGINAL MEMO DATED 1/7/15)*

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Dear Donna:

Following my correspondence with City Administrator Henschel and our subsequent conversations, I would like to request that Supplement "B" of Policy C-6, which covers "overtime pay, compensatory time off and out of classification pay", be modified. This modification should provide further clarification on the process for adjusting compensation associated with a Staff Officer working a minimum staffing assignment and further definition as to what qualifies as a minimum staffing assignment.

I would like to add Subparagraph #3 to Supplement "B" that would read as follows:

"A Minimum Staffing Assignment (MSA) is defined as a 16 or 24 hour shift that is worked by a Fire Department Chief Officer in addition to, and outside of, their regularly scheduled work hours. This MSA is created when the Fire Department on-duty staffing level is below the established minimum and the scheduled on-duty Battalion Chief is on leave and/or there is no qualified person to work as an Acting Battalion Chief. The MSA can be worked by any off-duty Battalion Chief, Division Chief, Assistant Chief and/or Fire Chief through established departmental procedures."

Additionally, Subparagraph #4 would be created to read:

"The City Administrator will review and approve the compensation rates for the Minimum Staffing Assignment rate or the time allotment worked by the eligible non-represented Chief Officers in the Fire Department."

Either I or a Department representative will be present at the HR Committee meeting when this item is discussed.

If you have any questions, please feel free to contact me.

Sincerely,

Steve Howard, Acting Chief