
**Ocean City Fire Department
Standard Operating Guidelines**

General Policies

Subject: Mandatory Hold-Overs
Revised: 02.06.2023
Approved: 04.24.2023
Effective: 06.19.2023
Section: 208.00

208.01 Purpose

To provide Fire/EMS Division policy relative to mandatory hold-overs and the need to meet required staffing levels.

208.02 Policy

- A. This policy shall be used by the on-duty Officer-In-Charge (OIC) after all efforts have been exhausted to have personnel “voluntarily” hold over.
- B. Personnel may be held over after their regularly scheduled shift in order to maintain the required staffing levels as established by the Fire Chief.
- C. The maximum number of hours, per incidence, any one individual may be held over is 12 hours.
- D. The maximum number of hours, per incidence, any one individual may work consecutively is 36 hours. Any hours working in excess of 36 consecutive hours requires the approval by the career Assistant Chief or other designated officer.
- E. The hold-over policy shall utilize a calendar that identifies a primary and a secondary hold-over. Selection of the primary and secondary hold-overs shall be done utilizing a Google document that will be circulated amongst shift members. This document shall be circulated based on seniority, with each member picking one (1) primary hold-over date and one (1) secondary hold-over date. The document shall cover two cycles; for example, if there are 13 personnel on each shift, the hold-over document will be for 26 weeks.
- F. The primary and secondary hold-overs shall appear in the Chief Backstage scheduling software.
- G. In the event that the designated hold-over individual is not at work secondary to scheduled holiday, vacation or personal hours, it is their responsibility to find coverage for their hold-over position. If for some reason, the individual is unable to find coverage for their hold-over position, and is able to demonstrate a good faith effort, the seniority list shall be utilized.
- H. In the event that the designated hold-over individuals are not at work due to illness, sick family, or emergent use of personal hours, the seniority list for each shift will be utilized to determine which full-time individual will

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- be held over. The person with the least seniority and progressing through to those with the most seniority shall determine who will be held over.
- I. Once an individual is held-over, utilizing the seniority list, they shall not be considered again for a hold-over until all individuals on the shift have been utilized. Once all individuals have been held over, the list will start over.
 - J. The seniority list shall be maintained and published by the Battalion Chief; this allows personnel on the seniority “hold list” to know their position on that list.
 - K. Any individual refusing to hold-over shall be considered “Absent Without Leave” and will be subject to disciplinary action.
 - L. Part-time personnel are not exempt from being held over. This will be at the discretion of the OIC.
 - M. The individual being held over shall be notified of such as soon as possible by the OIC.