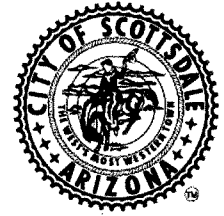


CITY COUNCIL REPORT



Meeting Date: January 27, 2014
 General Plan Element: **Public Services & Facilities**
 General Plan Goal: **Provide a safe environment for all citizens, visitors and private interests**

ACTION

Fire Operations Schedule. Adopt Ordinance No.4132 to amend Scottsdale Revised Code Section 14-23(b) to set the work period for 56-hour fire personnel at 24 days, rather than 27 days. This will permit a schedule change to 48 hours on-duty, and 96 hours off-duty for most sworn fire personnel, and determine when overtime compensation is required under the federal Fair Labor Standards Act.

BACKGROUND

Most Scottsdale firefighters currently work a schedule of 24 consecutive hours on-duty every other day for five days. This is followed by 96 consecutive hours off-duty with no regularly scheduled shifts. This is referred to as the 3-4 schedule and uses three shifts to provide continuous staffing at all 15 stations. This schedule was adopted in 2005 when the municipal fire department was formed.

Current 3-4 Schedule Example. Off-duty days are shaded.

M	T	W	U	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

A majority of firefighters wish to change the schedule to work 48 consecutive hours on-duty, followed by 96 hours off-duty with no regularly scheduled shifts. This is called the 48-96 schedule.

Proposed 48-96 Schedule. Off-duty days are shaded.

M	T	W	U	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Both schedules require employees to work more than 40-hour workweeks in some seven-day work periods. Because of this, the workweek is set at 56-hours, and the work period is currently defined as 27 days, or 204 hours. To change to the 48-96 schedule, the work period needs to be changed to 24 consecutive days, or 182 hours. This is allowed under the Federal Fair Labor Standards Act. However, Scottsdale Revised Code section 14-23(b) must be amended to change the work period.

ANALYSIS & ASSESSMENT

Fire Department staff and management studied implementation of '48-96' schedules in other communities to identify the advantages and disadvantages of a change.

Benefits to Scottsdale firefighters include cutting the number of commutes in half, from 120 to 60 days per year, which could result in an average estimated fuel savings of over \$500 per firefighter. The schedule change would also permit employees to wake-up at home 50 percent more often, from 120 days to 180 days per year. This schedule change would also increase four-day-off blocks by 50 percent from 40 to 60 times per year. This is in addition to some other productivity benefits that could occur by having a continuous 48-hour shift, rather than three 24-hour shifts scattered across a five-day period.

Benefits to the city and to Scottsdale taxpayers would result from a reduction in the number of overtime hours required to be paid under the regular work schedule, due to the change from a 27 day to a 24 day work period. The annual total savings is estimated at \$15,000-20,000. There would also be a benefit from the reduction in employee work trips. Other jurisdictions have seen reduction in sick leave usage, which could additionally decrease the amount of overtime needed to provide continuous staffing.

The primary concern of any fire department schedule is the potential for firefighter fatigue and sleep deprivation, particularly at stations that are busy during the overnight traditional sleep periods of 10 p.m. to 6 a.m. As a result, firefighters are limited to a maximum of 76 consecutive hours worked. The Fire Chief is adding a fatigue relief policy, which would shift resources between stations when engine companies suffer fatigue due to heavy call volumes. As a result, the Fire Chief has determined that making this schedule change will not have a negative impact on citizen or employee safety, and has the positive benefits of improving employee morale.

Avondale, Chandler, Goodyear, Peoria and Surprise work the 48-96 schedule being proposed for Scottsdale. Gilbert, Glendale and Phoenix work a 24-48 schedule, with 24 consecutive hours on-duty followed by a 48-hour period off-duty with no regularly scheduled shifts. Mesa and Tempe use the 3-4 schedule that Scottsdale currently uses.

RESOURCE IMPACTS

The Fire Chief does not believe that schedule change will require additional funding. The Fire Department has an overtime budget to provide continuous staffing to cover unscheduled leave. In addition, the change in schedules does not require a request to increase the number of staff.

OPTIONS & STAFF RECOMMENDATION

Recommended Approach

Adopt Ordinance No. 4132 to amend Scottsdale Revised Code Section 14-23(b) to set the work period for 56-hour fire personnel at 24 days, rather than 27 days. This will permit a schedule change to 48 hours on-duty, and 96 hours off-duty for most sworn fire personnel, and determine when overtime compensation is required under the federal Fair Labor Standards Act.

The proposed changes are as follows: "The workweek for fifty-six (56) hour fire personnel begins on Sunday morning at 8:01 a.m. and ends the following Sunday morning at 8:00 a.m. For the purposes of calculating overtime, the work period for fifty-six (56) hour fire personnel will be twenty-four (24) consecutive days, one hundred eighty-two (182) hours, in accordance with federal law."

If approved, the new schedule would go into effect on July 1, 2014.

RESPONSIBLE DEPARTMENT(S)

Fire Department, Finance & Accounting

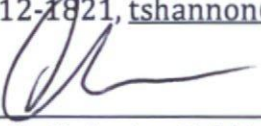
STAFF CONTACT(S)

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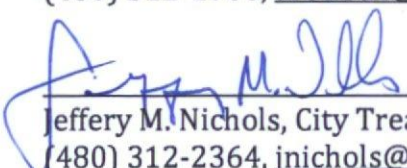
APPROVED BY


Tom Shannon, Fire Chief
(480) 312-1821, tshannon@scottsdaleaz.gov


1/13/14
Date


Alan Rodbell, Acting Public Safety Director
(480) 312-1900, arodbell@scottsdaleaz.gov

1/13/14
Date


Jeffery M. Nichols, City Treasurer
(480) 312-2364, jnichols@scottsdaleaz.gov

1/13/14
Date


Fritz Behring, City Manager
(480) 312-8211, fbehring@scottsdaleaz.gov

1/14/14
Date

Attachments

1. Ordinance No. 4132

ORDINANCE NO. 4132

AN ORDINANCE OF THE CITY OF SCOTTSDALE, MARICOPA COUNTY, ARIZONA, AMENDING SECTIONS 14-23 OF THE SCOTTSDALE REVISED CODE RELATING TO WORKWEEKS

BE IT ORDAINED by the Council of the City of Scottsdale as follows:

Section 1. Section 14-23 of the Scottsdale Revised Code is hereby amended as follows, with new language shown in shaded format and deleted language in strikethrough format:

Sec. 14-23. Workweeks.

- (a) The regular workweek for full-time employees is forty (40) hours, except as noted in subsection (b), below.
 - (1) Except as noted below, the workweek for all employees begins on Sunday morning at 12:01 a.m. and ends the following Saturday midnight.
 - (2) At the discretion of the city manager, or designee, designated units/individuals may have alternative workweeks.
- (b) The workweek for fifty-six (56) hour fire personnel begins on Sunday morning at 8:01 a.m. and ends the following Sunday morning at 8:00 a.m. For the purposes of calculating overtime, the work period for fifty-six (56) hour fire personnel will be ~~twenty-seven (27)~~ **twenty-four (24)** consecutive days, ~~two hundred four (204)~~ **one hundred eighty-two (182)** hours, in accordance with ~~Section 207(k) of the Fair Labor Standards Act federal law.~~
- (c) All employees who work at least eight (8) hours in a day, except fifty-six (56) hour fire personnel and sworn police personnel on patrol, are allowed two (2) rest periods of fifteen (15) minutes duration per shift. All work breaks are scheduled by the supervisor so that work areas are covered. The city manager, or designee, will determine the rest periods for fifty-six (56) hour fire personnel and sworn police personnel on patrol.
- (d) All employees who work at least six (6) continuous hours in a work day or during a work period will be scheduled for an unpaid lunch period of at least one-half (½) hour. The city manager, or designee, may designate positions for which there will not be a scheduled lunch period, if in the judgment of the

manager or designee a lunch break would substantially interfere with the employee's performance of his or her job, the provision of services to members of the public or would otherwise be adverse to the public interest. Sworn police employees and police aides on patrol who are assigned to a shift of eight (8) hours or more may take a paid one-half ($\frac{1}{2}$) hour scheduled lunch period when it can be taken without interfering with the performance of official duties. Sworn officers and police aides on patrol will remain on duty and available to respond to calls during any such lunch period. Fifty-six (56) hour fire personnel work twenty-four (24) hour shifts. They are paid for meal periods, but are required to respond to calls received during those times.

- (e) A conversion factor of plus or minus 1.4, as applicable, will be applied to base rate of pay, periodic leave accruals and accrual leave balances for fire personnel, who transfer between forty (40) and fifty-six (56) hour workweeks.

Section 2. That the effective date of this ordinance shall be July 1, 2014.

PASSED AND ADOPTED by the City Council of the City of Scottsdale this 27th day of January, 2014.


ATTEST:

CITY OF SCOTTSDALE, an
Arizona municipal corporation

Carolyn Jagger
City Clerk

W. J. "Jim" Lane
Mayor

APPROVED AS TO FORM:



Bruce Washburn
City Attorney
By Luis E. Santaella
Senior Assistant City Attorney