

Phoenix Fire Department
Volume 1 – Management Procedures
MAXIMUM ALLOWABLE HOURS WORKED

M.P. 103.07	Date Revised: 07/24
This policy is for internal use only and does not expand an employee’s legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, may form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
Related Policies: 104.03, 104.03B	

PURPOSE

This procedure establishes the guidelines for maximum allowable hours worked **in three consecutive 24-hour shifts** for a member can work on the Phoenix Fire Department.

It is a concern of both Fire Administration and members of the medical community that fatigue caused by extended periods of inadequate rest may impair job performance. This may be the result of the member working consecutive shifts and the level of activity, both routine and emergency that was encountered during those shifts. Fatigue may affect performance in such critical areas as tactical size-up, deployment of companies, BLS/ALS skills and defensive driving techniques. In addition, and most importantly, the ongoing and deliberate efforts in the area of safety consciousness may be adversely affected.

PROCEDURE

Department members shall not work more than three (3) consecutive 24-hour shifts or the equivalent as stated below, **with or without partial leave**. In instances where three (3) consecutive shifts are worked, members must be off-duty a full 24 hours before working again. **Taking partial shift leave of any kind shall not exclude ANY member from adhering to this policy.** If a member is called to work a partial of any kind greater than or equal to 16 hours, the shift will be considered a full 24-hour shift. Working both an AM and PM overtime opportunity on the same day will also be considered a 24-hour shift. It is the member’s responsibility to schedule his/her extra work time, whether constant staffing or absences with relief, so that this policy is not violated, and the member is available and eligible to work their regularly assigned shift. Any member who is found to be in violation of this policy will be relieved from duty and replaced by South Shift Command for the remainder of that shift in order to regain compliance with this policy.

In the event that a member would have to pass up a constant staffing shift due to this policy, he/she will not be charged with a "refusal" or a "pass"; however, it will be the individual member's responsibility to make the Shift Commander aware of his/her conflict with this policy when called to constant staff.

Members need to be available to work on assigned ERP days. ERP days need to be considered by the member and not being able to work an ERP Day due to violating the “Maximum Allowable Hours Worked” policy will result in an ERP refusal.