

Table of Contents

OPERATIONS MANUAL

STANDARD INSTRUCTION 06, SECTION 13

STATION MANAGEMENT: OUT OF CLASS ASSIGNMENT

I. Purpose	1
II. Scope	1
III. Authority.....	1
IV. Definitions	1
V. Policy	1
A. Responsibility	1
B. Report Procedure.....	1
C. Eligibility.....	1
D. General OCA Rules	2
E. Operational OCA Assignments.....	2
F. Training OCA Assignments	3

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 06		DEPARTMENT FIRE-RESCUE
SUBJECT STATION MANAGEMENT: OUT OF CLASS ASSIGNMENT	SECTION 13	PAGE 1 of 5	EFFECTIVE DATE 06/16/2016

I. PURPOSE

The department's intent is always to provide the best service to the public balanced with the development and preparation of personnel for future advancement under supervision. This can be accomplished by out-of-class assignments (OCAs) for operational needs or for training purposes under direct supervision following the guidelines below.

II. SCOPE

This policy shall apply to all San Diego Fire-Rescue Department (SDFD) personnel.

This policy is not intended to alter or modify the requirements set forth in the Personnel Regulations regarding OCA. To the extent there are any conflicts between this policy and the Personnel Regulations, the Personnel Regulations prevails.

III. AUTHORITY

The fire chief authorizes the information within this policy.

IV. DEFINITIONS

A. Operational OCA: An operational OCA is a formal OCA that performed when there are no available employees of a certain rank/position to fill a temporary vacancy. Qualified personnel from other classifications can be used under these circumstances to fill the vacancy.

B. Training OCA: A training OCA is an informal OCA performed by qualified personnel for training purposes under the direct supervision of the rated engineer or captain and with full crew staffing. An informal OCA which is not an OCA as defined in the Personnel Regulations and is not subject to OCA rules contained in the Personnel Regulations, but instead is only given as an opportunity for employees to gain experience.

V. POLICY

A. Responsibility

1. When a new promotional list is established, it is the department human resource manager's responsibility to promptly report any employee who is eligible for OCA to the deputy chief of operations.
2. The deputy chief of operations shall provide this information to the battalion chiefs and staffing desk.

B. Report Procedure

1. All operational OCAs should be recorded on form FDR-25.
2. If official OCA time amounts to more than 30 cumulative days in a fiscal year, form FDR-25 must be submitted to the Payroll Section for compensation.
3. Training OCA hours do not need to be documented on an FDR-25.

C. Eligibility

1. Operational OCA eligibility:
 - a. Operational OCAs shall first be filled by personnel on the current promotional list.

TITLE O P E R A T I O N S M A N U A L	STANDARD INSTRUCTION 06		DEPARTMENT F I R E - R E S C U E
SUBJECT S T A T I O N M A N A G E M E N T : O U T O F C L A S S A S S I G N M E N T	SECTION 13	PAGE 2 of 5	EFFECTIVE DATE 06/16/2016

- b. If no personnel are available on the promotional list, personnel meeting the minimum qualifications to take the promotional exam shall be considered next.
 - c. If no personnel meeting the previous criteria are available, operational OCA assignments shall be made at the discretion of the respective battalion chief and approved by the deputy chief of operations.
2. Training OCAs shall only be performed by personnel meeting the minimum qualifications to take the promotional exam for that higher rank in which they would OCA.
 - a. Personnel who have successfully completed the written portion of a captain's promotional exam may perform in a training OCA capacity as a captain.
 - b. Personnel who have completed the department's Engineer Preparatory Course may perform in a training OCA capacity as an engineer provided that they are already certified on the apparatus used during the OCA.

D. General OCA Rules

1. In accordance with the City of San Diego Personnel Regulations and current Memorandum of Understanding (MOU), an operational OCA may be performed if there are no available employees of that rank/position to fill a temporary vacancy. Employees fulfilling an operational OCA will be considered as if they were in that OCA's official status and will hold all of the responsibilities of that position during the OCA.
2. Training OCAs are not eligible for compensation and are not officially recorded as an OCA.
3. Training OCAs shall only be performed under direct supervision, with the rated engineer or captain in the immediate area and in communication with the person performing the OCA.
4. The responsibility of the position will remain with the assigned ranking personnel supervising the OCA and shall not be delegated.
5. Training OCAs may be performed both up and down in classification to facilitate training as long as all qualifications and certifications are adhered to in accordance with this policy.

E. Operational OCA Assignments

1. Operational OCAs shall be made in rotational order with priority given to regular duty personnel.
2. Each employee is expected by the city to reasonably consider accepting the assignment when notified. Names of employees who are excused from an OCA by the fire chief or designated authority for good reason shall remain in their respective positions on the list for rotational assignment.
3. OCAs for straight day employees shall be limited to their functional division.
4. Employees who fulfill an operational OCA shall be rotated to the bottom of the eligibility list.
5. Battalion chiefs shall have the authority to make OCA assignments of less than eight hours within their area of responsibility.
6. Under emergency conditions, as determined by the fire chief, personnel may be assigned OCAs without restriction.

TITLE O P E R A T I O N S M A N U A L	STANDARD INSTRUCTION 06		DEPARTMENT F I R E - R E S C U E
SUBJECT S T A T I O N M A N A G E M E N T : O U T O F C L A S S A S S I G N M E N T	SECTION 13	PAGE 3 of 5	EFFECTIVE DATE 06/16/2016

7. See the Staffing Policy Manual for further clarification.
8. Step increase credits
 - a. Personnel who satisfactorily work in an operational OCA capacity shall be eligible for a reduction of the time between promotion and the first step increase according to the following:
 - 1) Each employee wishing to participate in this program shall be responsible for obtaining the approved form (FDR-25) and shall have his/her supervisor enter the time of each occurrence served in an operational OCA capacity.
 - 2) Upon obtaining a promotion, such employee shall present the form to the deputy chief of operations for verification before the form is forwarded to payroll.
 - 3) Time served in an operational OCA capacity during the four-year period immediately preceding promotion shall reduce the time element for the first step increase from the rate received at the time of promotion to the next highest rate for which the employee is eligible. However, such time shall not reduce the normal time for a step increase to less than one-half the normal time nor shall OCA time affect requirements for additional step increases.
 - 4) Any employee who loses the form shall not be eligible to receive any credits under this provision.
 - 5) Step increase credits do not reduce an employee's probationary period applicable to their promotion.
 - b. Training OCA hours are ineligible for compensation or step increase credits.

9. Brush Apparatus/Light & Air Units

Credit for operational OCAs on brush rigs and light & air units shall be limited to emergency in-service operating time.

10. Shift Conversion

The standard for shift conversion to calendar time shall be nine shifts per month. Time served credit shall be apportioned accordingly for operational OCAs.

11. Compensation Credit and Rate

Employees working an operational OCA will be compensated at the rate of their regular job classification. Employees shall be compensated for operational OCA at the rate of the higher paid class only after 30 cumulative days of being assigned to the same higher-level class. Compensation would begin on the 31st day and would be prospective in accordance with the Personnel Regulations.

F. Training OCA Assignments

1. As OCAs are performed to fill positions as prescribed by department policy, personnel shall not participate in training OCAs during emergency responses unless directly supervised by the rated engineer or captain.

TITLE O P E R A T I O N S M A N U A L	STANDARD INSTRUCTION 06		DEPARTMENT F I R E - R E S C U E
SUBJECT S T A T I O N M A N A G E M E N T : O U T O F C L A S S A S S I G N M E N T	SECTION 13	PAGE 4 of 5	EFFECTIVE DATE 06/16/2016

- a. While an employee is performing a training OCA capacity as a captain, the rated captain will not perform the duties of the engineer and will retain overall responsibility and must physically stay with the employee in the training OCA capacity during incidents.
 - b. When an employee is in a training OCA capacity as an engineer, there must be a rated engineer and captain working on the same apparatus with a minimum crew configuration of four personnel.
 - c. At no time will an employee in a training OCA capacity be allowed to reduce the functional capabilities of the crew or service levels to the public. The training OCA will cease and the rated captain will return the crew to normal status anytime this could occur.
2. Training OCA experiences should include operations and administrative learning opportunities. Training should be progressive from performance of non-critical tasks and decision making to scenario based training, advancing to performance during actual incidents (simple before complex) while under the supervision of the rated employee in the position.
 3. Battalion chief approval is required prior to all training OCAs.
 4. The ranking captain shall always retain the ultimate responsibility for the safety of personnel and the public along with ensuring compliance with department policy.