

Travis County Emergency Services District No. 9
Westlake Fire Department
Standard Operating Guideline

Subject: Higher Classification Responsibilities and Compensation

Effective Date: June 15, 2000

Authorized By: Chief Paul Barker Revised Date: December 10, 2001

I. Purpose

To provide the policy and procedures concerning the performance of temporary duties and compensation for work done by an employee in a higher classification.

II. Policy

The Chief or his representative (usually the Shift Commander) may designate a Lieutenant to temporarily perform duties normally reserved for an individual of higher rank and compensation. During the period that the Lieutenant is performing "higher class" work, the Lieutenant shall be entitled to their normal hourly wage plus \$1.00 per hour to compensate the Lieutenant for the additional responsibilities. The temporary designation of an Lieutenant to work higher class will not be construed as a promotion; however, the individual working higher class will have many of the decision-making and command authorities of the individual he/she is replacing.

The only position that will be filled consistently is that of the Shift Commander or Officer In Charge when he is absent for an entire shift. Temporary step-up for other Officers or personnel is not a normal activity and needs additional prior approval from Chief Officers.

III. Procedure

1. The Shift Commander vacancy shall be filled with a qualified on-duty or volunteer officer when available. When this occurs, the officer assuming the additional responsibilities shall be considered to be working "higher class". If the position cannot be filled by a on-duty or volunteer officer, the Chief or the Shift Commander may authorize overtime.
2. Any officer working higher class will have the full responsibility of the Shift Commander being replaced and will be expected to perform the same tasks as the regularly-scheduled shift officer both on-scene and in the station. The officer working higher class will have the authority to carry out limited disciplinary procedures and will be expected to call an off-duty officer or the Chief Officers for guidance on procedures.

3. When a Lieutenant steps-up to the vacant Shift Commander position, the Lieutenant's position will not be backfilled. Minimum staffing levels will be maintained, but no additional step-up positions will be authorized.
4. The officer working higher class on a shift to which he/she is not normally assigned shall be responsible for notifying his/her own Shift Commander in order that the Shift Commander can make necessary shift adjustments as needed.
5. The officer working higher class will be responsible for filling out the shift journal correctly and making sure all personnel, paid and volunteer, are logged.
6. The officer working higher class will designate the time so worked on his/her time sheet as "H/C".
7. It will be the responsibility of the Chief Officers and the Shift Commanders to ensure that the officers moved into higher class positions have been adequately trained to assume the responsibilities.