



# Carroll County Department of Fire & EMS Standard Operating Procedure

## DOCUMENT DETAILS

Standard Operating Procedure: 2.10	Effective Date: June 8, 2023
Subject: Mandatory Employee Holdover	Section: Human Resources
Authorized: Michael Robinson, Director/Chief	Revision Date: February 13, 2026 <i>PJS</i>

Applicability:       Volunteer       Career

## I. PURPOSE

In an extenuating circumstance where callback is unavailable to fill an employee vacancy that causes staffing to fall below an established minimum operational capacity, a Mandatory Holdover may be made to meet the required operational capacity of DFEMS.

## II. DEFINITIONS

**Callback:** A situation where a field vacancy requires an off-duty employee to fill that vacancy. The availability of the employee for this assignment is made at the choice of the employee.

**Mandatory Holdover:** Any situation in field operations in which there is no relieving employee or a current on-duty employee and where the staffed position is essential to the operation of DFEMS. The assignment is mandatory and not at the choice of the employee.

## III. PROCEDURES

- A. Mandatory Holdover shall be position for position.
- B. Employees will be assigned scheduled Holdover days.
- C. This Holdover will be scheduled for twenty-four-hours (0700-0700) after an employee's regularly scheduled shift.
- D. Employees on any approved leave or an approved shift exchange off will not be held responsible for their Holdover Day.
- E. Employees who are to be held over will be notified of their holdover assignment by 0700 the morning of their holdover.
- F. Employees may trade holdover days when a completed Trade-of-Holdover form is approved by the appropriate Shift Commander.
- G. Employees accepting an exchange are responsible for any assigned holdover.

- H. All Holdover Exchanges must be approved by their supervisor and entered into the timekeeping system. The Shift Commander or designee must be notified if a Holdover Exchange takes place after a holdover is assigned to an employee.
- I. Holdovers shall only occur after all float employees are assigned and the voluntary Callback List is exhausted.
- J. Employees shall remain at their assignment until 0700 on the morning of their Holdover Day. Early relief will not be permitted.
- K. In the event of a holdover, employees will be contacted at the number(s) they have provided. It is the employees' responsibility to maintain accurate contact information.
- L. During a shift that an employee is held over, any other employee qualified to work the position may contact the Shift Commander and offer to work.
  - a. The employee currently held will be given the option to remain at work or be relieved.
- M. Holdover assignment will be based upon the positional needs of the department.
- N. It is the employee's responsibility not to schedule any departmental obligations on a scheduled holdover day.
- O. All employees who sign up for Callback will be assigned prior to any Mandatory Holdover being assigned.
- P. Mandatory Holdover does not apply to employees that are on day work or modified duty.
- Q. Employees who decline a Mandatory Holdover may be subject to discipline.
- R. When employees are transferred, they will be placed in a vacated position on the specific shifts' holdover list.
- S. New employees will be added at the top of the respective Mandatory Holdover schedule.

#### **IV. RECISION**

This Standard Operating Procedure rescinds all directives regarding Mandatory Holdover policy or similar content previously issued for employees of the Carroll County Department of Fire & EMS.

#### **V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS**

#### **VI. ATTACHMENTS**