

## SHIFT/VACATION/DAYS OFF - SELECTION POLICY - ALARM OFFICE

The following guidelines shall be utilized when selecting shifts, vacations and days off. As a result of a grievance settlement between the Miami Fire Department and Local 1907, shifts are to be re-selected according to these guidelines.

### SHIFT SELECTION

#### OPERATORS

1. Operators will select shifts in order of seniority.
2. If possible, there must be at least three Spanish speakers per shift including supervisors.
3. There must be at least one Creole speaker per shift including supervisors.
4. In the event that a Spanish speaking or Creole speaking position is not filled on a particular shift, then the most senior Spanish or Creole speaking operator will be given first choice to fill that vacancy. In the event that no operator volunteers for the vacant position, then the least senior operator with the required skill will be assigned.
5. This policy does not prevent management from temporarily assigning an operator to another shift for training purposes.

#### SUPERVISORS

1. Shall select shifts first in order of seniority.

### DAYS OFF SELECTION

#### OPERATORS

1. Operators will pick days off according to seniority on each shift.

#### SUPERVISORS

1. Supervisors will be included in the Vacation and Regular Day Off selection process with the operators until a fourth supervisor is assigned.
2. When a fourth supervisor is assigned, supervisors will select days off in order of seniority among the supervisors. The last supervisor to pick will take the remaining day left unselected plus a day on either side to achieve his two days off weekly.

VACATION SELECTION

OPERATORS

1. Operators will select vacation dates in order of seniority on each shift.
2. Personnel allowed off on vacation cannot exceed the number required to maintain minimum staffing levels. If below minimum staffing levels are reached, then vacations will be limited to one person per shift.

SUPERVISORS

1. Supervisors will be included in the Vacation and Regular Day Off selection process with the operators until a fourth supervisor is assigned.
2. When a fourth supervisor is assigned, supervisors will select vacation and regular days off in order of seniority among supervisors.
3. When a fourth supervisor is assigned, no more than one supervisor will be allowed off on vacation at one time.
4. When a fourth supervisor is assigned, no more than one supervisor will be off on regular day off at one time.

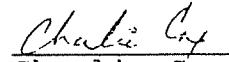
The Shift, Vacation and Days Off selection process shall take place during the month of November and shall be implemented on the second Sunday in January.

New operators or supervisors assigned after the Vacation, Shift and Days Off selection process will be assigned to the Vacation, Shift, Days Off available as best meets the needs of the Communications Section.

If there are an unequal number of operators with Spanish language skills and that number is less than that required to maintain three (3) per shift, then the shift(s) with the greatest work load shall receive the greatest number of language skilled operators.

Any changes to this agreement will require mutual consent from both the Miami Fire Department and A.F.S.C.M.E. Local 1907.

  
5/28/92  
C. A. Gimenez, Director  
Fire, Rescue and Inspection  
Services Department

  
5/28/92  
Charlie Cox, President  
A.F.S.C.M.E. Local 1907