



## COMPANY OFFICERS POST COVERAGE GUIDELINES

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### 1. POLICY

- 1.1 This circular is promulgated for the purpose of establishing and regulating a system for equitable distribution of Post Coverage Overtime (PCOT) for both Captains and Lieutenants, including covering and relief officers of such ranks.
- 1.2 An ineligible officer cannot be hired for PCOT, except as provided in Section 6.5.7c.
- 1.3 A Captain shall cover for a Captain and a Lieutenant shall cover for a Lieutenant. The Department shall use Special Assignment officers to provide coverage rank for rank for any vacancy in a company or special unit, within the limits of its resources, i.e. post coverage will commence after all Special Assignment officers have been given an assignment.
- 1.4 Officers on Vacation, Accrued, or Terminal Leaves or who have been granted time off (e.g. adjusted tour, compensatory time, self-mutual, etc.) cannot work overtime tours.
- 1.5 Overtime shall be worked within an officer's assigned Division except as provided in this circular.
- 1.6 The post coverage provisions of the Collective Bargaining Agreement shall be adhered to at all times.

### 2. EXCUSALS

- 2.1 All applications for excusal from PCOT shall be evaluated at the Bureau of Personnel prior to final approval or disapproval.
- 2.2 Reports shall be promptly forwarded through official channels, without intermediate endorsements, and shall specify the basis for the request.
- 2.3 Applications shall be for the balance of the year; however, the Department reserves the right to place members back into the manpower pool when the needs of the Department warrant.
- 2.4 When their need for overtime excusal no longer exists, members shall forward a report to return to the MMOT pool.

- 2.5 Officers returning to PCOT pool from excusals shall be assigned the current Division average PCOT hours worked.

### **3. DEFINITIONS**

#### 3.1 Ineligible Officers

- 3.1.1 A Captain or Lieutenant who, by any combination of regular tours, mutual exchange of tours, or PCOT tours would work more than 24 consecutive scheduled hours.
- 3.1.2 A Captain or Lieutenant who has worked 30 or more hours PCOT over the Division average during the preceding 52-week period as reported on the latest Division PCOT printout.
- 3.1.3 Division Commanders may restrict PCOT eligibility of any officer who has failed to repay an outstanding self-mutual/off within the 90 day guidelines set forth in PA/ID 4-94.

#### 3.2 Eligible Officers

- 3.2.1 A Captain or Lieutenant who is working his second tour of duty or who is available after his first tour due to a mutual, A/T, etc., and is not ineligible, may be offered PCOT as well as officers off duty who are not ineligible.

#### 3.3 Division Average

- 3.3.1 The average amount of PCOT hours worked in each rank (Captain or Lieutenant) during the preceding 52 week period as recorded on the latest Division PCOT printout.

### **4. DECLINES AND MUTUALS**

- 4.1 An eligible officer may decline to work PCOT.
- 4.2 An officer may be permitted three declines per calendar year. A decline shall not be permitted if an officer is 30 or more hours below the Division average. A record of declines shall be maintained in each Division.
- 4.3 If all officers decline however, then the Division shall order an eligible Captain or Lieutenant who has the lowest number of hours worked to perform PCOT. Officers working the tour prior to the PCOT tour shall be ordered first before ordering off-duty members.

- 4.4 All company officers who are 45 or more hours below the Division average shall not be permitted to make 24-hour mutuals unless they voluntarily make themselves available for overtime during the off-tours. Section 3.1.1 shall apply at all times. If officers so volunteer and do not fulfill their obligation, they will be denied 24-hour mutuals until they reach the Division average hours worked.

## **5. LISTED HOLIDAYS**

- 5.1 One of the following listed tours will be deducted from an officer's total PCOT hours worked if they volunteer to work the additional tour (not his scheduled tour or a PCOT tour which he may be ordered to work).

Christmas Eve	6x9,	December 24th
Christmas Day	9x6 & 6x9,	December 25th
New Year's Eve	6x9,	December 31st
New Year's Day	9x6 & 6x9,	January 1st
Easter Day	9x6	
Thanksgiving Day	9x6 & 6x9	
Father's Day	9x6	
Mother's Day	9x6	

- 5.2 Divisions shall maintain a list of volunteers for PCOT on holidays listed and to the extent possible assign PCOT on a rotating basis to such volunteers.

## **6. PROCEDURE**

- 6.1 It shall be the responsibility of the Division Commander to ensure compliance with established procedures and records which equalize, as far as possible, the hours worked by all Captains and Lieutenants assigned PCOT by the Division.

- 6.2 All records shall be maintained as indicated in this circular and attached instructions.

- 6.3 The information and control provided by the PCOT Printout shall be available in each Division. Divisions shall reproduce the PCOT printout for each unit in the Division.

- 6.4 Post Coverage Overtime Printout (PCOT Printout)

- 6.4.1 Each Division Commander shall maintain a PCOT Printout for both Captains and Lieutenants, including covering and relief Officers for such ranks.

- 6.4.2 The current bi-weekly PCOT Printout will record PCOT hours worked during the reported bi-weekly period and the cumulative amount for the preceding 52-week period.

6.4.3 A record of PCOT tours, including full and partial tours, worked since the receipt of the last printout shall be maintained in the space next to the member's name. This will provide a current listing of PCOT hours worked.

6.4.4 These printouts shall be used to determine an officer's eligibility. Once it has been determined that an officer is eligible, then current lowest hours worked will determine priority.

**Note:** For the information of all units, the PCOT tours referred to in Sec. 6.4.3 of PA/ID 5-75, shall be only those tours worked on and after the date of the physical receipt of the PCOT Printouts. The date in the upper right-hand corner refers to the period of time covered by the printout and shall be disregarded as far as Sec. 6.4.3 is concerned.

## 6.5 Post Coverage Overtime Selection Procedures

6.5.1 Manpower control charts shall be accurately maintained to reflect the manpower available for the succeeding 9x6 and 6x9 tours. The projected company officer coverage based on known vacancies shall be surveyed on the day prior to the day that tours are to commence, at approximately 1600 hours after receiving instructions from the Officer Assignment Desk.

For example, the 9x6 tours for September 11 shall be checked at 1600 hours on September 10 to determine what coverage is needed.

6.5.2 When required personnel cannot be obtained from the Officer Assignment Desk, affected Divisions shall survey the officers working the tour immediately preceding the tour on which the vacancy occurs using the following to determine hiring preference.

- a. Position on overtime eligibility list (PCOT Printout which records current amount of PCOT hours worked).
- b. Working a tour immediately prior to any scheduled leave, (or as explained in 3.2, Eligible Officers).
- c. By seniority in rank (rank for rank) if necessary.
- d. Deputy Chief shall normally give preference to eligible officers working second tour for PCOT, but may use Captains or Lieutenants below the Division average or order Captains or Lieutenants with 30 or more hours of PCOT below the Division average to work. This shall include off-duty officers.

- 6.5.3 If the coverage cannot be provided, due to declines, then the Division shall order an officer to perform such overtime selecting the officer with the least PCOT hours worked in the affected rank. Officers working the tour prior to the PCOT tours shall be ordered first before ordering off-duty members.
- 6.5.4 An officer ordered to perform PCOT may, for good and sufficient reason, and if time permits, provide a qualified eligible replacement. Such replacement will be charged for the time worked.
- 6.5.5 Each Division Commander shall, to every extent possible, provide each officer assigned, including covering officers, with an equal number of worked PCOT hours. Where necessary, to maintain equality of hours worked, Deputy Chief shall order officers to perform PCOT.
- 6.5.6 If there are no eligible company officers within a Division, other Divisions shall be contacted for an eligible Captain or Lieutenant to volunteer to perform post coverage overtime.

Example: Division 7, Bronx requires a Captain for post coverage. There are no eligible Captains in Division 7 for the particular tour. Division 7 shall contact Divisions 6 to obtain an eligible Captain.

- 6.5.7 After post coverage has been established, changes may occur from time to time immediately prior to the commencement of a tour due to emergency leaves, medical leaves, etc. Under such conditions, a standby officer for each company officer rank, shall be selected by the Deputy Chief of each Division at the beginning of the tour, from those officers working a tour immediately prior to any scheduled leave (or as explained in 3.2 Eligible Officers), using the following guidelines:
  - a. Lowest number of *current* PCOT hours worked.
  - b. Junior officer in rank to be selected and designated.
  - c. Ineligible officers may be selected for standby. They may receive only one PCOT as a result. They shall not be used again for standby until their PCOT is within 30 hours of the division average. Under no circumstances shall any officer be permitted to work in excess of 24 consecutive hours.

Example:

<u>Going On Off Tour Capts./Lts.</u>	<u>Date Promoted</u>	<u>Number of PCOT Hours Worked</u>			<u>Officer Picked as Standby</u>		
		<u>Ex.1</u>	<u>Ex.2</u>	<u>Ex.3</u>	<u>Ex.1</u>	<u>Ex.2</u>	<u>Ex.3</u>
Officer #1	1/1/60	10	30	30	X		
Officer #2	6/1/60	20	30	20			
Officer #3	1/1/63	30	30	40			
Officer #4	6/1/63	30	30	30			
Officer #5	1/1/65	30	30	20			X
Officer #6	1/1/66	40	30	30		X	

- 6.5.8 After standby selection has been made, the Deputy Chief shall notify such selected officers and early relief privileges granted in Sec. 21.1.4, Regulations, are denied for such duty.

If a vacancy does occur, standby officer will be offered the overtime. An officer shall not be selected as a standby and held in reserve while another officer is selected for a post coverage overtime.

## 6.6 Partial Tours

- 6.6.1 Similar procedures shall be followed as for full tours.
- 6.6.2 Eligible officers, working on their tour immediately preceding the tour on which the vacancy occurs, who are working the second 9x6 or 6x9 tour shall be canvassed.
- 6.6.3 For partial tours, officers on off tour after first 9x6 tour may be permitted to work overtime a maximum of six hours and officers on off tours after first 6x9 tour may be permitted to work overtime for a maximum of three hours.
- 6.6.4 Incoming officers on their first tours may be permitted to work a partial overtime tour under the same conditions, prior to their regularly scheduled tour-of-duty.
- 6.6.5 Incoming officers or eligible officers between tours, shall be canvassed only after all eligible officers on their second tour, as applicable, have declined the overtime opportunity.

## 6.7 Overtime Control Unit (OTCU)

- 6.7.1 OTCU will monitor the computer printout sheets of all units to assure proper control and distribution of overtime.
- 6.7.2 Selective audits will be conducted of Division PCOT records to assure proper administration and control of overtime.

## 7. GENERAL

- 7.1 Upon transfer, Captains and Lieutenants will maintain their current PCOT hours in their new unit and their eligibility position will be determined thereby.
- 7.2 Members promoted to Captain or Lieutenant shall be considered to be at the Division average PCOT hours for their rank in determining their eligibility position.
- 7.3 Portal-to-Portal provisions shall not apply for filling PCOT vacancies under this circular.
- 7.4 Officers selected for PCOT tour shall not be designated to act out-of-title in a higher rank.
- 7.5 When a unit is scheduled for specialized training at the Bureau of Training, and the officer position must be covered, Deputy Chief shall consider providing a Captain or Lieutenant who has not received such training for Post Coverage.
- 7.6 If a member is performing an overtime tour or partial tour and is released from duty for any reason (i.e., Medical Leave, Emergency Leave, Bereavement Leave) before the completion of the tour or partial tour, they shall be paid only for the time actually on duty. Member's TPR form shall only claim as overtime the actual time on duty before they were released from duty.

If the Medical Officer believes it is imperative that the member await the arrival of Car 32 or 33, the member will be ordered to remain at the firehouse or hospital emergency room. In this instance, overtime will be authorized.

**Note:** Medical leave shall commence when such designation is made by a Department Medical Officer in person or by telephone.

- 7.7 A Lieutenant or Captain with an incomplete mutual exceeding 30 days is not permitted to work an overtime tour until repayment has been completed.
- 7.8 An Officer requesting Medical Leave is not entitled to overtime after the end of the tour while awaiting determination by a Medical Officer.

**BY ORDER OF THE FIRE COMMISSIONER AND CHIEF OF DEPARTMENT**