TOLEDO FIRE & RESCUE DEPARTMENT

B-45 Recall

Non-Emergency Manual

Date Revised: 06/26/2023

Last Modified: 09/12/2024 16:12

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Policy/Procedure

1. Fire Personnel desiring to avail themselves for voluntary recall assignment shall use the Vector Scheduling platform. Use the green calendar from Vector Scheduling home page. Choose the date, click “Availability Period” to set availability for that day. Do not choose specific assignments, it may cause an error and you may not be contacted for callback. Personnel may sign up anytime but to be included in a scheduled Callback you must be signed up by the prior tour when recall is initiated. Callback rankings are dynamic so hours will adjust after Callback is scheduled to reflect additional recall worked.

2. Scheduled Callbacks will be sent via Vector Scheduling 2 days prior to shift. All Callbacks are based on the members overtime hours and availability. Callbacks are accepted via text message and must include the 7-digit callback code and the worksite code or via the Vector Scheduling app.

3. If a member must cancel a previously accepted Callback shift, the member must use Vector Scheduling “Request Time Off” and choose “cancel Callback” indicate in notes the position you previously accepted. Per Local 92 Contract 2125.64 members cancelling a previously accepted shift within 24 hours of the start of the shift will be charged 1.5 times the number of hours of the shift accepted.

4. Fire personnel shall report to scheduled, voluntary recall on time, to the second, in accordance with Rule 1 of the Toledo Fire and Rescue Department Rulebook.

5. When it has been determined that recall is needed due to a staffing shortage following the start of a tour, a member contacted on short notice (less than two (2) hours prior to the need to report for duty) who accepts the recall offer to fill the shortage shall be granted two (2) hours from the time contacted to report to the assigned duty station. Members contacted to fill positions later in the tour shall report to their assignments on time, to the second.

6. If a member accepts a recall assignment and fails to report within the above-established timeframes,

that member shall be charged with a late. If a member fails to report at all, the member will be charged with being absent without leave and shall have twelve (12) hours charged to their recall refusal hours, as well.

7. When faced with an incident of great magnitude, a Chief Officer may direct that individuals be recalled on an “emergency” basis. When directed to report for “Emergency Recall”, members shall have one (1) hour to report to their assignment. Rules regarding voluntary recall may be suspended.

See Also:

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Last update: **09/12/2024 16:12**