Monterey Fire Department Shift Calendar 2017

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A SHIFT

B SHIFT

C SHIFT
Exhibit B – F1001 Overtime Hiring Policy

F 1001
Overtime Hiring Policy

F 1001.1 PURPOSE AND SCOPE
(a) It is the intent of this policy to maintain daily on-duty operations division staffing of twenty two (22) personnel, exclusive of the duty Division Chief, and to establish procedures for the hiring of off-duty personnel as necessary to maintain the established minimum daily staffing level.

F 1001.2 APPLICATION
(a) This policy applies to all personnel assigned to the Operations Division involved with the overtime hiring of off-duty personnel.

F 1001.3 DEFINITIONS
(a) Vacancy – For the purpose of this policy, a vacancy is created when on-duty staffing in the Operations Division falls below 22 personnel, exclusive of the Duty Division Chief, for any reason.

   a. Daily Staffing must also maintain a minimum of the following, each individual only counts towards one qualification:

   i. 1 Truck Captain
   ii. 1 Truck Engineer
   iii. 1 Tiller Operator
   iv. 1 Airport Operations Captain
   v. 1 Airport Technician Engineer
   vi. 1 Boat Pilot
   vii. 1 Boat Pump Operator

(b) Overfilling – Overfilling of a classification occurs when more than seven (7) Captains, more than eight (8) Engineers, or more than seven (7) Firefighters are on duty at any one time unless they are assigned an Acting position above their current rank.

   a. More than seven firefighters may be on duty at any given time due to staffing level changes. If more than seven firefighters are assigned to a shift, they will be added to the following apparatus:
i. Station 11 Truck will receive a second firefighter first
ii. Station 11 Engine will receive a second firefighter second
iii. Station 13 Engine will receive a second firefighter third

(c) Normal Overtime - Hired back to work on a scheduled day off to maintain minimum staffing.

(d) Department Event Hire Back - All assigned shift personnel are eligible to work department event over time.

(e) Prior Commitment - An earlier commitment, made by an employee to work anything other than their normally assigned schedule. Examples of a prior commitment would include but are not limited to: CPR, training, CERT, USAR, special events, 40-hour week, modified schedule, or jury duty.

(f) Holiday Hire Back - All assigned shift personnel are eligible to sign up to work the following City Holidays; New Years Day, Easter, Thanksgiving Day, Christmas Eve, or Christmas Day.

F 1001.4 RESPONSIBILITY
(a) The Duty Division Chief shall be responsible for maintenance of staffing levels according to this and other related policies and the completion of all necessary records.

(b) All Officers and Acting Officers shall be familiar with the process of normal overtime hiring.

(c) All personnel are responsible to ensure TeleStaff accurately accounts for all time worked in a shift.

F 1001.5 POLICY
(a) The minimum on-duty staffing shall be twenty-two (22) personnel excluding the duty Division Chief. When the number of on-duty personnel falls below twenty-two (22), personnel shall be recalled according to the following guidelines until the minimum staffing level is achieved.

   a. Daily Staffing must also maintain a minimum of the following, each individual only counts towards one qualification:

      i. 1 Truck Captain
      ii. 1 Truck Engineer
      iii. 1 Tiller Operator
      iv. 1 Airport Operations Captain
      v. 1 Airport Technician Engineer
      vi. 1 Boat Pilot
      vii. 1 Boat Pump Operator

(b) No rank shall be overfilled to meet minimum staffing until the normal hiring process
has been completed and no employee accepts the overtime hire offer.

(c) A rotating system, as described by the procedure section of this policy shall be used to hire for normal overtime vacancies.

(d) No employee shall be required to work overtime within 24 hours following an absence due to sick leave.

(e) No employee shall be required to work more than 72 hours consecutively without a minimum of 24 hours off duty. (Exceptions: Strike Team, Task Force, declared disaster, or similar assignments, which by their nature may exceed the time limit guidelines).

(f) Fire Fighters who have not successfully completed six months of probation and passed their six month evaluation examination, are not eligible for normal overtime, until the normal hiring process has been completed and no employees accept the offer of overtime.

(g) Emergency callbacks and holdovers to maintain minimum staffing may not be subject to the staffing levels suggested in this policy.

(h) When possible, overtime hire back shall occur after 0900 hours unless an immediate need develops due to sudden illness, etc. Overtime hire back can occur up to 6 days in advance, not including holiday hire back.

(i) This policy and rotation system applies only to the hiring of personnel to work 12 hours or more of overtime unless specifically exempted by this policy.

(j) The Division Chief may order personnel in to fill vacancies when the overtime hiring process has been completed and no employees accept the offer of overtime. Personnel may be ordered to work to fill vacancies caused by emergencies, sick leave, and disabilities. Personnel shall not be ordered to work to allow an on-duty employee to take compensatory time-off or unscheduled vacation.

(k) No employee shall be hired to work a classification unless he/she is qualified for that position.

(l) Every effort shall be made to ensure that there are a minimum of five (5) badged Captains and six (6) badged Engineers on duty at all times.

(m) It is intended that these same minimums also be maintained whenever possible when hiring for overtime of less than 12 hours.

(n) For the purposes of this policy, an employee who has been appointed (in writing) to serve in a higher classification for which they will receive extra compensation, shall only be eligible for assignments in that classification or any higher classification for which they may also be qualified to perform.
(o) Under normal circumstances, and subject to other requirements of this policy, qualified personnel may be used to fill positions above their classifications but not below.

(p) No Firefighter, Engineer, or Captain will be mandatorily held over to fill a duty chief / division chief vacancy.

(q) Employees who have made a prior commitment to work overtime must fulfill that commitment, and may not accept another overtime opportunity that includes the same time frame as their prior commitment, regardless of whether the event has been placed on the TeleStaff roster or not.

(r) Employees who have traded a day off are not eligible for overtime or fire call pay and shall not be offered overtime for that day.

(s) For cancellation of leave, reference Monterey Fire Department Policy Leave Usage.

F 1001.6 PROCEDURE NORMAL OVERTIME HIRING 12 HOURS OR MORE

(a) TeleStaff shall be the primary system used for staffing and hire-back.

(b) Each employee's name, rank, shift assignment, telephone number, and qualification for working out of classification will be maintained in TeleStaff.

(c) The appropriate pick list in TeleStaff will be used to determine the hire-back order. The order of pick list is based on last acceptance date in reverse chronological order; oldest date first.

(d) TeleStaff will not offer overtime to anyone who is already on the roster for the time period being offered. Employees who have a prior commitment posted to the TeleStaff roster will not be offered conflicting overtime.

(e) Availability of personnel to work out of class assignments should be considered when choosing the appropriate pick list. Every effort should be made to use the most inclusive list.

(f) When using the "hire by rules" feature in TeleStaff to make telephone calls, a minimum of 6 (six) rings shall be allowed. If a telephone answering machine is reached, leave a short message indicating the purpose of your call. Log the response in TeleStaff.

(g) The TeleStaff outbound procedure is the preferred method for conducting hire-back.

(h) Only one (1) vacancy can be out bounded at a time, unless you can use the same pick list, on the same day, for two (2) vacancies, or you have to use two (2) different pick lists for different vacancies on the same day.

(i) Hiring should start with the vacancies closest to the current day and work chronologically forward from that day.

(j) All attempts shall be made to keep staffing updated to 6 days out, so that on-duty personnel do not slow the overtime hiring process due to auto-fill.
(k) Once an on-duty person has been notified by a staffer of an auto-fill, they have the same time frame to respond as if they were off duty, unless they are on a call.

(l) This procedure shall continue in this manner until the vacancy is filled.

(m) The following decision matrix shall be used to determine need and priorities for overtime hiring.

a. Are required minimum qualifications met? (Each individual only counts towards one qualification)

   i. 1 Truck Captain
   ii. 1 Truck Engineer
   iii. 1 Tiller Operator
   iv. 1 Airport Operations Captain
   v. 1 Airport Technician Engineer
   vi. 1 Boat Pilot
   vii. 1 Boat Pump Operator

   i. If NO, hire the missing qualifications, and then proceed to the next step.

      1. Qualified badged personnel will be offered the position first, followed by qualified acting personnel.

      2. NOTE: Assess other needs for minimum badged positions prior to filling qualifications.

   ii. If YES, proceed to the next step.

b. Have we dropped below minimum staffing level of 22 personnel on duty?

   i. If YES, proceed to the next step.

   ii. If NO, verify all qualifications and positions are filled, if they are, then no additional overtime is required.

c. Are seven (7) badged Captains on duty?

   i. If NO, hire badged Captain(s) to meet the minimum, if unable to hire badged Captain(s), use the appropriate pick list to hire acting captains, as long as the 5 minimum badged Captains are on duty (1001.5 (L)). If still unable to fill and there are on duty acting captains, then move the on duty actors and fill behind them.

   ii. 1. If five (5) minimum badged Captains are not on duty, and the pick list is exhausted, unavailable off duty will be notified by telephone
and/or page. If all efforts to backfill are exhausted, a badged Captain will be held over.

iii. If YES, proceed to the next step.

d. Are eight (8) badged Engineers on duty?

i. If NO, hire badged Engineer(s) to meet the minimum, if unable to hire badged Engineer(s), use the appropriate pick list to hire acting engineers, as long as the 6 minimum badged Engineers are on duty (1001.5 (L)). If still unable to fill and there are on duty acting engineers, then move the on duty actors and fill behind them.

1. If six (6) minimum badged Engineers are not on duty, and the pick list is exhausted, unavailable off duty will be notified by telephone and/or page. If all efforts to backfill are exhausted, a badged Engineer will be held over.

ii. If YES, proceed to the next step.

e. Are there any remaining vacancies?

i. If YES, fill the remaining vacancies with badged, qualified personnel, using the most inclusive pick list.

ii. If NO, verify all qualifications and positions are filled, if they are, then no additional overtime is required.

f. If there are multiple positions available, i.e. Captain and Engineer, then use the most inclusive list for those badged positions. Once one is filled, continue hiring using the applicable list.

i. Start with the badged Captain and badged Engineer list, if a badged Captain is hired first, hiring continues with the badged Engineer list.

g. If there are multiple positions in the same rank available with one qualification, i.e. Truck Captain and Captain, if the qualified person is hired first they fill the qualification and hiring continues with the non-qualification position.

i. If the Truck Captain is hired first, they fill the truck and the second spot is filled with any captain.

h. If the qualification is not rank based, fill the position using the most inclusive list, based on other vacancies. i.e. Boat Pilot with a Captain and Firefighter vacancy, attempt to hire a Pilot who is either a badged Captain or a Firefighter.
i. If the Pilot Qualification is met with a FF, then hire a badged Captain.

i. On duty actors and/or qualified personnel should only be moved if off duty personnel are not available to fill the vacancies, unless there are on duty personnel who want the acting opportunity.

j. Overtime and trade personnel should be moved to fill vacancies before moving regular duty personnel.

(1) If unable to maintain minimum staffing following the above procedures, the Division Chief shall be responsible to manage the filling of vacant positions. The following guidelines shall be followed in attempting to fill the vacancies:

   a. Use qualified actors if there are employees willing to work.

   b. Overfill a classification. All attempts will be made to overfill with the next rank first. Approval must be made by the Fire Chief, Assistant Fire Chief, or designee.

   c. Cancel the time off that created the vacancy, except for Prescheduled Vacation.

   d. Hold over Personnel.

   e. Order Personnel in.

F 1001.6.1 PROCEDURE NORMAL OVERTIME HIRING · LESS THAN 12 HOURS

(a) It is intended that the same minimums required for daily staffing be maintained when hiring for less than 12 hours.

(b) Offer the overtime to On Duty personnel of the same rank and qualification, in the position when the vacancy begins, then offer to eligible actors in the same station as the vacancy.

   a. Also consider personnel coming in to work when the vacancy ends if it is mid-shift, i.e. oncoming crews when vacancy is 2000-0745.

(c) If personnel in the station affected do not take the overtime, a notification will may be sent out for personnel who are eligible to fill the vacant position.

   a. This does not exclude any other eligible personnel from contacting the Staffing officer and advising them of their interest to work, or using the "Sign up" code in TeleStaff. If more than one eligible person expresses interest a random drawing will be held.
(d) If no off duty respond to the notification within 60 minutes (if start time isn't immediate,) the person taking the leave will be notified, and will be responsible for finding coverage, person covering must be able to fill the assignment being vacated.

   a. Exceptions – The department will be responsible for filling any leave other than CTO, Furlough, or Unscheduled Vacation.

(e) If unable to maintain minimum staffing following the above procedures, the Division Chief shall be responsible to manage the filling of vacant positions. The following guidelines shall be followed in attempting to fill the vacancies;

   a. Use qualified actors if there are employees willing to work who are not qualified for the vacancy.

   b. Overfill a classification. All attempts will be made to overfill with the next rank first. Approval must be made by the Fire Chief, Assistant Fire Chief, or designee.

   c. Cancel the time off that created the vacancy, except for Prescheduled Vacation.

   d. Hold over Personnel.

   e. Order Personnel in.

F 1001.6.2 PROCEDURE DEPARTMENT EVENT

(a) Time permitting, an email shall be sent out stating the date, time, and number of people needed for special event overtime. Individuals who want to be considered for hire-back shall "sign up" in TeleStaff on the date of the event.

(b) If more individuals sign up than are needed for each specific date, a random selection will be made.

(c) All personnel who have signed up will be advised the result of the random selection drawing.

(d) Each individual's ID number will be placed on a small piece of paper. These ID numbers are confirmed to that individual, folded, and then placed in a container for a random selection.

(e) These individuals will be notified of the times and dates that they will be working and an email will be issued indicating the same.

(f) If a person or persons sign up for more than one date and are selected for the first overtime date, the person(s) number could be withheld from successive drawings. This would give other individuals a more equitable chance for overtime.
(g) This would not apply if the needed number of personnel, or fewer, sign up for successive events. Thus, the individual could work overtime for more than just the first event.

F 1001.6.3 PROCEDURE HOLIDAY HIRE BACK

(a) An email will be sent out stating the date of the holiday hire, with direction to "sign up" in TeleStaff, no less than 30 days before the holiday, whenever possible. It shall be the responsibility of the Division Chief who is on duty the day of the holiday to publish this list. Adjacent holidays will be done with the same list; i.e. Christmas Eve & Day will be on the same list, published by the Division Chief on duty Christmas Eve.

(b) If more individuals sign up than are needed for each specific date, a random selection will be made.

(c) Each individual's ID number will be placed on a small piece of paper. These ID numbers are confirmed to that individual, folded, and then placed in a container for a random selection. Personnel shall be hired in order drawn, overstaffing is allowed, unless person drawn refuses or is not qualified to work in the position open. Drawing shall take place no less than 8 days before the holiday. Names shall be posted to the TeleStaff roster in order of the drawing, immediately after the drawing.

(d) Those individuals drawn will be notified of the times and dates that they will be working and the department will be notified indicating the same. Those selected shall have an accepted date the same as the drawing date for purpose of their rotation on the pick list. Those names drawn but not needed due to the number of positions vacant, will be placed on a list, in order drawn, for use if more positions become vacant.

(e) All personnel who have signed up will be advised of the result of the random selection drawing.

(f) If a person or persons sign up for more than one date and are selected for the first overtime date, the person(s) number will be withheld from successive drawings. This would give other individuals a more equitable chance for overtime. A random drawing of withheld individuals will be done and their names shall be added to the bottom of the list created in 1001.6 (d).

(g) This would not apply if the needed number of personnel, or fewer, sign up for successive events. Thus, the individual could work overtime for more than just the first event.

F 1001.7 REVIEW PERIOD

(a) This policy shall be subject to periodic review by mutual agreement of the Fire Chief and the Monterey Fire Fighters Association. This review shall include discussion of changes that may be made to improve its application and intended result.
F 1001.8 ACCESS TO RECORDS
(a) Department Staffing Officers shall supervise the rotation lists and make changes as necessary.
   a. Personnel who believe an adjustment needs to be made to their rotation shall contact a Staffing Officer.

(b) Fire Administration shall be responsible for maintaining qualifications for personnel, and making necessary changes to profiles.
   a. Personnel who believe an adjustment needs to be made to their profile shall contact Fire Administration through their Chain of Command.

F 1001.9 INTENT
(a) It is intended that the minimum on-duty staffing number be adjusted to accommodate for additional units added to the daily staffing.
   a. i.e. If another unit is added to the system, adding one Captain, Engineer and Firefighter, than the minimum on-duty staffing should be increased by three (3) personnel.

(b) It is intended under F1001.5 (L) that the minimum badged positions for each position be two (2) fewer than the available positions in each rank for minimum staffing.
   a. i.e. If another unit is added to the system, adding one Captain, Engineer and Firefighter, than the minimums for badged Captain and Engineer should be increased by one (1) position.

(c) It is intended under F1001.6 (k) c. and F1001.6 (k) d. that the minimum badged positions for each position be the same as the available positions in each rank when selecting which pick list to utilize.
   a. i.e. If another unit is added to the system, adding one Captain, Engineer and Firefighter, than the minimums for badged Captain and Engineer should be increased by one (1) position.
MONTEREY FIRE DEPARTMENT
Policy and Procedure Manual

SUBJECT:  
TIME OFF ACCRUAL, USE, RECORDING OF VACATION, SICK LEAVE, AND COMPENSATORY TIME

POLICY NUMBER:  
123.103

EFFECTIVE DATE:
Page 1 of 8

I. INTENT

It is the intent of this policy to provide information and guidance regarding the accrual, request, use, and reporting of leaves taken from work for the purposes of vacation, illness, family care, bereavement, critical illness of a family member, or compensated time off (holiday and regular overtime).

II. APPLICATION

This policy applies to all members of the Monterey Fire Department who are assigned to the Operations Division and are assigned to a fifty-six (56) hour work week, unless otherwise exempted by this policy.

A. Division Chiefs are exempted from this policy.

III. DEFINITIONS

A. Accrual: The periodic addition of leave time placed into the leave bank of an employee. See Memorandum of Understanding for accrual rates.

B. Bereavement Leave: Leave that may be taken and deducted from the employee’s sick leave balance when a death of an immediate family member of the employee occurs.
C. Combined Bank: An accrual bank that combines holiday compensatory time and regular compensatory time.

D. Critical Illness: An illness where death appears imminent.

E. Compensatory Time Off (CTO): Time off granted, in lieu of payment for regular overtime worked. CTO is accrued at a rate of 1.5 hours for each 1 hour worked.

F. Family Sick Leave: Sick leave time taken to care for and to attend to the employee’s spouse, or children for whom the employee is legal guardian (natural or adopted), stepchildren, parents or parents-in-law.

G. Fire Call Pay Rate: The pay rate determined by multiplying the fifty-six hourly rate by a factor of 1.4 to convert to the 40 hour rate, then multiplying the result by 1.5 (time and one-half) to determine the overtime hourly pay rate.

H. Holiday Pay: The pay rate for payment of holidays is the “Forty Hour Rate”.

I. Minimum Staffing: Minimum daily staffing of the Operations Division of the Department shall be 22 members, not including the Duty Chief or Duty Officer.

J. New Personnel: Members who were not employees of the department at the time of the prior vacation selection period identified in Section 6-3.3 of this Policy.

K. Pre-Scheduled Vacation: Those vacation shifts requested and approved during the selection period described in Section 6-3.1 of this Policy.

L. Regular Overtime: Overtime to cover illness, injury, compensatory time off, coverage for out of county mutual aid and other shortages of staff that occur in the course of day-to-day operations of the department.

M. Regular Overtime Rate: The pay rate determined by multiplying the fifty-six hourly rate by a factor of 1.5 (time and one-half).

N. Vacation Selection Period: A period between October 15 and December 15, when employees may pre-select vacation periods according to this policy.

O. Shift: The 24 hour period beginning at 07:45 A.M. on one day and ending at 07:45 A.M on the following day. Each shift is assigned the letter A, B, or C to denote the platoon on duty.

P. Sick Leave: Leave taken for a bona fide illness of an employee.

Q. Unscheduled Vacation: Those vacation shifts requested and approved for vacation during the course of the year on an as available basis.
R. **Vacation**: That period which begins on the first shift that the employee would have been scheduled to work and ends on the last shift that the employee would have been scheduled to work. It includes all intervening days, with the exception of the four day period between shift cycles. Intervening days between regular shifts are not deducted from the employee’s vacation leave accruals.

S. **Minimum Leave Event**: All use of paid leave time, excluding sick leave and Labor Code 4850 leave, to be taken in a minimum of one (1) hour blocks.

**IV. RESPONSIBILITY**

It is the responsibility of all operations personnel assigned to a 56 hour work week to adhere to this policy. Supervisors, managers or their authorized representatives shall be responsible for assuring that the required forms are completed in a timely manner, as required by this policy, and shall forward the forms to Fire Administration for timekeeping and filing purposes.

**V. POLICY**

**A. Compensatory Time Accrual & Use**

1. Employees working overtime as directed by a superior officer or supervisor may choose to receive payment or accrue compensatory time off at a rate of one and one-half times the hours worked (up to the maximums set forth in this policy).

   a. **Exception**: Employees called back to work overtime at an emergency, or to cover a station as a result of an emergency, shall receive pay only at the Fire Call Rate.

2. The maximum number of hours of regular overtime and holiday compensatory time that may be carried over annually shall not exceed 128 hours. Accumulation beyond 128 hours will be cashed out annually on the last pay period in October.

3. All hours worked in excess of the maximum accruals shall be paid at the appropriate rates. See Section 3-E for CTO.

4. All overtime worked shall be reported in Telestaff before the end of the period worked. The Telestaff record shall be finalized by the Division Chief at the end of each 24 hour shift for timekeeping purposes. The Division Chief is responsible for verifying the accuracy via Telestaff.

5. Employees wishing to take CTO shall enter their time into Telestaff.
a. The minimum amount of CTO that an employee may take at any one time is one (1) hour (see section 3-S). Employees may take up to the maximum amount of CTO hours that they have accrued at any one time.

b. TeleStaff will not approve requests submitted more than 90 days in advance of the desired date of leave.

c. It is the employee's responsibility to make their supervisor aware of leave requests denied by TeleStaff if they wish to have a request approved.

6. Holidays shall be accrued at the rate of 13 hours per month (12 hours per holiday), or paid at the rate of eight hours and forty minutes (8:40) per month. See MOU section 4.2 for In Lieu Options.

7. The maximum number of employees that may be off on CTO, vacation, or any combination of these leaves, at any one time shall be four (4) Except that there shall be no limit to the number of employees who may be off duty utilizing vacation leave or CTO on New Year's Day, Easter, Thanksgiving Day, Christmas Eve, and Christmas Day so long as an equal number of replacement employees with appropriate specialized qualifications to meet the operational needs for that specific day are pre-hired on either trade or regular compensation status subject to the rules contained in Monterey Fire Department Administrative Policy, Overtime Hiring Policy, in advance of the holiday.

An additional 24 hours of these categories of leave may be granted, in one hour blocks, to one or more persons, as long as the total time off for all of these additional members does not exceed 24 hours in any one shift work period.

a. Effective July 1st, 2018, the maximum number of employees that may be off on CTO, Vacation, or any combination of these leaves, at any one time is three (3).

An additional 24 hours of these categories of leave may be granted, in one hour blocks, to one or more persons, as long as the total time off for all of these additional members does not exceed 24 hours in any one shift work period.

This reduction in the maximum number of employees that may be off at any one time shall expire on June 30th, 2019, and shall revert to a maximum of five.
B. Personal Leave

1. Personal Leave may be taken conforming to Un-scheduled vacation requirements. Personal Leave hours will be deducted from the employee’s sick leave bank.

C. Sick Leave Reporting and Use

1. An employee may use sick leave if they are unable to report for work due to illness, injury, or must care for a family member who is ill, or to care for a family member who is critically ill, or when the death of an immediate family member occurs.

2. An employee unable to work due to illness or injury, or other situation as described in Section 5-C.1, shall notify the on-duty Captain at their assigned station no later than 06:50 A.M. on the day of their assigned shift. The Captain shall then immediately enter the sick leave into TeleStaff and notify the shift staffer. If no staffer is available, the Captain shall make the appropriate staffing accommodation by moving available personnel, Stations 11, 12, 13, 14, 15, or 16, or out-bounding the working opportunity via TeleStaff.

3. An employee who becomes ill during his or her work shift shall immediately notify their superior officer, who shall advise the platoon staffer and the Duty Chief, and release the ill employee from duty if they are not able to work until relieved. The Officer shall log the employee’s status, the time the employee departed and the time the employee’s relief arrived at the station in TeleStaff.

4. The shift staffer and the Duty Chief shall immediately make the necessary adjustments to maintain the appropriate minimum staffing per Monterey Fire Department Administrative Policy, Overtime Hiring Policy.

5. Employees who are subjected to a prolonged illness or who must undergo surgery or other medical procedures which will result in an extended absence, shall notify the Operations Division Chief so that appropriate arrangements may be made for the assignment of acting positions.

6. Evidence of illness may be required as set forth in Article V, Section 25-39 of City Ordinance 1947 C.S., as amended.

D. Vacation Request and Reporting

1. All employees shall take at least one or more vacations per year, and shall assure that their vacation leave balance does not exceed 448 hours on December 31 (see Section 5-3.8). This requirement may be waived by written permission of the Fire Chief.
2. Pre-scheduled vacations shall be a minimum of one 24 hour shift.
   
   - Unscheduled vacations shall be taken in a minimum of one (1) hour block.

3. Employees may select one or more vacation periods in accordance with this policy, but are not required to pre-select a vacation during the selection period described in Section 3-1.N of this Policy.

4. Vacation selection made outside of the selection period will be approved in the following manner: Vacations shall be selected no more than 90 days in advance of the desired date. If two requests for the same time period are submitted on the same date, and due to the requirements of this policy, only one may be approved the date time stamp from TeleStaff will serve as the official request time.

5. No more than three employees on the same platoon may pre-schedule a vacation on the same day.

6. Full-shift vacations shall begin and end at 07:45 A.M.

7. Employees may carry vacation accruals year to year as long as they have not reached maximum accruals.

8. The Fire Chief may assign vacation periods to employees who have not scheduled a vacation, and whose accruals of vacation time will exceed 448 hours on December 31 of the current year.

9. No vacation shall be authorized contrary to Section 5-A.7 of this policy unless approved by the Fire Chief or designee.

10. Vacation may be taken in advance of accrual as per Section 25-12.01 of the City's Personnel Rules and Regulations.

11. The employee shall make every effort to notify his/her immediate supervisor regarding vacation and other leave time, however, if immediate circumstances preclude this, the employee may notify another Captain and then the Operations Division Chief or his authorized representative (Duty Chief).

12. Changes in pre-scheduled vacations are strongly discouraged after vacations are approved and posted.

13. Once vacation leave is granted, the approval shall not be withdrawn unless major unforeseen changes occur in fire department staffing or operations. Such unforeseen changes include and are consistent with, but are not
limited to; declared local emergencies, disaster, or civil unrest. These unforeseen changes do not include members calling in ill or injured.

VI. PROCEDURES

A. Compensatory Time

1. Employees working overtime shall report the hours and date worked prior to going off duty in Telestaff. Employees may request either payment or accrual of compensatory time by selecting the appropriate work code in Telestaff. It is the employee's responsibility to confirm their preference for pay or accrual is correctly entered in TeleStaff. If there is a conflict between selecting pay or accrual, the employee will be paid.

2. Employees wishing to take CTO shall enter their time in TeleStaff.

3. If two requests for the same time period are submitted on the same date, and due to the requirements of this policy, only one may be approved, the date time stamp from TeleStaff will serve as the official request time.

B. Vacation

1. Pre-selection Procedure: The Division Chief shall cause a department work schedule and vacation schedule form to be distributed to employees no later than November 30th of each year.

The Operations Division Chiefs' shall divide their platoon into two groups of eight (8), and one group of nine (9). If the platoon is not at full staffing, the groups shall be divided in such a manner that they are as close to equal in size as possible. Vacation selections shall be made in rotation, beginning with Group 1, and ending with Group 3. Each ensuing year, the first group will rotate to the bottom of the selection list, with the second group moving to the first position.

Within each group, a similar rotation shall take place with the personnel, the employee who chooses first one year, will move to the bottom of the list, with the remaining employees moving up one position per year.

Employees shall select vacations based on their position on the current year's list.

After all employees have had an opportunity to choose their first vacation period, subsequent vacations may be selected in the same manner, up to a maximum of three selections.
a. Unscheduled Leave Requests (vacation & CTO) for the next calendar year will be accepted beginning December 16th or when the sign up period for pre-scheduled vacation is completed, whichever comes first.

b. Only 3 Unscheduled Leave Requests (vacation & CTO) for the first 90 days of the next calendar year will be accepted prior to the completion of the pre-scheduled vacation picks.

2. An employee selecting up to a 48 hour continuous block or less will constitute a choice for that particular rotation.

3. Employees who have bid onto a different shift shall take the place of the vacation selection of an employee bidding off of the shift as closely to where they would have been from the prior shift. Seniority will drive this placement when more than one individual must be placed into one bank that has only one spot available.

4. New Personnel will be placed in the last position of the third group for rotation purposes.

5. Employees who have been transferred onto a different shift during the bid cycle will be assigned a position as close as possible to the position they previously held on their prior shift.

6. All efforts should be made to request unscheduled vacation at least twenty-four (24) hours in advance of the time requested; however, the request may be granted at any time prior to the time off.

7. Employees are required to enter unscheduled vacation in TeleStaff. Prescheduled vacation will be entered in TeleStaff by administrative staff upon completion of the selection process and shall be reflected in Telestaff no later than January 1st.

8. No leave can be cancelled after it has been filled.

VII. REFERENCES

City of Monterey Employee Handbook; Personnel Policies and Procedures; Memorandum of Understanding for the Monterey Fire Fighter's Association.

Monterey Fire Department Administrative Policy "Overtime Hiring Policy".
I. INTENT

It is the intent of this policy to provide direction regarding the use and documentation of trading of time for the purposes of staffing coverage.

II. APPLICATION

This policy applies to all employees of the Monterey Fire Department who are assigned to the Operations Division and are working a fifty-six (56) hour work week.

III. DEFINITIONS

A. Time Trade: An arrangement in which an employee agrees to substitute for another employee during scheduled work hours performing work in the same capacity and classification.

B. Duty Chief: The Division Chief, as designated by the work schedule, who in addition to their regular work assignments, is responsible for maintaining minimum staffing, the appropriate number of apparatus in service, emergency response and incident command for a twenty-four (24) hour period.

C. Duty Officer: The Captain who is responsible for maintaining minimum staffing, the appropriate number of apparatus in service, emergency response and incident command during all or part of a 24 hour period.
IV. RESPONSIBILITY

A. It is the responsibility of all personnel to adhere to the guidance provided by this policy when participating in time trades.

B. A list of employees qualified to work out of grade shall be maintained by the Operations Chief. This list shall be updated as often as necessary to reflect the current status of all operations personnel and updated in Telestaff.

C. Captains and Division Chiefs shall be responsible for determining the qualifications of individuals working for another employee if they do not hold the same rank or classification.

D. The Duty Chief or Duty Officer may assign employees who have traded time to other positions to accommodate a trade, or to maximize the ability of the department to deliver its services to the community.

V. POLICY

A. Operations personnel may trade time with employees of the same classification (rank) or a person who is qualified to work in the same capacity and can satisfactorily perform the duties of the employee with whom they are trading at the time of the trade.

B. Personnel must be qualified to “pay back” the time originally traded, and must possess the required qualifications, certifications and licenses.

C. When one employee substitutes for another, each employee will be credited as if he or she had worked his or her normal work schedule for that time period.

D. The agreement to trade time is made between the individuals participating in the trade. Reciprocation (pay back) of time worked for another employee is the responsibility of the parties involved in the trade.

E. Time traded and worked for another employee is not compensable by the City, for either regular hours or overtime.

F. Trading of time is voluntary. The City or the Department will not enforce or in any way coerce, direct or imply that an employee shall exchange time or reciprocate for time worked pursuant to this benefit.

G. Trading of time may be done in increments of not less than one (1) hour, nor more than a full twenty-four (24) hour shift at one time. This does not imply that employees may not trade time for consecutive shifts.

H. Probationary Fire Fighters shall not participate in time trades.
I. There is no requirement to pay back time worked within any particular time frame.

VI. PROCEDURES

1. All applicable portions of the trade shall be completed in Telestaff prior to the beginning of the exchange. Each person trading time is responsible to make sure the trade is placed into Telestaff correctly to include documentation in the notes section of who is working the traded time on both sides of the trade.

2. The employee shall notify his or her immediate supervisor of the shift trade. The supervisor has the discretion to disapprove the shift trade if necessary.

VII. REFERENCES


City of Monterey Employee Handbook; Personnel Policies and Procedures; Memorandum of Understanding for the Monterey Fire Fighter's Association.
Uniform Standards

F 1057.1 PURPOSE AND SCOPE

(a) This policy establishes the specifications for the various components of the department work uniform, dress uniform, chief officer administrative uniform, authorized clothing for physical fitness activities, and requirements and exceptions for wearing of a department uniform when on paid-duty status or as otherwise authorized.

(b) This policy applies to all Monterey Fire Department employees who are either required or authorized to wear a department uniform while on duty or otherwise representing the City of Monterey or the Monterey Fire Department.

(c) Every employee required or authorized to wear a Monterey Fire Department uniform is responsible for compliance with this policy whenever a uniform is worn.

F 1057.1.1 GENERAL UNIFORM REQUIREMENTS

F 1057.1.2

Upon hire by the City of Monterey Fire Department, new sworn safety employees shall obtain a sufficient number of station/work uniforms, meeting the following specifications and standards, to ensure compliance with this policy prior to reporting for duty.

F 1057.1.3

All sworn safety employees assigned to the Operations, Prevention, and Training Divisions shall wear a complete department uniform when on duty as specified in this policy, except as provided in section F 1057.1.7

F 1057.1.4

The Fire Chief and Assistant Fire Chief are authorized, but not required, to wear a department uniform consistent with this policy.

F 1057.1.5

All employees required or authorized to wear a department uniform pursuant to this policy shall ensure that the uniform is clean and neat, and without any stains, tears, or substantial color fading.
F1057.1.6

It is the responsibility of the employee to comply with this policy. It is the responsibility of the individual's supervisor to ensure that all of their assigned personnel are compliant with this policy, and wearing the appropriate uniform for public functions, including but not limited to: formal department and/or city meetings, inspections, community or public education events, station tours and demonstrations.

F1057.1.7 EXCEPTIONS TO THE GENERAL UNIFORM REQUIREMENT

Employees are not authorized to wear a department uniform when in non-paid status except (1) for travel to and from their assigned work location, or (2) upon request and prior authorization of the Fire Chief (e.g. fire service funerals).

Off-duty personnel recalled to duty pursuant to an emergency incident shall not be required to wear a uniform for the period of recalled duty, except when required by the Duty Chief Officer for anticipated extended recall duty (e.g. disaster response).

Company Officers may authorize wearing of an approved uniform T-shirt and/or sweatshirt in lieu of the approved uniform work shirt while performing non-emergency work or tasks that would expose the work shirt to excessive soiling or tearing such as loading hose, testing hose, vehicle/apparatus washing or maintenance, station maintenance, etc. The uniform t-shirt and/or crew-neck sweatshirt are not considered appropriate uniform wear for public contact.

Company Officers may authorize wearing of the optional ¼-zip colored sweatshirt, Spiewak jacket, Dickies jacket, or 5.11 fleece jacket in lieu of the approved station/work shirt for informal non-emergency work, not including formal meetings, public presentations, or educational programs.

Company Officers may authorize wearing of worn-out uniform pants and T-shirts not otherwise meeting the neatness or maintenance standards of this policy for heavy maintenance tasks that would likely damage the uniform.

Employees assigned to attend training, meetings, or other assignments outside of their regular station duties on paid status are authorized to wear either (a) class B station/work uniform or class A dress uniform as appropriate for the situation, or (b) appropriate business attire.

Employees may be authorized to wear a department uniform when off duty under special circumstances.

Outside of regular work hours (0745 -1700), the following exceptions to the station/work uniform are authorized for employees assigned to fire stations and not expected or required to make public contact:

Approved uniform T-shirt or sweatshirt in lieu of work shirt.

Approved physical fitness attire.
Company Officers may authorize the wearing of an approved hooded sweatshirt and/or knit cap in cold weather where no other uniform accessory is appropriate (e.g. wildland incident sleeping area).

Administrative Chief Officers are authorized to wear the Workrite Nomex III station/work shirt and pant (midnight navy blue color) for wildland or USAR incidents or training. Division Chiefs working in an Operations assignment may wear either the white short or long-sleeved work shirt or the Midnight Blue Workrite Nomex III shirt at their option.

**F 1057.2**

**CLASS B STATION / WORK UNIFORM:**

**F 1057.2.1**

**PANT**

Workrite Nomex III, Midnight Navy Color Men's 402 NX 75 MN (full cut) 400 NX 75 MN (regular cut) Women's 401 NX 75 MN

**F 1057.2.2**

**SHIRT**

Workrite Nomex III, Midnight Navy Color Men's Short Sleeve 700 NX 45 MN Men's Long Sleeve 705 NX 45 MN Women's Short Sleeve 701 NX 45 MN Women's Long Sleeve 706 NX 45 MN Employee's last name shall be embroidered in ½ inch capital block letters centered ½ inch above right pocket as follows: Font: Arial Block or equivalent Thread Color: Gold #763 (Chief Officers) White #010 (All others) A department shoulder patch shall be centered vertically on each sleeve, ½ inch below shoulder seam.

**F1057.2.3**

**T-SHIRT**

Dark navy blue, short sleeve, with "Monterey Fire Department" silk-screened on two lines in white block letters, with a silk-screened white Maltese cross outlined in red centered between "Monterey" and "Fire Department", and centered over the left breast, and "Monterey Fire" silk-screened on two lines and centered on the back of the shirt with "Monterey" printed in white block letters outlined in red, and "Fire" printed in red block letters.

Long-sleeved T-shirt meeting the above specifications is authorized as an alternative for wear under the long-sleeved uniform work shirt, ¼-zip sweatshirt, or nomex wildland shirt only.

**F 1057.2.4**

**BELT**

1-1/2 inch or 1-3/4 inch black leather with basket weave design (Boston Leather #6505 or equivalent).

**F 1057.2.5**

**BUCKLE**

Plain, square-shape with center bar; nickel finish for Fire Fighter, Engineer and Captain, gold finish for Chief Officers.

**F 1057.2.6**

**ACCESSORIES**

Badge Centered on left breast above shirt pocket.
Collar Brass  Silhouette type, 7/8 inch in size.

Captain: Two vertical silver bugles (Blackinton A2909-2 or equivalent)

Div. Chief: Three crossed gold bugles (Blackinton A2907 or equivalent)

Asst. Fire Chief: Four crossed gold bugles (Blackinton A2906 or equivalent)

Fire Chief: Five crossed gold bugles (Blackinton A2905 or equivalent)

F 1057.3  CHIEF OFFICER WORK UNIFORM
F 1057.3.1  PANT

Workrite Nomex III, Midnight Navy Color

Men’s 402 NMX 75 MNB (full cut) 400 NMX 75 MNB (regular cut) Women’s 401 NMX 75 MNB Fecheimer, 100% wool, Style # SFFD.

F 1057.3.2  Shirt

Flying Cross All Weather Deluxe Tropical, white

#95R-6600 (SS) #45W-6600 (LS) Elbeco Duty Plus, white, #2210-3 (SS) #210-3 (LS)

Or

Workrite Nomex III, Midnight Navy Color Men’s Short Sleeve 700 NX 45 MN Men’s Long Sleeve 705 NX 45 MN Women’s Short Sleeve 701 NX 45 MN Women’s Long Sleeve 706 NX 45 MN Employee’s last name shall be embroidered in ½ inch capital block letters centered ½ inch above right pocket as follows: Font: Arial Block or equivalent Thread Color: Gold #763 (Chief Officers) White #010 (All others) A department shoulder patch shall be centered vertically on each sleeve, ½ inch below shoulder seam.

F 1057.3.3  T-SHIRT

White, short sleeve, crew neck (worn with white work shirt.)

Dark navy blue, short sleeve, crew neck with “Monterey Fire Department” silk-screened on two lines in white block letters, with a silk-screened white Maltese cross outlined in red centered between “Monterey” and “Fire Department”, and centered over the left breast, and “Monterey Fire” silk-screened on two lines and centered on the back of the shirt with “Monterey” printed in white block letters outlined in red, and “Fire” printed in red block letters (worn with dark navy blue work shirt.)

Long-sleeved T-shirt meeting the above specifications is authorized as an alternative for wear under the long-sleeved uniform work shirt or nomex wildland shirt only.
BELT
1-1/2 inch or 1-3/4 inch black leather with basket weave design (Boston Leather #6505 or equivalent.)

BUCKLE
Plain, square-shape with center bar; gold finish.

SHOE
(optional) Black leather oxford dress shoe (Rocky #5118 or equivalent) or chukka half boot (Rocky #5018 or equivalent), plain toe.

SOCK
Dark blue or black, plain, no design (with shoe or half boot)

TIE
(optional) Plain black (Broome 3-inch style # 455 or equivalent) with Windsor or four-in-hand pretied knot, clip-on, or velcro fastened. A plain gold bar tie clasp or pin is acceptable to keep tie in place.

CLASS A DRESS UNIFORM (OPTIONAL):

HAT
Hankin Bros. Cap Co., or Bayly Semi-Pershing style with adjust-to-size feature.

Fire Fighter, Engineer: Dark navy blue cap cover and frame; 2-inch black patent leather visor, angled down slightly; nickel-plated expansion cap strap affixed with silver or nickel-finished California “Eureka” style buttons. Silver 1-1/2 inch diameter round cap badge signifying employee’s rank shall be affixed to the front center of cap (Blackinton style #A2327, #A8456), or #A175)

Captain: White naugahyde cap cover with black frame; 2-inch black patent leather visor, angled down slightly; nickel-plated expansion cap strap affixed with silver or nickel-finished California “Eureka” style buttons. Silver 1-1/2 inch diameter round cap badge signifying employee’s rank shall be affixed to the front center of cap (Blackinton style #A175).

Division Chief, Asst. Fire Chief: White naugahyde cap cover with black frame; 2-inch black patent leather visor, angled down slightly; gold expansion cap strap affixed with gold California “Eureka” style buttons; gold 1-1/2 inch diameter round cap badge shall be affixed to the front center of cap (Blackinton style #A2910, #A1962)

Fire Chief: Same as Division Chief with Blackinton style

#A2811 cap badge, or (optional) white naugahyde cap cover with black frame; 2-inch black fabric visor, angled down slightly with gold bullion embroidered oak leaf cluster design; gold wire lace
cap strap affixed with gold California “Eureka” style buttons; gold 1-1/2 inch diameter round cap badge shall be affixed to the front center of cap (Blackinton style #A2811)

F 1057.4.2 JACKET

Eisenhower style with zipper front, 100% wool, 16 oz., dark navy blue color with silver pocket and epaulet buttons (gold for Chief Officer), and a department patch sewn on each arm, centered vertically ½-inch below shoulder seam.

Name Tag: ½-inch x 2-1/2 inch polished metal with employee’s first name, middle initial, and last name in black block lettering (silver for Fire Fighter, Engineer and Captain, gold for Chief Officer), worn centered above right pocket touching top of pocket flap.

Collar Brass: Round style, 15/16-inch diameter, worn on each lapel.

Fire Fighter: Silver FD Scramble (Blackinton #A2939)

Engineer: Silver Fire Engine (Blackinton #A7871)

Captain: Two vertical silver bugles (Blackinton #A2875)

Division Chief: Three crossed gold bugles (Blackinton #A2873)

Asst. Fire Chief: Four crossed gold bugles (Blackinton #A2872)

Fire Chief: Five crossed gold bugles (Blackinton #A2871)

Badge: Worn centered above left pocket

Sleeve Braid: ½-inch wide, sewn on both sleeves with bottom of first braid 3 inches above cuff (1/4-inch separation between braids).

Fire Fighter: One black braid on each sleeve.

Engineer: One light blue braid on each sleeve.

Captain: Two silver braids on each sleeve.

Division Chief: Three gold braids on each sleeve.

Assistant Chief: Four gold braids on each sleeve.

Fire Chief: Five gold braids on each sleeve.
Service Stars: ¾-inch, sew-on “round patch” style (or embroidered) with service star same color as sleeve braid and background fabric same color as jacket fabric (one star for each five years of service). Service stars shall be sewn above the highest sleeve braid on the left sleeve only as follows:

![Diagram of service stars]

F 1057.4.3   PANT

Flying Cross, dark navy blue, 100% wool, straight leg, no cuff or sap pocket. Fecheimer Style #SFDTRSO2 or equivalent.

F 1057.4.4   BELT

1-1/2 inch or 1-3/4 inch black leather with basket weave design (Boston Leather #6505 or equivalent.)

F 1057.4.5   BUCKLE

Plain, square-shape with center bar; polished nickel finish for Fire Fighter, Engineer and Captain, polished gold finish for Chief Officers.

F 1057.4.6   SHIRT

White, long-sleeve dress uniform shirt with shoulder epaulets (Flying Cross style # 45W-6600 or equivalent.)

F 1057.4.7   TIE

Plain black (Broome 3-inch style # 455 or equivalent) with Windsor or four-in-hand pre tied knot, clip-on, or velcro fastened. A plain polished bar tie clasp is acceptable to keep tie in place (silver for Fire Fighter, Engineer and Captain, gold for Chief Officers.)
F 1057.4.8 SHOE
Black leather oxford dress shoe, plain with high gloss finish (Rocky #5108 or equivalent.)

F 1057.4.9 SOCK
Dark navy blue or black, plain

F 1057.5 OPTIONAL UNIFORM ACCESSORIES:

F 1057.5.1 SWEATSHIRTS
Sweatshirt Dark navy blue, 1/4 zip with collar (Game Sportswear Model 811 or equivalent) with “Monterey Fire Department” embroidered on three lines and centered over the left breast (“Monterey” and “Department” in white letters and “Fire” in red letters outlined in white), and employee’s last name embroidered in 1/4-inch white block letters and centered over the right breast. Employees may optionally have their rank (Fire Fighter, Engineer, Captain, Deputy Fire Marshal) embroidered in 1/4-inch white block letters and centered above their name.

Dark Navy blue, crew neck (Port and Co.) with “Monterey Fire Department” silk-screened on two lines in white block letters, with a silk-screened white Maltese cross outlined in red centered between “Monterey” and “Fire Department”, and centered over the left breast, and with “Monterey Fire” silk-screened on two lines and centered on the back of the shirt with “Monterey” printed in white block letters outlined in red, and “Fire” printed in red block letters.

F 1057.5.2 JACKETS
Spiewak Model S-310 with removable liner, dark blue color (011) with badge tab removed; silver buttons for Fire Fighter, Engineer and Captain, gold buttons for Chief Officer; with Monterey Fire Department patches on both sleeves, centered 1/4 inch below shoulder seam. Employee’s rank (Fire Fighter, Engineer, Captain, Deputy Fire Marshal, Division Chief, Assistant Fire Chief, Fire Chief) and last name may be embroidered on two lines in 1/4-inch white block letters and centered over the right breast.

Dickies Lined Eisenhower Jacket, dark navy blue (Item # TJ15DN,) with “Monterey Fire Department” embroidered on three lines and centered over the left breast (“Monterey” and “Department” in white letters and “Fire” in red letters outlined in white), and employee’s last name embroidered in 1/4-inch white block letters and centered over the right breast. Employees may optionally have their rank (Fire Fighter, Engineer, Captain, Deputy Fire Marshal) embroidered in 1/4-inch white block letters and centered above their name.

5.11 full zip fleece jacket, navy blue (liner from medical coats or equivalent,) with “Monterey Fire Department” embroidered on three lines and centered over the left breast (“Monterey” and “Department” in white letters and “Fire” in red letters outlined in white), and employee’s last name embroidered in 1/4-inch white block letters and centered over the right breast. Employees may optionally have their rank (Fire Fighter, Engineer, Captain, Deputy Fire Marshal) embroidered in 1/4-inch white block letters and centered above their name.
F 1057.5.3  BASEBALL CAP

Flexfit, dark navy blue color with “Monterey Fire Department” embroidered on three lines centered on the front of the cap. “Monterey” shall be embroidered in 3/8-inch white block letters, “Fire” shall be embroidered in 1-inch red block letters outlined in white, and “Department” shall be embroidered in 1/3-inch white block letters.

Baseball caps shall only be worn with the brim facing forward and centered over the face.

F 1057.5.4   KNIT CAP

Midnight navy blue, 100% Acrylic with same embroidered logo as baseball cap (Port & Co. # CP91A or equivalent.)

F 1057.5.5   BOONIE HAT

Dark blue cotton, wide brim collapsible hat with same embroidered printing on front as baseball cap (only authorized for wear during boat operations, USAR, or wildland incidents/training when employee is subjected to extended periods of sun exposure.)

F 1057.5.6   SERVICE PIN

Attached to left side of left pocket flap

F 1057.5.7   VALOR AWARD

Centered ½ inch above name on shirt or jacket

F 1057.5.8   PARKER AWARD

Centered ¼ inch above name on shirt or jacket

If employee has received both the Parker award and the Valor award, they shall be worn side-by-side and centered above name on shirt or jacket.

F 1057.5.8   UNION PIN

Attached to left pocket flap

F 1057.6   PHYSICAL FITNESS ATTIRE

F 1057.6.1   SHORTS:

Dark blue cotton or synthetic blend, leg not less than 2 inches or more than 10 inches in length; shall not be worn so as to expose the wearer’s underwear or buttock area.

F 1057.6.2   PANTS:

Dark blue cotton sweat pants, with “Monterey” silk-screened in white block letters over a silk-screened Red Maltese Cross outlined in white, over “Fire Department” silk-screened in white block letters, all on the left front of the pants where a pocket would otherwise be located.
F 1057.6.3 T-SHIRT:

Dark navy blue, short sleeve, crew neck with “Monterey Fire Department” silk-screened on two lines in white block letters, with a silk-screened white Maltese cross outlined in red centered between “Monterey” and “Fire Department”, and centered over the left breast, and “Monterey Fire” silk-screened on two lines and centered on the back of the shirt with “Monterey” printed in white block letters outlined in red, and “Fire” printed in red block letters.

Dark navy blue shirts, made of synthetic materials, may be worn during Physical Fitness only if the employee has put an approved work uniform t-shirt with his safety equipment. The employee must change into an approved work uniform t-shirt prior to leaving the station and/or responding to an incident.

F 1057.6.4 SWEATSHIRT:

Dark Navy blue, crew neck (Port and Co.) with “Monterey Fire Department” silk-screened on two lines in white block letters, with a silk-screened white Maltese cross outlined in red centered between “Monterey” and “Fire Department”, and centered over the left breast, and with “Monterey Fire” silk-screened on two lines and centered on the back of the shirt with “Monterey” printed in white block letters outlined in red, and “Fire” printed in red block letters.

Dark navy blue, hooded, with “Monterey Fire Department” silk-screened on two lines in white block letters, with a silk-screened white Maltese cross outlined in red centered between “Monterey” and “Fire Department”, and centered over the left breast, and with “Monterey Fire” silk-screened on two lines and centered on the back of the shirt with “Monterey” printed in white block letters outlined in red, and “Fire” printed in red block letters (see Section 1057.1.7(i) for authorized wear.)

F 1057.6.5 SHOES

Athletic-type running or workout shoes

F 1057.7 UNIFORM MAINTENANCE

F 1057.7.1

Cleaning and maintenance of all uniform components and accessories shall be the responsibility of the individual employee.

F 1057.8 WEAR OUT PERIOD

F 1057.8.1

Dark navy blue Flying Cross nomex work pants may continue to be worn until no longer serviceable as described in Section 1057.1.5
CAPTAIN UNIFORM CHANGES

F 1057.9.1

Employees holding the rank of Captain as of December 31, 2014 may continue to wear a gold badge, gold collar brass and gold belt buckle with the Class B uniform. They may continue to wear a gold badge, gold belt buckle, gold tie bar, and gold buttons with the Class A uniform.

F 1057.10 SPECIALTY SHIRTS

F 1057.10.1

Specialty shirts (i.e. Pink for Breast Cancer Awareness, Camouflage for Military Appreciation, etc.) may be worn with approval from Fire Chief, or designee, in lieu of the standard uniform T-shirts.