

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

TOBIN DAY PROCEDURE

MP103.10 02/07 – N

The Operations Division will administer the Tobin Day sign-ups.

Per the M.O.U., each 56-hour member will receive four (4) Tobin Days per year. The maximum number of members off per day is 17 to 20 – based on number of members eligible to participate.

For each Tobin Day selection process, all 56-hour members will submit their requests via e-mail to the Activities/Time Management Coordinator. If a member indicates “No Preference”, or none of his requests are available, the member will be assigned a day by the Activities/Time Management Coordinator.

Members on Special Assignment, Industrial, Alternate Duty, or those who are scheduled to return to a 56-hour Operations position, will submit their requests in the same manner.

Tobin Days will supersede all other leave. If a member is on any other type of leave when his scheduled Tobin Day arrives, he will be placed on Tobin Day Leave for that day and then returned to the previous leave type if needed.

In the event a member is on an unpaid leave status, the Personnel Section will check with the Activities/Time Management Coordinator about the member’s Tobin Day status.

No trading of Tobin Days will be permitted.

In the event that a member’s scheduled Tobin Day coincides with a Department function or with mandatory training, he may submit a request to the South Shift Command/Emergency Response Staffing Office to change his Tobin Day. If the request is granted, the member will choose a new Tobin Day from any of the remaining days in which an opening exists.

If a member returns to a 56-hour Operations position, he will be eligible for a Tobin Day, providing there is a minimum of six weeks (42 days) remaining in the block at the time of his return. If fewer than six weeks (42 days) remain in the block, the member will not receive a day during that block.

Members changing shifts at their convenience will choose their new Tobin Day from the remaining days in which an opening exists on that shift.

Members changing shifts at the Department's convenience may be allowed Tobin Days similar to the employee's scheduled Tobin Day. In some cases, this may exceed the number of Tobin Days allotted per day.

All Tobin Day sign-ups will be conducted using seniority in rank for BLS members and using Paramedic Certification Date for ALS members.

The Personnel Section will monitor Professional Development Days.

All members in 40-hour Staff Assignments will coordinate Professional Development Days with their supervisors.