

**SIDE LETTER OF AGREEMENT
BETWEEN
ORANGE COUNTY FIRE AUTHORITY
AND
ORANGE COUNTY EMPLOYEES ASSOCIATION**

This Side Letter of Agreement between the Orange County Fire Authority and the Orange County Employees Association ("OCEA"), (collectively, "Parties") is entered into with respect to the following:

WHEREAS, the current Memorandum of Understanding (MOU) between the Parties became effective on August 23, 2021 and expires on April 26, 2027; and

WHEREAS, the MOU does not address the concept of scheduling consecutive 12-hour shift assignments; and

WHEREAS, the Parties desire to memorialize consistent terms and practices to support this scheduling practice after a successful six-month trial period.

NOW, THEREFORE, in consideration of the foregoing, the Parties agree as follows:

1. Applicability

- a. An employee is eligible to be scheduled for consecutive 12-hour shifts when they have successfully completed training in the roles of call taking, tactical and primary.
- b. Probationary employees, who have not completed the training components listed in section 1(a), shall only be permitted to work non-consecutive shifts during the probationary period.

2. Shift adjustment

- a. Overlap Day (OD) shift personnel moved to the day shift will remain unless altered through the normal ECC bid process.
- b. Overlap Night (ON) shift personnel moved to the night shift will remain unless altered through the normal ECC bid process.

3. Assignment Criteria

- a. If more than one person is signed up by availability for a vacancy, the voluntary overtime will be assigned by the lowest cumulative hours subject to the following order:
 - a. Fire Communication Dispatcher (FCD) from the opposite side of the week-voluntary (an entire 12-hour shift).
 - b. Fire Communication Supervisor (FCS) from the opposite side of the week-voluntary (an entire 12-hour shift).
 - c. FCD from the same side of the week-voluntary
 - d. FCS from the same side of the week-voluntary
 - e. FCD from the same side of the week-mandatory
- b. As a last resort, an FCD from the opposite side of the week may be force-hired into an entire 12-hour shift.

- c. When FCD is force-hired into an entire 12-hour shift, the FCD will move to the bottom of the force list. An FCD forced on the opposite side of the week shall not be forced into a back-to-back 12-hour shift unless the force hire list has been exhausted. When the force hire list has been exhausted, the forced employee shall be forced into a back-to-back 12-hour shift as a last resort.
- d. Secondary 12-hour shifts will result in two dispatchers hired per minimum staffing position
- e. The maximum number of hours an employee may be force hired is 60 consecutive hours, which includes any combination of regular and mandatory force hire hours. A minimum of 12 hours off is required before the employee can be force hired again. Any voluntary hours worked prior to any forced hire hours will be included in calculating the 60-hour maximum. This does not prohibit the employee from working voluntary hours after the 60-hour maximum.
- f. The maximum number of hours an employee may work is 120 consecutive hours, which includes any combination of regular, voluntary and mandatory force hire hours. A minimum of 24 consecutive hours off is required before the employee can be scheduled to work again.
- g. Management reserves the discretion to reduce the maximum allowable hours worked to 96 hours, provided reasonable notice is provided to OCEA, should an articulable trend of mental/physical fatigue be identified.
- h. Rest periods are 7 hours on the second 12-hour shift, generally formatted into late/early rest. Early rest periods that return to the floor and work from 0100-0700, followed by another consecutive day shift, will be authorized for an additional 2 hours of rest. Shift Supervisors will coordinate exact rest periods. All personnel are eligible to be directed back to the floor depending on supervisor discretion based on needs associated with significant incidents or extremely high call volume. In this scenario, Shift Supervisors will work to provide adequate rest as opportunities become available.

ORANGE COUNTY FIRE AUTHORITY



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**ORANGE COUNTY
EMPLOYEES ASSOCIATION**



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Date

3/18/2025