



## UNION GUIDE

# Standing Off Guide

Firefighters may need to be stood off due to a change in platoons or a change of roster (ie: 10/14 to Special Roster or vice versa).

### The 8 Week Cycle

Basically, the 10/14 roster operates on a 64 week cycle, which can be broken down into 8 week cycles. The 8 week cycle is illustrated in the table below, which is taken from subclause 8.3 of the Crown Employees (NSW Fire Brigades Firefighting Staff) Award 2008. The first week of each cycle starts with A platoon's first Day shift falling on a Friday:

	1st Week							2nd Week							3rd Week							4th Week									
Platoon	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T			
<b>A</b> HOURS	D	D	N	N				D	D	N	N				D	D	N	N				D	D	N	N						
	48							48							48							48									
<b>B</b> HOURS	N	N				D		D	N	N				D	D	N	N				D	D	N	N							
	38							38							48							48									
<b>C</b> HOURS				D	D	N		N				D	D	N	N				D				D	N	N				D	N	N
	34							34							38							38									
<b>D</b> HOURS		D	D	N	N			D	D	N	N					D	D	N		N				D	D					D	D
	48							48							34							34									

	5th Week							6th Week							7th Week							8th Week												
Platoon	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T						
<b>A</b> HOURS				D	D	N		N				D	D	N	N				D	D	N	N				D	N	N						
	34							34							38							38												
<b>B</b> HOURS		D	D	N	N			D	D	N	N					D	D	N		N				D	D				D	D				
	48							48							34							34												
<b>C</b> HOURS	D	D	N	N				D	D	N	N			D	D	N	N						D	D	N	N				D	D	N	N	
	48							48							48							48												
<b>D</b> HOURS	N	N				D		D	N	N				D	D	N	N						D	D	N	N					D	D	N	N
	38							38							48							48												

Firefighters on the 10/14 roster are required to work an average of 42 hours per week. Over the 8 week cycle this means that no firefighters are to work more than **336 ordinary hours** (ordinary hours in this case includes rostered overtime).

### Calculating Hours Worked

To determine whether or not a firefighter needs to be stood down, you must first determine what phase of the 8 week cycle you are currently in. Once this has been done, you can then determine how many hours have been worked so far in that cycle. If the firefighter will exceed 336 hours for that cycle, as a result of a change of platoon or roster then that firefighter needs to be stood down long enough to bring his/her ordinary hours back down to 336 hours for the eight week cycle. Basically, by following these steps you can ensure that a Firefighter's standing off arrangements are correct:

- Step 1 Determine where in the 8 week cycle the transfer is going to take place.
- Step 2 Work out how many hours would be worked within that cycle prior to the date of the transfer.
- Step 3 Subtract that amount of hours from 336.
- Step 4 Determine how many hours will be worked after the date of the transfer on the new platoon or roster.
- Step 5 Deduct the number of hours calculated in **Step 3** from the result of **Step 4** and this is the amount of hours that the firefighter is required to be stood off.



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Where a change occurs near the end of a cycle, adjustments may need to be made to the next cycle.

It is best if firefighters are stood down prior to a change of platoon or roster, meaning that these calculations ought to be used to check the stand off period prior to any such change.

Should a firefighter be shifted and, as a result of not being stood off for long enough, it can be demonstrated that such firefighter worked in excess of 336 hours, any such balance should be claimed from the Department at overtime rates.

If there is a discrepancy of only a few hours, it may be more appropriate to claim excess hours as overtime, such as in example 2.

## Submitting Claims

Where members are not sufficiently stood off so as to offset the working of excess hours they should, upon completion of the 8 week cycle submit a claim for such hours to be paid at overtime rates. The calculations of such excess hours should be attached to any such claim.

## General Rules

The eight week cycle always begins with A platoon working their first day shift on a Friday. Thus, a 'week' in the cycle starts on a Friday and ends on the following Thursday.

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No firefighter shall work more than 336 ordinary hours (including rostered O/T) in one 8 week cycle.

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Where firefighters cannot be stood off for any reason, or it is impractical (ie: it is only a few hours) they shall be paid overtime for any time they worked above the 336 for that cycle.

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Members who inadvertently work less than 336 hours due to inappropriate stand offs will not be docked any pay nor will they be required to "make up" the time in any subsequent 8 week cycles.

### Example 1 – Changing Platoons

F/F Jones is being transferred from A platoon to C platoon. Jones' transfer is to effective from Thursday which is C platoon's first day shift.

By looking for the phase of the cycle where her first day shift falls on a Thursday, Jones has determined that the transfer would be effective in the third week of the cycle. By Thursday, Jones would have already worked 144 hours on A platoon.

If Jones were to take up on C on the Thursday, she would be rostered to work a further 240 hours on C platoon. However, that would bring Jones' total hours for the cycle to 384 hours. By subtracting 336 from 384, Jones realises that she needs to be stood off for a full 48 hours, which means she would most likely not work the third week of the cycle on A platoon.

She would ideally finish her last shift on A platoon on the last Night shift in the second week (Tuesday) and then take up on C platoon on the first day shift in the third week of the cycle, which is the Thursday.

### Example 2 – Changing Rosters

F/F Stevens has been working the day roster for the past year. He is to go back onto the 10/14 on D platoon's first Day shift which happens to be a Thursday. By referring to the table, we can see that D Platoon's first Day shift falls on a Thursday during the 5th week of the 8 week cycle.

F/F Stevens now has to determine how many ordinary hours he worked during the period from the Friday of the first week of the cycle up until the effective date of the transfer. This figure then has to be subtracted from 336, to work out how many hours F/F Stevens is required to work for the rest of the cycle on D platoon. If we say that F/F Stevens worked 201.5 hours (ie. 8.5 hours Mon-Thurs and 8 hours on Fridays) then F/F Stevens is only required to work a further  $(336 - 201.5 = 134.5)$  134.5 hours for the rest of that cycle.

However, from D platoon's day shift in the 5th week, he is rostered to work 144 hours. Therefore, he needs to be stood off for 9.5 hours. The best way for him to achieve this would be for him to stand off on the Wednesday prior to the transfer (8.5 hours) and either take off an extra hour somewhere or be paid one hour at overtime. Regardless of how the stand off works, it is essential that he knows his entitlements over the 8 week cycle in order to check that the standing off arrangements are correct.