

STAND IN POLICY

Background

An employee who voluntarily takes the place, or covers the work of, another employee is referred to as a 'Stand In'. Employees tend to arrange stand in cover for unplanned, ad hoc, or one off events, such as weddings etc. This Policy outlines a process to deal fairly and consistently with requests for Stand In cover, and will benefit employees who have been unable to take leave through the usual leave booking process (refer to the relevant Leave Policy on Trove).

Stand In cover is available to all Grey Book employees. Stand In requests may not necessarily be granted, although RBFRS will aim to be flexible where they can.

Process and eligibility

Employees should, in the first instance, approach another member of the team to informally enquire about Stand In availability and eligibility. Employees may also contact other Stations/locations.

Employees and Managers (when authorising the Stand In) should ensure the following:

- The Stand In should be a suitably qualified alternative, as authorised by the Station Manager or above.
- The Stand In should be deemed to have suitably addressed any issues regarding maintenance of competence and capability.
- The Stand In should not be working restricted hours or duties.
- Authorisation must be obtained by the Station Manager, or above, of the person doing the Stand In, as the hours involved may affect the ability to work the contracted hours in the main role.
- The Stand In is accurately recorded on FireWatch as an accurate record of the agreed Stand In.

Both the employee requesting the Stand In and the Stand In should sign FB44B and this must then be authorised by the Station Manager, or above. The FB44B will be retained on Station. There should be no detriment to RBFRS in terms of increased cost, leave, or TOIL.

Employees are not permitted to pass their leave entitlement to other employees.

Arranging Stand In cover should not be seen as a regular occurrence, as other factors need to be taken into account when employees arrange Stand Ins, such as:

- The affect on the team dynamics;
- Issues with 'owed hours' and finding the time to make up any hours, subsequently leading to the working of too many hours in some months and too few in others (consideration for the Working Time Directive);
- Issues with roles providing cover, e.g. if an RDS FF did a stand in for a Wholetime employee could the Wholetime employee repay the hours?
- As above, this is also a concern for any Stand In;
- Issues with monitoring working time or leave;

- Issues with continuity of work, i.e. where employees who cover the work of others may not do the same work, for instance projects etc;
- Issues with differing Grades/levels providing cover for each other, e.g. a potential waste of resources.

Monitoring and Firewatch

It is important that RBFRS know exactly who is working and when. This is for safety and security reasons as well as for legislative (Working Time Directive) purposes.

It is necessary to have accurate records to reflect an employees working record, or if assessment of the rota is necessary. The correct leave/working arrangements need to be added to the system to ensure information is clear as to who is working and who is on leave in the case of a Stand In arrangement.

Employees should record the absence/working time on Firewatch as follows:

- The employee going on leave should record time as 'Wholetime unavailable' for the required hours, and in the comments section it should be recorded that this is a Stand In, and the name of the Stand In.
- The 'Stand In' should be detached to a Station/Watch (in the same way that a Standby detachment is made) as this will ensure that the person is recorded as on duty and able to be automatically attached to any events. Details of the person they are standing in for should be recorded in the comments box.
- If the employee doing the Stand In was originally on leave then the leave entry on Firewatch will need to be amended by the Station Manager (when approving the Stand In). The Station Manager must check the leave entitlement has not increased by doing this adjustment, and if it has, they must deduct this from entitlement to prevent an employee taking too much leave.

The Watch Manager, and or Officer in Charge of the shift being covered, where applicable to the level, should be made aware of any arrangements.

Responsibilities

When a Stand In agrees to cover the shift/work of an employee, by signing the FB44B they are subsequently taking responsibility for that shift/work. Therefore the responsibility for attendance/performance/conduct etc. lies with the Stand In, as if it were their shift.

By agreeing to accept another employee taking responsibility for the shift/work there also is a responsibility for the employee who requires the Stand In to return the favour by providing the same amount of hours worked. When the hours are returned, the employee will be responsible for the shift, as above, as if it were their shift.

If the Stand In is required to work later than is originally anticipated, i.e. for critical cover/overtime then the employee working the shift will receive the payment.

It is the responsibility of the Stand In to ensure workloads are met, but also for the person requesting the leave to ensure the Stand In is qualified.