

## **Addition to OP-02.001, Wholetime Personnel**

### **Part 4, “Stand-In” Procedure**

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#### **1. Introduction**

- 1.1 It is the contractual responsibility of all personnel to attend their place of work on their dedicated period of duty.
- 1.2 At times operational personnel may require a colleague to cover their period of duty as a Stand-In.
- 1.3 Stand-In requests must be recorded on the online form (O4, Stand-In Request Form [link](#)).
- 1.4 This procedure provides instruction on the process to be adopted to secure a Stand-In and takes into account role, skill set and competency in order to maintain operational cover during the period of a Stand-In.

#### **2. Station Based Personnel**

Personnel requesting a Stand-In for part or a complete shift must ensure the following criteria are met:

- 2.1 The person requesting the Stand-In and the person providing the Stand-In are not scheduled to attend any training event/courses.
- 2.2 Any Stand-In must have sufficient skill sets to maintain the operational capability of the watch or station.
- 2.3 Supervisory Managers must have a Supervisory Manager Stand-In, this applies to all Supervisory Managers whether temporary or permanent. (Additional responsibility allowance in these circumstances is not to be claimed).
- 2.4 The colleague providing the Stand-In cover is not working more than one hour of a shift that is immediately prior to or after their normal schedule of work.
- 2.5 The colleague is not permitted to Stand-In if they are on ANY type of Special Leave.
- 2.6 On Call operational personnel are not permitted to Stand-In for WDS operational personnel.

### 3. Completion of Application Form

- 3.1 The online application form must be completed and verbally agreed by both individuals and forwarded to the Line Manager of the person requesting the Stand-In for authorisation, in the case of a Watch Manager this should be the Station Manager.
- 3.2 Prior to authorisation it is the **responsibility of the Line Manager** to ensure that the operational capability of the Watch is maintained for the shift being covered.
- 3.3 If authorised the Line Manager must forward a copy to the Station Manager and amend RAPS. An automatic copy will be sent to Central Staffing.
- 3.4 The confirmation email generated must to be kept by all parties as a record of approval.

### 4. General Principles

- 4.1 Payment in lieu of a Stand-In is not permitted and would be a breach of an individual's contract and could potentially lead to disciplinary action.
- 4.2 It is the responsibility of the individual Standing-In to work the period agreed between both parties as if they were attending their normal schedule of duty. Therefore, if they book sick this will be counted as a shift lost to sickness and the individual responsible will owe a shift.
- 4.3 It is the responsibility of the Station Manager to monitor the number of Stand-In's an individual has arranged to ensure that they are complying with their individual responsibilities regarding training and maintenance of competence.
- 4.4 On receipt of the completed Stand-In application form if there are any anomalies e.g. insufficient skill set of the Stand-In, Central Staffing will notify the relevant Station Manager and Group Manager.
- 4.5 A short notice/emergency Stand-In of up to one hour is permissible with the approval of the relevant Supervisory Manager.
- 4.6 A Form O-4 must be competed and authorised, regardless of duration of the Stand-In. The person requesting the Stand-In must update RAPS.

## 5 Sickness

### 5.1 Stand-In Reporting Sick

- 5.1.1 If the person Standing-In reports sick **more than 7 days** prior to the date of the required Stand-In, the Stand-In will be cancelled, and the person requesting the Stand-In must either make alternative arrangements, or work their normal schedule of duty.

- 5.1.2 If the person Standing-In reports **7 days or less** prior to the date of the required Stand-In, the person requesting the Stand-In will be rostered off and a shift owed to the Service.

## **5.2 Person requesting a Stand-In Reporting Sick**

- 5.2.1 If the person requesting the Stand-In reports sick **more than 7 days** prior to the required Stand-In, the Stand-In will be cancelled. (The person Standing-In may still owe their colleague a Stand-In).
- 5.2.2 If the person requesting the Stand-In reports sick **7 days or less**, prior to the date of the required Stand-In, the person providing the Stand-In will be deemed to be rostered in. (The person Standing-In may still owe their colleague a Stand-In).

## Stand-in Process Flowchart

**\*\*It is the responsibility of the Supervisory Officer to update RAPS to reflect any Stand-Ins and NOT Central Staffing\*\***

**\*\*Failing to update RAPS may result in the individual being placed on a training course\*\***

**\*\*The Stand-In will not be considered approved until authorised by the Line Manager\*\***

