



West Yorkshire
Fire & Rescue Service

Recall to Duty Policy (Grey Book) HRPOL019

OFFICIAL

Ownership: Employee Resources

Date Issued: 6th January 2020

Version: 1.0 Status: Final



Revision and Signoff Sheet

Change Record

Date	Author	Version	Comments
27/2/17	Graham Ambler	0.7	Moved to new template/update/version
26/11/19	Graham Ambler	0.44	Following introduction of Gartan
20/12/19	Graham Ambler	0.45	Following meeting with M Bairstow and feedback from consultation

Reviewers

Name	Version Approved	Position	Organisation	Date
Graham Ambler	1.0	GM ER	WYFRS	20/12/19

Distribution

Name	Position	Organisation

Document Properties

Item	Details
Document Title	Recall to Duty Policy (Grey Book)
Author	Administrator
Creation Date	5 th July 2016
Last Updated	26 th November 2019

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1 Recall to Duty Policy

1.1 Introduction

Recall to Duty (RTD) is a provision that is part of the Scheme and Conditions of Service for Grey Book staff members.

RTD is the process of requesting the attendance of off duty staff members to return to work. However, RTD must only be carried out as a short-term response to a defined serious or major incident, or at times of spate conditions. It must not be used to maintain long term resilience capability or to provide short term cover for staffing shortfalls created by other means, e.g. sickness absence, special leave etc.

1.2 Payment

- All payments for RTD shall be at double time (this is not enhanced twice on Public Holidays)
- Staff members that are RTD shall be paid from the time they are required to attend a rendezvous point for deployment e.g. designated fire station, Fire Service Headquarters (FSHQ) etc.
- Staff members that are RTD shall be paid a minimum of 3 hours. Where the period of recall exceeds 3 hours, payment shall be made for complete periods of 15 minutes
- Staff members that are RTD and are subsequently 'stood down' prior to commencement of the RTD shall be paid 3 hours

1.3 General Principles

- RTD is voluntary
- RTD can be undertaken by off duty staff members i.e. on rota, on leave, outside working hours
- Approval to 'stand up/down' RTD will be given by an Area Manager or above
- Requests for RTD will be managed and administered by the Employee Resources Team (ERT)
- All RTD undertaken must be recorded in Gartan/Access HR Systems and the payment approved by the relevant line manager following completion of the RTD
- Wholetime and Retained Duty System (RDS) firefighters who have successfully completed their Trainee/Probationary final assessment are eligible to undertake RTD
- Staff members wishing to be considered for RTD must opt in by completing their personal contact details in the Access HR System i.e. Overtime Mobile Phone Number
- ERT will request RTD via either text messages/email/online application. Any staff members who are eligible, available and willing to undertake RTD must confirm this by responding to the request
- ERT will request and offer staff members RTD giving as much notice as possible and practical. This is to assist any staff members that are willing to respond to make any necessary personal arrangements, however, depending on the circumstances this could be at very short notice and required immediately

- Staff members who undertake RTD must have at least 4 hours free from other employment/duties prior to the start, and after completion, of RTD. This is to ensure adequate rest periods are taken. It is the staff members responsibility not to respond to the RTD request if this timeframe is or will be breached
- Staff members are to take account of their own working time and activity levels. If they feel that they will not have received sufficient rest before the commencement of RTD then they must not accept the request
- Staff members must ensure that they take account of Health and Safety Policy and Management of Road Risk Policy, in relation to fatigue
- ERT will respond to staff members to confirm the RTD offered. If time allows (depending on the circumstance) this will be undertaken on a fair and rotational basis for RTD occurrences only. This will be based on the timing of the last RTD occurrence. I.e. the staff member undertaking a RTD last will be at the bottom of the list for the next RTD occurrence requirement. However, if the request is time critical it will be the appropriate staff members that respond to the request the quickest that will be selected
- Staff members that have been selected for RTD should work no longer than 8 hours at a time, however, this can be extended depending on the work undertaken e.g. standby duties, welfare arrangements that in place and fatigue

1.4 Flexible Duty System (FDS)

In addition to 1.3 above, staff working on the FDS are eligible to undertake RTD (in standby hours) without having to adhere to the 4 hours free from other employment/duties prior to the start, and after completion. E.g. an FDS officer who is due to finish their normal duty shift of positive hours at 17.00 hours can undertake RTD immediately after 17.00 hours to provide standby hours. Likewise, an FDS officer who has just performed RTD in standby hours which finish at 09.00 hours can commence positive hours from 09.00 hours.

This does not negate the other guidance points with regards rest and welfare and these must be considered prior to accepting RTD. It is the individual staff members responsibility not to accept RTD if sufficient rest and welfare has not been taken or will be adversely affected and impacted.

Staff members working on the FDS rota who undertakes RTD immediately prior to any Bank Holiday will not be required to take the Bank Holiday as Public Holiday leave. In addition, staff members working on the FDS rota undertaking RTD on a Bank Holiday will also be entitled to 4 hours' time off in lieu (TOIL).

1.5 Control

Control must consider RTD as soon as possible when a serious or major incident occurs, or at times of spate conditions, when many appliances, Specialists and FDS Officers are required and/or committed.

Early contact must be made with the 1st Call Officer and 1st Call Area Manager to consider and request approval for RTD. Once authorisation has been received Control must contact ERT to instigate the process.

Control must complete the RTD proforma (Appendix 1 - RTD Proforma) and send to ERT to assist and facilitate the process.

In addition, Control as a primary consideration, must initiate the procedure to utilise any spare staff operating within the Retained Duty System and operational staff offering resilience cover e.g. training instructors etc.

1.6 Employee Resources Team

The ERT work normal office hours (Monday to Friday 9am to 5pm) and during these times have a number of staff immediately available to administer the RTD process.

Outside these normal operating times, a single ERT staff member is available 'on call' from home, as part of the standby scheme, to assist and administer the RTD process. If this staff member is required to re-locate e.g. from home to FSHQ, then up to a 1 hour time delay could occur.

2 Appendix 1 – Recall to Duty Proforma

To be completed by Control and sent to ERT

Nature of RTD	
How many appliances/FDS Officers/Specialists required	
What time do you want the above available and 'on the run'	
What are the locations/Rendezvous points	
Point of contact and telephone number	
Any additional information	
Initiate RDS response/resilience staff	