

MEMORANDUM
DEPARTMENT OF NATURAL RESOURCES

State of Alaska
DIVISION OF FORESTRY
Central Office

To: Division of Forestry Personnel
Date: May 22, 2002
Phone: 269-8474
From: Jeff Jahnke
Director
Subject: Fatigue Management

Employees should receive adequate time off to safely perform the essential functions of their positions. The following is established to promote safety, limit fatigue, and reduce work-related injuries while adhering to specific bargaining unit contract provisions.

The Division of Forestry:

1. Adopts a **2 to 1 Work-Rest Ratio**; and
2. Provides at least **1 Day Off in 21 Days**.
3. Provides for **Meal Breaks**.

All division employees are responsible to adhere to these requirements.

2 to 1 Work-Rest Ratio

The Division of Forestry has adopted the nationally recognized 2 to 1 work-rest ratio guideline (for every 2 hours of work or travel, provide 1 hour of rest). For example, a 16-hour shift must be followed by 8 hours of rest.

Written justification with approval by the Regional Forester, Chief of Fire & Aviation, or Incident Commander is required for hours in excess of:

- 19 hours worked during the first 24-hour operational period of an incident, with 5 hours rest before the next operational period; or
- 16 hours worked after the first 24-hour operational period, with 8 hours rest before the next operational period

Note: Any employee assigned full-time driving duties may not exceed 10 hours driving during a maximum allowable 16-hour shift, followed by 8 hours rest before the next operational period.

1 Day Off in 21 Days

All Division of Forestry employees will have at least one day off within a 21-day period. After 13 consecutive days of work, employees should be scheduled for their next regular day off (RDO) whenever feasible. (See example #1 attached.)

In no case is any employee to work in excess of 20 consecutive days. (See example #2 attached.)

Full-time employees are entitled to 37.5 hours in pay status within 5 consecutive days, and two consecutive days off, within the 7-day workweek (Sunday midnight to Sunday midnight). Managers should stagger work schedules (so not all individuals have the same RDOs) to most efficiently maximize coverage of the work unit.

In extreme situations during the high fire season, employees may not be able to take their next RDO following 13 consecutive days of work. In these circumstances, a supervisor may instruct an employee to take a regularly scheduled workday off in order to comply with the 1-off-in-21 policy. In this scenario, the supervisor must ensure the employee still receives the 37.5-hours of pay status within five consecutive days (example #3 attached). Employees may elect to use personal or annual leave, or overtime conversion, for a mandatory day off that falls on a regularly scheduled workday, in lieu of unpaid time off. Supervisors may not direct employees to take leave to meet the 37.5-hour workweek threshold.

It is the responsibility of employees and supervisors to track days worked in order to adhere to this policy.

Meal Breaks

Division employees are expected to follow their collective bargaining agreements regarding meal breaks. When working on fire assignment, employees shall comply with the Alaska Incident Business Management Handbook and the Federal Interagency Business Management Handbook regarding meal breaks.

In extreme situations, fireline personnel may be compensated for their meal period in accord with the Alaska Incident Business Management Handbook (Chapter 2), and the Federal Interagency Business Management Handbook (Chapter 10, Section 12.6). Compensable meal breaks are the exception, not the rule.

cc: DNR Human Resources

Example #1 - JUNE 2002

After the employee has worked 13 consecutive days, taking the next RDO results in 1 day off within 14 days. In the example below, it is the employee's 14th day that they take off.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 WORK	4 WORK	5 WORK	6 WORK	7 WORK	8 WORK
9 WORK	10 WORK	11 WORK	12 WORK	13 WORK	14 WORK	15 WORK 13 th DAY
16 EE TAKES RDO	17 WORK	18 WORK	19 WORK	20 WORK	21 WORK	22
23	24	25	26	27	28	29

Example #2 - MAY - JUNE - JULY 2002

After the employee has worked 13 consecutive days, they take their next RDO. In this example, it is the employee's 19th and 17th days that they take off.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 <u>MAY</u> WORK	27 Holiday OFF	28 WORK	29 WORK	30 WORK	31 WORK	1 <u>JUNE</u> WORK
2 WORK	3 WORK	4 WORK	5 WORK	6 WORK	7 WORK	8 WORK
9 WORK 13 th DAY	10 WORK	11 WORK	12 WORK	13 WORK	14 WORK	15 EE TAKES RDO
16 WORK	17 WORK	18 WORK	19 Personal Leave	20 WORK	21 WORK	22 WORK
23 WORK	24 WORK	25 WORK	26 WORK	27 WORK	28 WORK	29 WORK
30 WORK	1 <u>JULY</u> WORK	2 WORK 13 th DAY	3 WORK	4 Holiday WORK	5 WORK	6 EE TAKES RDO

Example #3 - JUNE 2002

If an employee is directed to take a normally-scheduled workday off, then 37.5 hours need to be scheduled by Friday (for a normal Monday-Friday workweek). Having worked 10 hours Monday and Tuesday, and directed to take Wednesday off, there remains 17.5 hours to schedule in the workweek to be completed by Friday. Required day off may be personal or annual leave, overtime conversion, or unpaid time off.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2 (End of Workweek) WORK	3 WORK 10 hrs	4 - 20 th DAY WORK 10 hrs	5 REQUIRED DAY OFF	6 WORK 8.75 hrs	7 WORK 8.75 hrs	8 WORK
9 WORK	10 WORK	11 WORK	12 WORK	13 WORK	14 WORK	15 WORK