



# ANN ARBOR FIRE DEPARTMENT

## Standard Operating Procedures – 1.10 Telestaff



### TELESTAFF

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Effective: July 12, 2024  
Scheduled Review: July 12, 2027  
Approved: Fire Chief Mike Kennedy

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#### I. PURPOSE

Telestaff is the designated scheduling and time keeping system for suppression personnel. UltiPro is the City of Ann Arbor authoritative source for all employees for all vacation, sick, and compensation time accruals and balances. The collective bargaining agreement with IAFF Local 693 dictates the circumstances for the utilization of vacation, sick, and compensation sick time.

#### II. TELESTAFF UTILIZATION

- A. Suppression personnel shall use Telestaff for scheduling, time reporting, and to ensure that their personal profiles are up to date.
- B. Personnel who do not have approved time off within Telestaff and who do not show up for a scheduled shift or communicate as outlined in the CBA will be considered AWOL. Time will be deducted, and the employee will face disciplinary action.
- C. Personnel are responsible for verifying their personal work schedule daily.
- D. Battalion chiefs, captains, and lieutenants or anyone in an acting capacity shall immediately report any errors or discrepancies found within Telestaff to administration.
- E. The following are expected by personnel when using Telestaff
  - i. Communicate honestly and openly.
  - ii. Share responsibility for outcomes.
  - iii. Accurately record all time worked and leave time within the requirements as outlined in the collective bargaining agreement.
  - iv. Inappropriate use of this program can result in disciplinary action.

#### III. RECONCILIATION of EQUALIZED OVERTIME FILE

- A. Responsibilities
  - i. Battalion Chief
    - 1. Correct discrepancies in Telestaff between Holdover List and Picklist identified by the captain and/or acting captain.
  - ii. On-duty captain daily assigned responsibilities
    - 1. Confirm with on-duty battalion chief all eligible personnel have been charged the appropriate amount of overtime hours before beginning this procedure.
    - 2. Obtain printed holdover list from the on-duty battalion chief for the previous (yesterday's) shift. Example: Shift 2 is reporting for duty; the Shift 2 on-duty captain would obtain Shift 1's printed holdover list from on-duty battalion chief



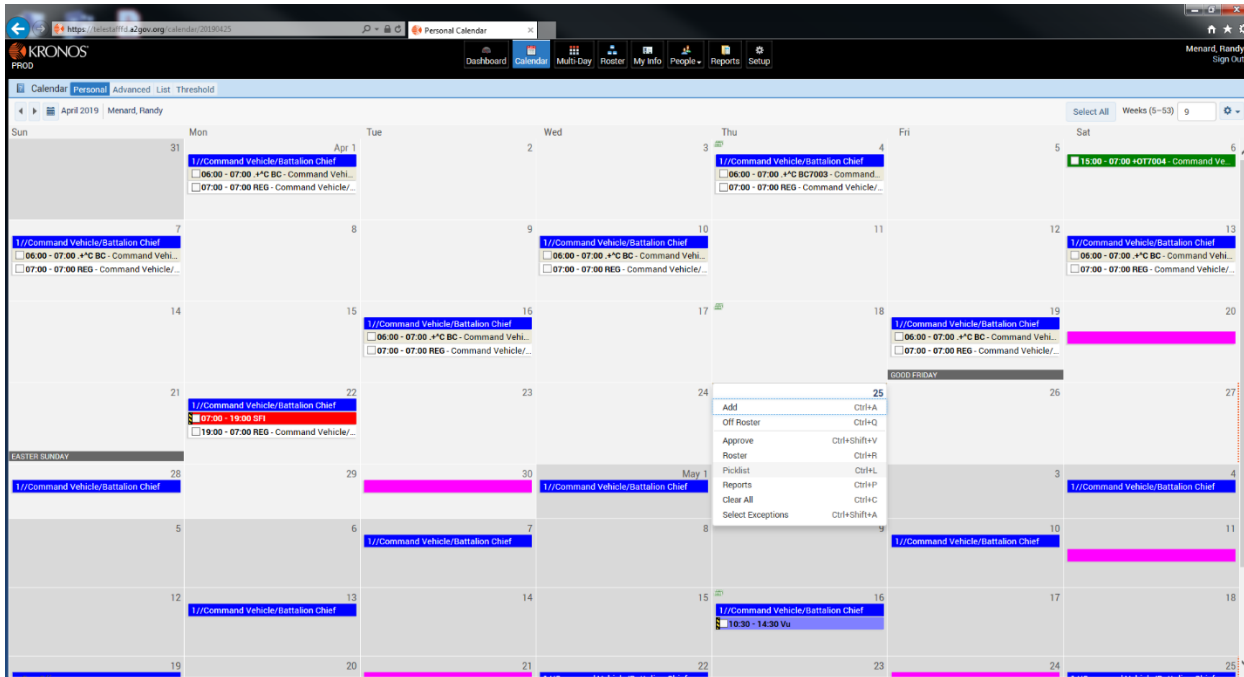
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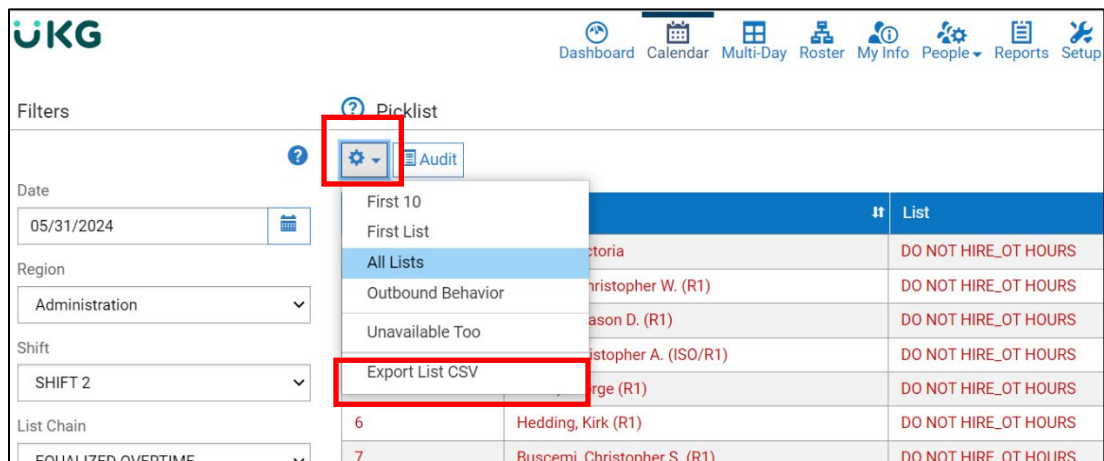
### B. Telestaff Procedures

- i. Log into Telestaff.
- ii. Go to Telestaff calendar;
  1. Left click on date in question, left click on “Pick List”



### iii. With Picklist open;

1. Go to the SETTINGS ICON;
2. Click on DROP DOWN ARROW
3. Select “Export List CVS”

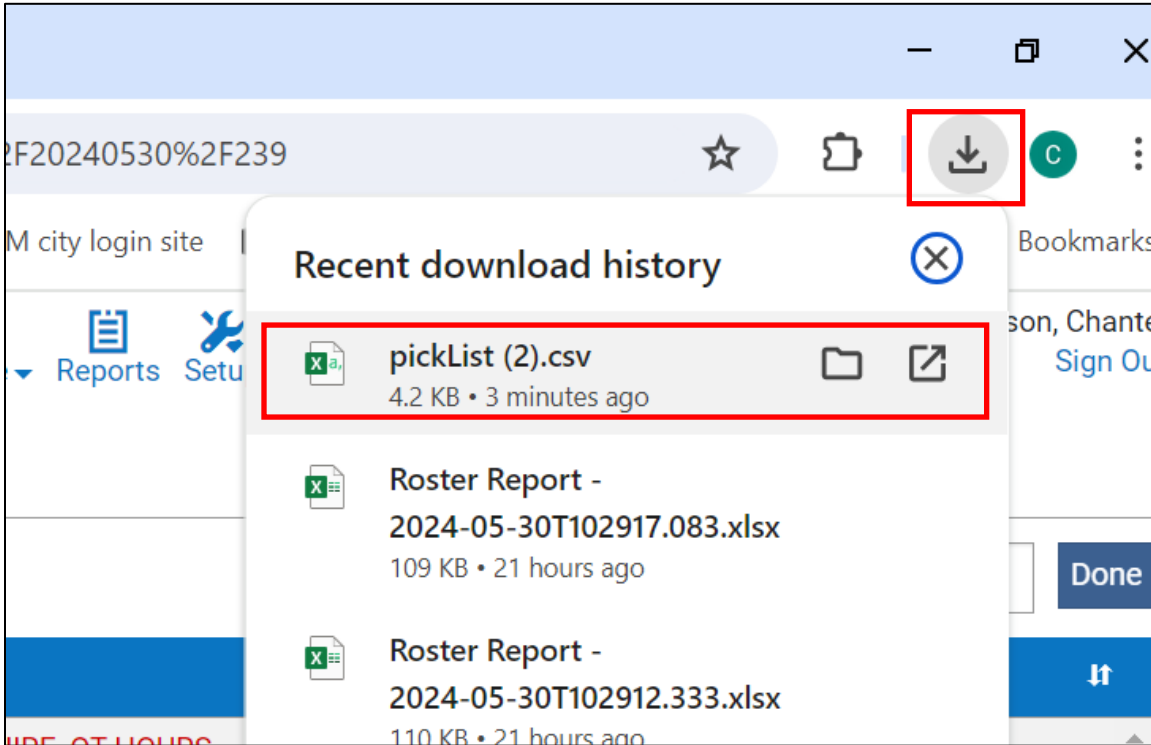


4. This downloads the pick list as an excel spreadsheet. Click on the “download” arrow in the upper right corner of your computer screen, then click on the **pickList**



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5. At this time, an Excel “PICK LIST” will be displayed

	A	B	C	D	E	F
1	Captain Name	Person	List	Rank	Opportunity Factors	
2	1	Gamble, William (R1)	DO NOT HIRE_OT HOURS	FL	5732.5	
3	2	Nielsen, Christopher W. (R1)	DO NOT HIRE_OT HOURS	FF	6059.88	
4	3	Robbins, Ronald W. (R1)	DO NOT HIRE_OT HOURS	FF	6169.9	
5	4	Peterson, Scott (R1)	DO NOT HIRE_OT HOURS	FL	6176.45	

6. With the PICK LIST opened in Excel

a. The on-duty captain shall enter his/ her **LAST NAME** in COLUMN A1 highlighted above;

7. The on-duty captain shall obtain the HOLDOVER LIST from the battalion chief, and compare the OPPORTUNITY NUMBERS on the HOLDOVER LIST to the numbers on the PICK LIST; Note: the battalion chief will have members that either accepted or declined such overtime highlighted with the amount of time in yellow. See example below:



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#	Person	Rank	Opportunity Factors
1 - Y	Peterson, Scott (R1) +12	FL	6164.45,141.00
NA	Boonstra, Andrew (ISO/R1/TRT)	FL	6221.10,135.00
NA	Boes, Neil (H/R1)	FF	6233.58,208.00
NA	Luick, Mark R. (R1/TRT)	FL	6234.67,120.00
6 - Y	Lukasavich, Jonathan J. (H/R1/TRT) +12	FF	6237.35,196.00
4 - Y	Buscemi, Christopher S. (R1/TRT) +8	FL	6238.90,127.00
5 - PN	Pratt, Michael (R1) -24	DO	6246.35,136.00
N	Hedding, Kirk (H/R1) -24	FL	6247.75,140.00
3 - <del>NA</del> Y	Lussenden, Kristopher K. (ISO/R1/TRT) +2	DO	6250.55,162.00
1 - Y	Gravelle, Jason D. (R1/TRT)	FF	6253.00,193.00
N	Kaczor, Nicholas (R1)	FF	6253.41,201.00
	Gravelle, Stephen (ISO/R1)	DO	6254.88,166.00
		FF	6258.77,99.00

8. Once all the numbers are verified; the PICKLIST shall be SAVED AS in [Microsoft OneDrive](#) .
9. The FILE NAME shall be in the following MONTH-DATE-YEAR, e.g., May 31, 2024 shall be entered as 05-31-2024.
10. If discrepancies exist between the HOLDOVER and PICK LIST, the on-duty captain shall notify the on-duty battalion chief of the employee name(s) and amount of time in error requiring correction via city email.
11. The on-duty battalion chief shall be responsible for making the appropriate corrections in Telestaff.