



HOUSTON FIRE DEPARTMENT

MEMORANDUM

To: All Officers and Members
From: Matthew White, Assistant Fire Chief *MW*
Through: Justin Wells, Executive Assistant Fire Chief *JW*
Subject: Update for COVID-19 Quarantine Overtime Backfill Code
Date: July 30, 2020

Mayor
Sylvester Turner

City Council

District A
Amy Peck

District B
Jerry Davis

District C
Abbie Kamin

District D
Carolyn Evans-Shabazz

District E
Dave Martin

District F
Tiffany Thomas

District G
Greg Travis

District H
Karla Cisneros

District I
Robert Gallegos

District J
Edward Pollard

District K
Martha Castex-Tatum

At-Large 1
Mike Knox

At-Large 2
David Robinson

At-Large 3
Michael Kubosh

At-Large 4
Letitia Plummer

At-Large 5
Sallie Alcorn

Controller,
Chris Brown

To better track COVID-19 overtime, various COVID-19 related overtime codes have been updated. Effective immediately, *Memorandum #20-103* has been rescinded and the following guidance for COVID-19 quarantine related overtime will be followed.

Stations which have a member on **ANY TYPE** of overtime (Hold-Over, Prescheduled, Call-In) who are filling the vacancy caused by a member who is on work exclusion due to quarantine will utilize the **OTCOVQRBFill** code when filling out overtime submission.

Station Officers are no longer required to fill out Form 279 Disaster Timesheets for "Quarantine Backfill" related overtime. The HFD Disaster Timesheet Coordinator at the HFD Staffing Office will now complete all Form 279 Disaster Timesheets related to "Quarantine Backfill" overtime.

Any questions regarding this memorandum may be directed to the Disaster Timesheet Coordinator at (832) 394-6726 or covid19staffing@houstontx.gov.

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 "Courage, Commitment and Compassion"
www.houstontx.gov/fire

