

Mandatory Overtime

Supersedes: 09-13-13

Effective: 01-06-19

1. Mandatory overtime will be implemented when the Department is unable to reach the level of scheduled staffing for the oncoming shift. An example of scheduled staffing could be:

<u>Days and Evenings</u>	<u>Nights</u>
21 BLS Units	12 BLS
5 ALS	3 ALS
2 Field Supervisors	2 Field Supervisors
6 Telecommunicators	5 Telecommunicators
1 Dispatch Ops Supervisor	1 Dispatch Ops Supervisor

2. Before any employee can be ordered to work mandatory overtime, all current regular methods of attempting to fill the vacant slot(s) on a volunteer basis shall be exhausted.
3. All employees who have been mandated to stay on overtime shall be afforded the ability to have eight consecutive hours off duty before being required to return to duty.
4. When necessary, mandatory overtime shall be assigned to the most junior eligible person, who shall be sent to the vacant slot where the overtime exists. That person may be released from their current assignment in such a fashion as to permit a timely shift change at the station where the overtime exists, as approved by the on-duty shift commander.
5. When oncoming units reach the level of staffing scheduled for that shift, then members on mandatory OT shall be released at the member's option.
6. If agreeable to the shift commander and the employee who is working mandatory overtime, the employee may have their next scheduled shift off as compensatory time and receive four (4) hours of additional compensation time to be utilized at a later time.

PROCEDURE FOR DETERMINING MEMBER TO BE MANDATED

1. Three lists will be created according to rank: EMT, Paramedic, and Lieutenant. Members will appear on the appropriate list in inverse seniority with a designation indicating whether they are eligible to be mandated in Dispatch Operations or a Field assignment. By having a single list according to rank, this will eliminate confusion caused when a member changes assignments and moves from one shift to another.
2. On January 1 of each year, the lists will reset and members will be shown as having a "zero" balance of working mandatory overtime.

3. After having followed established procedures for filling vacancies and determining a member must be mandated, the Dispatch Operations Lieutenant will refer to the appropriate list based where the vacancy exists.
4. Starting at the top of the list (most junior person in grade), the Lieutenant will begin to move down the list looking for the most junior available person. If a person is not on duty, they are bypassed with no notation necessary. Similarly, if the spot is for the Field and the junior person is only eligible to be mandated in Dispatch Operations (or vice versa), the person is bypassed with no notation necessary.
5. If a person is on duty, but does not qualify because they are on a swap [called in advance & on the schedule], overtime, or it would result in working three consecutive shifts, that should be noted and the person then bypassed.
6. After determining the junior eligible person in grade, the Lieutenant will then check to see if the person has already been mandated. No person shall be held for a second mandatory overtime shift unless the other eligible persons on duty at that grade on that shift have been held once on mandatory overtime. No person will be ordered to work more than two shifts of mandatory overtime in any calendar month. A notation indicating the date of the mandatory overtime shift or reason for bypass should be entered onto the list.
7. Any mandatory overtime three (3) hours or over where another employee works the remainder of the shift shall constitute on mandatory overtime shift. Late trips and late relief shall not constitute mandatory overtime unless an employee works three (3) hours or more, which shall constitute one mandatory overtime shift. No person shall be required to work beyond sixteen hours from the beginning of the first of the two shifts.