

Overtime Distribution

Supersedes: 01-01-13

Effective: 11-13-14

Overtime opportunities created by an absence for which there is proper advance notice shall be distributed among eligible members as equitably as possible. At all times, employees are expected to be physically and mentally fit to perform their assigned duties. When vacancies still exist, the process of calling overtime for the upcoming shift will be as follows:

1. Any member available and interested in working the upcoming shift shall notify the Dispatch Operations Supervisor (or designee) and request their name be placed on a list.
 - 1.1 Personnel interested in working overtime on an upcoming shift must notify the Dispatch Operations Center between the following times:
 - 23:30 – 05:00 to work the upcoming Day Shift
 - 07:30 – 12:00 to work the upcoming Evening Shift
 - 15:30 – 18:00 to work the upcoming Night Shift
2. The Dispatch Operations Supervisor (or designee) will note the location of “the box” and begin to call back personnel who have expressed a willingness to work in the order in which they appear on the overtime list.
 - 2.1 The awarding of overtime shall be with respect to both schedule conflict and rank/grade. If awarding overtime to an individual would result in a schedule conflict, that individual shall be bypassed. Similarly, overtime shall not be awarded to an individual of a higher rank/grade than is required at this point. For example: a Paramedic should not be offered a BLS overtime assignment, nor should a Captain be offered a Lieutenant overtime assignment. For the purposes of this policy, a 10-hour shift followed by an 8-hour shift (or vice versa) is permissible.
 - 2.2 Personnel who decline a particular assignment when called back will not be penalized and should be asked if they are willing to work either the first or last half of the shift. Overtime shifts may be “split” if there are no other members on the list available to work the entire shift AND there is someone available to work both the first and last half of the shift.
3. If a vacancy remains after calling back the list of eligible personnel, individuals interested in working overtime but initially bypassed because of a schedule conflict (section 2.1) may be offered the overtime opportunity.

4. If a vacancy still remains, a Group Page of the rank/grade (or specialty in the case of an EMT-T) of the vacancy should be transmitted along with an announcement on TAC-1 that overtime opportunities exist.
 - 4.1 If more than one individual calls to accept the overtime, it shall be awarded on a “first come / first served” basis with respect to schedule conflict. Generally, there will be a 10-minute time limit from the time the announcement is made until it is awarded.
5. If a vacancy still remains, individuals initially bypassed because they were of a higher rank/grade than required (section 2.1) may be offered the overtime opportunity. Overtime should be offered to the individual closest in rank/grade to the actual opening. For example, a LT would be offered an EMT vacancy before a Captain or Paramedic.
 - 5.1 When overtime is awarded to an eligible member off a back-up list, the “box” will be adjusted accordingly on the back-up list, but does not move on the person’s primary list.
6. If a vacancy still exists after allowing for schedule conflicts or hiring individuals of a higher rank/grade than required, a group page of all eligible ranks will be transmitted (for example: paging EMT, LT, Captain and Paramedic for a BLS opening) along with an announcement on TAC-1 that an overtime opportunity exists and mandatory overtime may be invoked.
 - 6.1 Overtime shall be awarded on a “first come / first served” basis with respect to shift conflict and rank/grade. For example, if the first person to call for an available BLS slot is a Paramedic, the overtime will not be awarded to the Paramedic unless no other EMT calls to request the shift. Similarly, if the first EMT who calls to accept the overtime has a schedule conflict, the overtime will not be awarded unless no other EMT without a schedule conflict calls to accept. Generally, there will be a 10 minute time limit from the time the announcement is made until it is awarded. Because this is considered emergency overtime, “the box” does not move.
7. If, after having made a radio announcement and group page(s), a vacancy still exists, the Dispatch Operations Center Supervisor (or designee) shall begin to call the overtime list. Beginning at “the box”, the supervisor should attempt to contact as many qualified members as possible. The vacancy should be considered “emergency overtime” and there is no minimum amount of time the supervisor must wait for a reply to a page or answering machine message. The overtime should be awarded without regard to shift conflict or rank/grade.
8. If a vacancy still remains, an employee who has reported himself or herself sick from his or her assigned shift and would otherwise be ineligible to work voluntary

overtime for the two shifts immediately following the shift for which the employee reported himself or herself absent, may be awarded the overtime to prevent another Department employee being mandated to work.