

EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE

ARTICLE 2: ADMINISTRATIVE POLICIES

EFFECTIVE DATE: 03-13-1991

SECTION 5: OVERTIME ASSIGNMENT

REVISED: 04-12-2006

2.5-1 PURPOSE:

To insure that all personnel have an equal opportunity to receive overtime and that the District assigns overtime fairly when emergency call back is required.

2.5-2 RESPONSIBILITY:

2.5.2.1 The Duty Chief is responsible to ensure that vacancies are filled as soon as possible following the procedure outlined below.

2.5-3 PROCEDURE:

2.5.3.1 Determine the position to be covered and the station assignment.

1. Captain (C)
2. E.M.T./FF/ENGINEER (F)
3. Paramedic (P)

2.5.3.2 Priorities for shift coverage are as follows:

- 1st - full 24 hour shifts
- 2nd - 12 hour shifts

2.5.3.3 Using the computer schedule program for the appropriate position, contact the first person eligible from the file. If that person cannot be contacted or refuses, contact the next eligible person. Continue this procedure until the vacancy is filled or all personnel have been contacted.

2.5.3.4 If an (F) is off, then the (F) list is called. If no (F) is available, proceed to the (P) list.

2.5.3.5 If a (P) is off, then the (P) list is called. If no (P) is available then a (P) working (on duty) can be shifted from an Engine to Medic Unit (whenever practical, an attempt will be made to leave personnel at their assigned station) in which case call back procedure for (F) will be implemented.

2.5.4 CALL BACK CRITERIA

Immediate Need: Immediate need consists of those periods of overtime that must be covered within forty-eight (48) hours of the time the overtime call is made.

In these instances, only one (1) call will be made to each individual before going on to the next person. No messages will be left. If no one is contacted in a specific classification, the scheduling officer will attempt to re-contact personnel that were not contacted prior to moving to another classification.

Priority: Priority consists of those periods of overtime that must be covered which are forty-nine (49) hours to seven (7) days from the time of the overtime call.

In these instances, recalls will be made and messages will be left. However, each message will have an expiration time not to exceed twelve (12) hours from the time of the call. After the time has lapsed, "no contact" shall be listed on the card.

Coverage Needed: Coverage needed consists of those periods of overtime that must be covered which are eight (8) days to thirty (30) days from the time of the overtime call.

In these instances, a maximum of forty-eight (48) hours will be allowed for personnel to respond to overtime requests.

Coverage -- Non-Priority. Coverage - Non-Priority consists of those periods of overtime that must be covered which are more than thirty (30) days from the time of the overtime call.

In these instances, the scheduling officer shall set a time for personnel to respond that is reasonable, but not restrictive.

General: As the time of the non-covered overtime period draws closer, it may fall into the next category. In such cases, the rules for that category apply.

- 2.5.4.1 The maximum work period should be forty-eight (48) hours. Seventy-two (72) hour work period will be allowed in emergencies.
- 2.5.4.2 Personnel may be assigned a 72-hour work period with a Chief Officers approval and only after all other sources have been exhausted.
- 2.5.4.3 It will be the responsibility of the Duty Chief Officer to properly enter the appropriate information.
- 2.5.4.4 After an individual accepts 24 hours of overtime, cumulative, their name will be moved to the bottom of the appropriate classification.
- 2.5.4.5 Personnel may remove themselves from the overtime callback list at times when they know they will not be available for overtime. While off the callback list, they will not be called for overtime except in cases of extreme emergencies.
- 2.5.5 MANDATORY CALL BACK (ATM)
 - 2.5.5.1 If no one from the appropriate classification accepts the available overtime period or no one is contacted in that classification, a mandatory call back will be initiated using the following procedure:
 - 2.5.5.2 Mandatory call back will only be used to fill unscheduled overtime periods or in such instances when scheduled shifts must be covered; ex., long term disability, workers comp, etc. Mandatory call back will not be used to cover scheduled vacations or personal holidays.
 - 2.5.5.3 In cases when a mandatory call back must be used, the first person on the ATM list for the appropriate classification will be contacted and assigned the overtime period. He/she will then respond to the work location.

- 2.5.5.4 A holdover of personnel already on duty will occur, until the vacancy can be filled.
- 2.5.5.5 **Attempts to fill the shift including splitting the shift must have been exhausted prior to a mandatory call back being initiated.