

NON-SCHEDULED OVERTIME

Purpose:

This policy is designed to provide direction for the use and authorization of non-scheduled overtime for the District. The District shall maintain two separate lists relating to long and short overtime.

Definitions:

- A. Long Overtime – shall be any non-scheduled overtime that is longer than 12 hours in a single duration.
- B. Short Overtime – shall be any non-scheduled overtime that is 11 hours and 59 minutes or less in a single duration.

Policy:

- A. The Assistant Chief of Operations shall maintain the non-scheduled overtime lists.
- B. Access to the overtime lists shall be limited to the officers of the District. However, employees may request to view the lists at any time during normal business hours.
- C. Two separate lists shall be maintained. One for long overtime and one for short overtime.
- D. When new employees are hired they will be added to the bottom of each list on their starting date.

Procedure:

- A. Available non-scheduled overtime that is known at least two shifts prior to the date of the overtime shall be available to any eligible employee on the list, starting at the top.
- B. Available non-scheduled overtime that arises because of an employee calling in sick shall first be offered to the eligible employees of the off-going shift, starting at the top of the list and then shall be offered to other employees on the list.
- C. Employees working their normal shift during the time that non-scheduled overtime is needed shall maintain their position on the list and the next employee in line shall be contacted.
- D. Employees working a shift swap during the time that non-scheduled overtime is needed will be bypassed for the overtime and work the shift swap as agreed without loss of their position on the list.
- E. Employees that are on sick leave either before or after the available non-scheduled overtime day shall not be eligible to work the overtime.

- F. Employees that are on vacation just prior to or after the available non-scheduled overtime day shall not be eligible to work the overtime.
- G. When non-scheduled overtime is known at least two shifts in advance, starting at the top of the list, each employee shall be contacted either face-to-face, by email or by phone.
 - a. Employees who are contacted face-to-face shall provide an answer within one hour of being contacted. If the employee cannot work the overtime shift they will be moved to the bottom of the list.
 - b. Employees who are contacted by email shall provide an answer within 12 hours of receiving the email, a follow up phone call will also be placed. If the employee cannot work the overtime shift they will be moved to the bottom of the list.
 - c. Employees who are contacted by phone and do not answer will be given 30 minutes to call back. By not answering the phone or calling back within 30 minutes, it will be implied that the employee cannot work the overtime and they will be moved to the bottom of the list.
- H. If at any time an available non-scheduled overtime day needs filled and each employee on the list is contacted and turns down the overtime the first employee on the list will be forced to work the overtime shift. When non-scheduled overtime arises because an employee calls in sick, the person at the top of the list from the off-going shift shall be forced to work the overtime shift. In the event that the employee required to work still refuses to work, he or she will be subject to disciplinary action up to and including suspension and/or termination.
- I. The need may arise from time to time where a paramedic spot must be filled by a paramedic. Starting at the top of the list, each eligible paramedic shall be contacted in the same manner listed in Section G. If each eligible paramedic turns down the overtime then Section H will be used to fill the open spot.
- J. In the event of an urgent time, severe weather or disaster; overtime will be given as needed to the employee that can be available the fastest.

Move-Up:

In the event the Shift Officer is off, an Acting Officer shall be selected, assigned for the shift, and compensated an additional \$2.50 per hour for move-up pay.