

	MANDATORY OVERTIME		2015revA
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Procedure

To equitably assign mandatory overtime and to minimize mandatory overtime impact to personnel.

Responsibility

The shift battalion chief is responsible for ensuring the minimum staffing for operational readiness is met for his/her assigned shift (reference *Staffing Level Operational Guide*). In the event staffing overtime is not successful (reference *Staffing Overtime Policy*), the use of Mandatory Overtime is required. Mandatory Overtime will be initiated only after the following steps are unsuccessful:

1. Split shifts to 'qualify' personnel signed up to work partial overtime shifts.
 - a. Split shifts can be broken down in 4 hour blocks if needed.
2. Modify daily staffing roster to place 'qualified/certified' personnel in vacancies to avoid mandatory overtime.
3. Cancel local 'ACB' assignments for training or meetings to maintain minimum staffing for operational response and readiness.
4. Require any personnel signed up on picklist to work their assigned signup period
5. Transmit All Department paging to request voluntary sign up for full or partial overtime shifts.
 - a. Two pages to all fire department personnel must be sent; accepting any rank to work overtime.
 - b. Third page advising of 'Mandatory Overtime Usage' will be sent prior to use of this policy.

Mandatory Overtime Assignment

The shift battalion chief or acting shift battalion chief will:

1. Assign station officer (captain or lieutenant) with the upcoming vacancy (the next shift) to identify someone willing to work mandatory overtime. (Mandatory overtime must be assigned to personnel that are already working on shift.)
2. Assign a split vacancy or full vacancy to a qualifying personnel for the assigned vacancy.

3. Assigning split or full vacancies will follow this procedure:
 - a. Personnel of commensurate rank will be assigned partial or full shift based on total lowest number of overtime hour's year to date. Hours tracked in Telestaff staffing software will be used to identify lowest total number of overtime hours.
 - b. Personnel within the maximum consecutive work hours based on Telestaff staffing software. The maximum allowable consecutive hours worked is 60 hours. The exception to these maximum hours is for disaster-related emergencies and major multi-operational period emergencies.

Revision History:

None – new procedure

References:

Overtime Staffing

Minimum Staffing Policy

Qualifications Matrix