

EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE

ARTICLE 2: ADMINISTRATIVE POLICIES

EFFECTIVE DATE: 03-13-1991

SECTION 5: OVERTIME ASSIGNMENT

REVISED: 02-20-2020

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:

Refer to MOU for procedures

2.5.3 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 **MANDATORY CALL BACK (ATM)** Refer to the MOU for procedures

2.5.4.1 A holdover of personnel already on duty will occur, until the vacancy can be filled.

2.5.4.2 **Attempts to fill the shift including splitting the shift must have been exhausted prior to a mandatory call back being initiated.