

Travis County Emergency Services District No. 9
Westlake Fire Department
Standard Operating Guideline

Subject: Predicted Overtime Scheduling

Effective Date: March 1, 2005

Authorized By: Chief Paul Barker

I. PURPOSE

To establish a fair criteria for scheduling predicted overtime to meet minimum staffing levels established by the Board of Commisioners.

II. POLICY

A. The procedure listed shall be used when predicted overtime is necessary to fill vacancies in order to fulfill minimum staffing levels. Predicted overtime is used to cover any *expected* absence by an employee for training, PTO, etc. The card system shall be used when there is one shift or more notice (72 hours), otherwise the mandatory overtime policy will be used.

B. This policy does not cover mandatory overtime for Call Back for manpower or unexpected PTO. It will be the on duty Shift Commander's responsibility to ensure the District is adequately staffed during emergencies and to ensure minimum staffing levels are met.

III. Procedure

- 1)** A predicted overtime box will be kept in the Shift Commander's office. The box will be sorted in rank (Capt., Lt., Eng., Relief Driver/FF)
- 2)** Personnel contact information will be placed on index cards. (It is the employees responsibility to ensure correct contact information is listed). The cards will be placed according to their rank.
- 3)** When predicted overtime is needed the Shift Commander, or their designee, should find the appropriate rank to cover for that position.

- 4) Pull the first card for the appropriate rank and contact the employee with the numbers he/she has listed. Wait 45 minutes for a reply. If you don't receive a reply document it and move to the next card.
- 5) If the employee accepts the overtime spot, place the card in the back of the rank category.
- 6) If the employee declines the overtime, document the decline and leave the card in the same spot. If the employee has declined for three consecutive times, place the card in the back of the rank category.
- 7) Fill in all boxes on the card.

Example Card:

Unit # _____	Shift _____
Name: _____	Rank: _____
Primary#: _____	Cell/ Other#: _____

OT Date	Initial Contact attempt Time	Contact Made/ No Contact Made	Ot Status Accept/ Decline/NC	Officer's Initials/ Unit #