ARTICLE: C-16-5
SECTION: Operations Division
DATE: 10/8/09
SUPERSEDES: 2005
TITLE: Overtime - Routine

Filling Routine Overtime

This is to be used to fill vacancies more than 1 hour before start of the overtime shift

If there is planned overtime callback, it should be started six (6) days prior to the first shift to be filled. This means that you will be calling for your own shift's vacancies.

Planned overtime that has less than six (6) days notice shall be started on the day that you become aware of the need to hire overtime. **The filling of overtime should start at 1800 hours and no later than 2000 hours, or it shall be postponed until the next day at 1800 hours**. The time may require adjustment due to calls, meetings, training or various required department matters.

It is the duty of the Battalion Chief to provide all necessary information to the person that is calling for overtime. It is the duty of the person filling the overtime to inform the B/C if they do not have sufficient information to complete their duties (page out and notify the appropriate B/C).

Step # 1

Take out the appropriate T-card page located in the overtime binder (Captain's list if filling for a Captain position, Engineer's list if filling for Engineer and so on…) Compare the T-card list in the binder with the copy on the bulletin board. If they do not match, investigate and notify the B/C if there is a problem.

Step # 2

Take out a blank overtime form (located inside overtime binder). On top of the form, write the following information; the position to be filled (Capt., Eng., or FF). All dates

and times that needs to be filled. The station(s) that you need to fill for. (Example…Engineer Station 31 on 1-1-05 for 24 hrs. and Station 32 on 1-2-05 from 0700-1900).

Step # 3

Go into Pagemaster and click on **ALL CALL SCFD"**. Type the message to be sent. You must include all information in your page. This will include the T-card group you are requesting, the position(s) to be filled, station location(s), date(s), hours and/or time periods to be worked. (Example…OT for Acting Capt. at Sta.32 on 1-1-05 for 24 hrs) (Example…OT for Capt. at Sta.32 on 1-2-05 for 24 hrs. also Capt. at Sta.31 on 1-3-05 from 0700-1900). Now you can send out the page. Page shall be sent out once for each position/rank attempting to be filled. (No multiple pages for the same position).

* You must also text the people who have designated that they be contacted by texting.

Step # 4

After the page and text is sent, **wait 15 minutes** for personnel to call in and tell you that they are interested in the overtime and get a call back number (**do not take any more information from the caller at this time**). Only the T-card group that was requested is authorized to call in. When the 15 minutes has expired, take the list of names from the appropriate T-card page and prioritize the list of names onto the overtime form. List them according to their position on the T-card page (the person closest to the top will have first choice and so on). Now start contacting personnel on the list, starting at the top, using the provided call back method(s). They have up to 15 minutes to return your page, text or phone call. If they do not call within that time frame you shall move on to the next person. Personnel may accept overtime in 12 hour or 24 increments (Maximum of 24 hours). If you have gone through all the names on your list and there is still overtime available, start over again at the top of the list and give personnel already taking overtime another chance to choose again. Continue this procedure until all overtime is filled. If you cannot fill all the overtime spots, then you go to the next appropriate T-card group, and follow the above procedure before going to the mandate procedure.

* If you have paged and texted out for a specific T-card group to call in and nobody in that group called within the 15 minutes allowed (for example; they called in at the 20 minute mark) they **could not** take the OT until the current T-card group (that was just paged out and texted for) is exhausted or no calls are received by that group.

If you have exhausted all the appropriate T-card groups and you are still unable to fill the shift(s), you shall begin the mandate process. Notify the Duty Chief of the mandate need.

"Advisement" of potential mandate:

The **Duty Chief** shall immediately contact the eligible person on top of the mandate list. (Via means specified on their T-card on the overtime list if off duty, or by station phone

if on duty). Let them know that nobody has taken the overtime as of yet and they are mandated unless it can be filled before the shift begins.

Contact the Duty Chief and let him/her know to advise the person when they come back on shift (If time permits).

* **T card groups are: Captain, Acting Captain, Engineer, Firefighter, and Acting Battalion Chief.**

Step # 5

After all vacant positions have been filled; you can now move the T-cards to their appropriate new positions. You take the first name that accepted overtime from the overtime form you just filled out and move him/her to the bottom of the T-card group. Repeat this procedure going down the overtime form. Some personnel's name may be moved more than once depending on how many shifts of overtime they took.
No person's name will move to the bottom of the T-card list for refusing overtime or when it is for less than eight (8) hours. The only time they will move on the overtime list is when he/she takes eight (8) hours or more of overtime.

Step # 6

Make a copy of the new T-card page and write your name, the current date and time at the top of the page. Replace the old copy of the T-card page on the bulletin board with the new one. The old copy on the bulletin board needs to be stapled to the back of the overtime list that you just filled out. Place both of them in the overtime binder.

Step # 7

Fill in the name(s) of the personnel that accepted the overtime on the appropriate shift schedule and fax to station 33.

Page out and text the results of filling overtime on "ALL CALL SCFD" identifying who accepted the overtime for each shift.

Written by: Captain Rick Bussell

Approved by: _____   Date: October 8, 2009