

Delaware County Emergency Medical Service Standard Operating Guidelines

Subject	Effective	Supersedes	This Sheet	Total
Overtime	January 8, 2007	All	1	3

It is the desire of the Delaware County Emergency Medical Services Division for ALL medical crews to consist of three personnel at ALL times, with the exception of those crews assigned to special events and stand-by details, at the discretion of the Chief. This procedure identifies the use and management of overtime by Department employees.

It is not the intention of this policy to define rates of pay, as overtime pay rates are specified in the current agreement between the Delaware County Emergency Medical Services and the International Association of EMTs and Paramedics, Local R7-11.

QUALIFICATION

In the event that an employee calls off work due to a personal emergency or illness, it is the responsibility of the on-duty Captain to provide coverage for that employee.

Overtime work must be authorized by the employee's supervisor prior to working; however, the Chief is the final approving authority.

PROCEDURE

Overtime, when required, shall be distributed fairly and equitably according to the full-time employee's position on the overtime program list. The following will be the policy to which overtime will be distributed:

Every day between the hours of 0600 and 2000, any employee, of full- or part-time status, may call the "DCEMS Overtime Voicemail" to make themselves eligible for overtime during the following 24 hour period (0600 to 0600 the next day). When calling, the employee must make clear if they are making themselves available for the first twelve (12) hours of the shift, the second twelve (12) hours of the shift, the entire twenty-four (24) hours, or some other portion of the twenty-four (24) hour shift. If the employee is on-duty when making themselves eligible, the employee may notify their Captain rather than calling the "DCEMS Overtime Voicemail". Requests made after 2000 will only be accepted for cases when averting mandatory overtime (see below).

DCEMS Overtime Voicemail: (740) 833-2195

All employees who call the "DCEMS Overtime Voicemail" or contact their on-duty Captain to make their request between 0600 and 2000 are now eligible to work overtime, if the need for overtime arises, the next work day. Overtime will be distributed to these eligible employees fairly and equitably according to the full-time employee's position on the overtime program list, not in the order in which they call the Overtime Voicemail. Full-time employees will be eligible for overtime before part-time employees, as described below.

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Overtime will be filled in the chronological order that the shifts occur. For example, if a 24-hour vacancy exists, the Captain, when calling the full-time employees who have made themselves eligible, will first fill the first twelve (12) hours of the vacancy with those employees who have indicated they are available 0600-1800. Once that portion has been filled, only then will the second twelve (12) hours of the vacancy be filled with those employees who have indicated they are available 1800-0600. If a vacancy of less than 24 hours exists, the same rule applies.

Employees who have made themselves eligible by calling the “DCEMS Overtime Voicemail” will only be offered overtime if and when the need for overtime exists. Calling the “DCEMS Overtime Voicemail” in NO way guarantees ANY employee ANY overtime in ANY AMOUNT at ANYTIME. Their call to the “DCEMS Overtime Voicemail” simply establishes ELIGIBILITY for the next calendar day.

When a full-time employee has called the “DCEMS Overtime Voicemail” and made themselves eligible for overtime, and then when contacted by the Captain ACCEPTS the offered shift, the employee is moved to the bottom of the eligibility list in the overtime program, and will be expected to report for duty as directed by the Captain making the call.

If a full-time employee has called the “DCEMS Overtime Voicemail” and made themselves eligible for overtime, and then when contacted by the Captain REFUSES the offered shift, that employee will be moved to the bottom of the eligibility list in the overtime program, as though they accepted the shift.

If NO FULL-TIME EMPLOYEES CALL IN to the “DCEMS Overtime Voicemail” between the hours of 0600 and 2000, and the need for overtime exists, it will be UNDERSTOOD that no full-time employees want to work the available overtime. At this point, part-time employees who have called in to the “DCEMS Overtime Voicemail” will be offered the opportunity to cover the vacancy.

If no part-time employees call in to the “DCEMS Overtime Voicemail” between the hours of 0600 and 2000, and the need for overtime continues to exist, it will be UNDERSTOOD that no full-time or part-time employees voluntarily accept the shift. At this point, one additional call will be made to the Overtime Voicemail to assure that no additional full-time employees have made themselves available after the 2000 hrs deadline. If employees have called in after 2000 hrs, the overtime will be offered on a first-come, first-served basis to those who have called in. If no additional full-time personnel have called in after the 2000 hrs deadline, the vacancy will then be covered in accordance with the Mandatory Overtime SOG.

At the end of each duty day, the list of eligibility will be wiped clean. Full-time employees must call or request each day that they want to make themselves eligible to work overtime. There will be no “standing orders” for overtime accepted.

At no time should any employee utilize the “DCEMS Overtime Voicemail” to advise the on-duty Captain that they will be not be reporting to work due to illness, injury or personal emergency. It is to be used strictly for the Overtime program. It is not an alternative for reporting off work. If an employee leaves a message on the “DCEMS Overtime Voicemail” to report off work, they will be subject to discipline.

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RECORDS

An employee working overtime must document that time on his/her timecard, and submit it to his/her supervisor, and forward it via the Captain to the Emergency Service Office Manager. The Emergency Service Office Manager must receive the timecard before the end of the appropriate pay period. The Captain's signature of that Unit must appear on the timecard for payment to be made.

Issuing Authority



DCEMS Chief Rob Farmer

08/01/2007

Date