

Filling Scheduled Hours, Open Shifts and Overtime Hours

Purpose: To establish consistent and economical procedures for filling scheduled hours, open shifts and overtime hours.

- I. Employees may have regularly scheduled duty hours up to 39 hours a week (not including hours paid in the monthly payroll)
 - A. These employees will be placed on the schedule prior to the schedule being posted
 - B. The upcoming month's schedule will be posted on the 15th of each month, as close to 19:00 hours as possible. There will be two future months posted at all times.
- II. All sign up request should be made through the on line scheduler
- III. An employee may sign up for as many hours as they wish if the opening is paid in the monthly payroll. (Crew, special events, on call, ect.)
- IV. An employee may sign up for as many open shifts in their job classification as they wish. The following criteria will be used when assigning open shifts
 - A. If the shift does not result in the employee being in overtime, the shift can be assigned at the time of the request
 - B. Employees who request full shifts will be assigned the shift whenever possible, over employees who request only partial shifts
 - C. No shift which creates overtime will be assigned until the shift is seven days or less out on the schedule
 - D. If multiple request are received for the same shift which results in overtime, the employee which creates the least amount of overtime will be assigned the shift
 - E. If multiple request are received for the same shift and all criteria are equal, the shift will be assigned to the employee who put in their request first
 - F. An employee with a job qualification of Paramedic may be assigned an open EMT position if; the opening is less than 48 hours out on the schedule and no employee with a job qualification of EMT has made a request for the opening
- V. Immediate and unscheduled openings (sick calls, no shows, extra staffing, ect.) can be filled with the first available employees. The above criteria in regards to overtime should be considered if multiple employees are available to work the open shifts, however the filling of the opening should not be delayed