




**COMMUNICATIONS PERSONNEL  
POLICY/PROCEDURE**

<b>Policy No.</b> 2020	<b>Date Issued:</b> March 7, 1996
<b>Section:</b> Personnel Procedures	<b>Date Revised:</b> February 6, 2013
<b>Accreditation Standards:</b> None	
<b>SUBJECT: REQUIRED OVERTIME SIGN-UP PROCEDURE</b>	
<b>APPROVED:</b>  Dennis Kidd, General Manager	

**1.0 Purpose**

- 1.1 To provide a method of signing up for more than the required amount of overtime.
- 1.2 To provide a fair and equitable method of overtime distribution.
- 1.3 To encourage dispatchers who want to work overtime to sign up for as much as they want, in excess of the required amount. This reduces the overtime burden for those dispatchers who do not want to work overtime.

**2.0 Scheduled Overtime Sign-Up**

- 2.1 An overtime sign-up will be used to schedule overtime for the upcoming schedule period. The total amount of overtime available will be divided by the number of dispatchers available to work overtime. The resulting number is the required amount of overtime hours per dispatcher for that month. The amount of required overtime hours per dispatcher will be prorated for dispatchers who are off for more than one week of vacation per month, of the schedule period.

**3.0 Overtime Sign Up**

- 3.1 The Administrative Supervisor shall post the first sign up in time for it to be completed 30 days prior to the month before, accounting for all other deadlines outlined in this policy.

- 3.1.1 In order to fairly rotate the overtime sign-up amongst all dispatchers, it will be rotated through the teams in accordance with the Annual Overtime Rotation Calendar. The Annual Overtime Rotation Calendar consists of twelve months of rotation pre-assigned in a manner that allows each team (and each shift, day and night) to sign-up in a fair, balanced, and consistent rotation. It will then be updated once each year and posted on the scheduling bulletin board in the Center.
- 3.2 For each day overtime is available, a block of hours will be posted. Dispatchers available for overtime on 5/4 from 0600-1200 would write their dispatch numbers in the appropriate blocks (Example: 964 ).
  - 3.2.1 Dispatch numbers are the last three digits of your social security number.
  - 3.2.2 Signing up for a certain block of time indicates dispatchers' availability to work all or any part of that block of overtime.
- 3.3 Dispatchers may sign up for as much overtime as they want, in excess of the required hours for that month.
- 3.4 Dispatchers may sign up for their required hours in red ink. This indicates that they are willing to give their overtime hours away.
  - 3.4.1 Dispatchers may sign up over other dispatchers' red time, if they are signing up for overtime in excess of the required hours. When signing up for someone else's red time, dispatchers must take the entire block of red time; they cannot leave any red time uncovered.
  - 3.4.2 Dispatchers cannot take someone else's red time in order to meet the minimum required hours.
  - 3.4.3 Dispatchers who sign up for all or part of their required overtime in red will receive credit toward their minimum required hours even if another dispatcher takes the red time.
  - 3.4.4 When signing up for someone else's red time it is important that dispatchers do not white out the red time. Simply draw a line through the red time -- leaving it legible -- and sign up next to it. This will ensure that dispatchers will receive credit for signing up in red.
- 3.5 The overtime sign up shall remain posted for at least seven (7) calendar days after the initial posting. At the end of this period, the Administrative Supervisor will collect the sign up and schedule the overtime.
  - 3.5.1 The overtime will be as equally distributed as possible, while maintaining maximum coverage.
  - 3.5.2 Overtime will not be assigned in less than two hour blocks unless it is attached to a scheduled shift.

- 3.6 The Administrative Supervisor will post the final schedules and overtime assignments 30 days prior to the start of the schedule period.
- 3.7 Any scheduled overtime that is not signed up for and leaves a shift below minimum staffing will be handled as unscheduled overtime in accordance with Procedure No. 2021 (Unscheduled Overtime Procedure) and assigned no later than 30 days prior to the start of the schedule period. (Example: assigned by April 1 for the May schedule).
- 3.8 Dispatchers who are on vacation or otherwise unavailable to participate in the overtime sign-up, should let the Administrative Supervisor or another dispatcher know what their overtime preferences are. If no arrangements are made for sign-up via a proxy, the overtime will be assigned.

#### **4.0 Supplemental Required Overtime Sign-Up**

- 4.1 A supplemental required overtime sign-up will be used when an unexpected vacancy occurs that creates more than one hundred (100+) overtime hours within a one month period.
- 4.2 A voluntary overtime sign-up will be posted for a minimum of four (4) days and a maximum of seven (7) days.
  - 4.2.1 If less than ninety (90) overtime hours remain after the voluntary overtime sign-up is completed, the remaining hours will be covered with mandatory overtime, deployment of the Operations Supervisors or use of the on-call dispatcher (not necessarily in that order) or by a combination of any of the above methods.
  - 4.2.2 If more than ninety (90+) overtime hours remain after the voluntary overtime sign-up is completed, a required supplemental overtime sign-up will be posted. The remaining overtime hours will be divided by the number of available dispatchers and each dispatcher will be required to sign up for the resulting number of overtime hours.
    - 4.2.2.1 Dispatchers cannot sign-up for required supplemental overtime hours which leaves less than a two (2) hour gap.
    - 4.2.2.2 Dispatchers who have voluntarily signed up for more than ten (10+) hours during the four to seven (4-7) day voluntary overtime sign-up will be exempt from the required overtime supplemental sign-up.
    - 4.2.2.3 The required supplemental overtime sign-up will follow the same rotation as the on-call and required overtime sign-up.
    - 4.2.2.4 The required supplemental overtime sign-up will be posted for a minimum of two (2) days and a maximum of four (4) days.

- 4.2.3 Any overtime hours remaining after the required supplemental overtime sign-up is completed will be covered with mandatory overtime, deployment of the Operations Supervisors or use of the on-call dispatcher (not necessarily in that order) or by a combination of any of the above methods.
- 4.2.4 When time does not permit a shift to be covered by a voluntary or required supplemental overtime sign-up, mandatory overtime and/or deployment of the on-call dispatcher may be used to fill the vacancy.