



**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

Policy No. 2022 Date Issued: March 7, 1996
Section: 2000 – Personnel Procedures Date Revised: June 13, 2012
Accreditation Standards:

SUBJECT: MANDATORY OVERTIME PROCEDURES

APPROVED: _____
Dennis Kidd, Interim General Manager

1.0 Purpose:

- 1.1 To be used when the shift is below minimum staffing levels.
- 1.2 To bring the shift up to minimum staffing levels using mandatory overtime.
- 1.3 To be used as a last resort after all other attempts to solicit volunteers have been exhausted.

2.0 Definition

- 2.1 Mandatory Overtime as applies to this policy is overtime which involves the holdover of on-duty personnel.

3.0

Mandatory Overtime:

- 3.1 Only managers may assign mandatory overtime.
- 3.2 Mandatory overtime shall be assigned in not less than half hour increments, minimum one half hour.
- 3.3 If four (4) or more hours are assigned, the employee will be offered his/her next shift off.
- 3.4 If mandatory overtime is assigned, a report will be forwarded to the General Manager.

4.0 Distribution:

- 4.1 To distribute mandatory overtime utilizing a fair rotation.
- 4.2 Mandatory overtime shall only be assigned to on-duty personnel; there can be no mandatory call outs.
- 4.3 A mandatory overtime assignment roster will be compiled by reverse order of seniority.

5.0 Fair Rotation:

- 5.1 The Scheduling Supervisor will maintain the mandatory assignment roster by reverse order of service dates.
- 5.2 The Scheduling Supervisor will post the mandatory assignment roster on the intranet.
- 5.3 When an employee accrues four (4) or more hours of mandatory overtime or overtime taken in order to prevent another employee from being held mandatorily (mandatory credit) his/her name will be moved to the bottom of the roster.
- 5.4 Dispatchers working overtime are subject mandatory overtime attached to their overtime shift, not to exceed ninety (90) minutes of mandatory overtime.