

MIFD Process for Filling Overtime (Overtime Policy)

The Mercer Island Fire Department uses the software program “Telestaff” to maintain and monitor the work schedules for all employees. This program ensures that we constantly maintain the required minimum staffing of personnel 24/7/365. When a vacancy occurs or overtime (OT) is required to fill any extra positions, such as the staffing of E193 for special events, Telestaff will automatically start calling employees based upon preconstructed lists and rules to fill the vacancy.

Lists

OT callback is based upon two main lists, a long-list (>12 hrs.) and a short list (<12 hrs.). Each of these lists is maintained separately and are based upon the total number of hours an employee has at the time the OT is called. For the long list, the person having the least number of total hours is positioned at the top of the list and is called first for an available OT. Once that OT has been accepted the number of total hours is recalculated and that person drops down the list and is placed according to their total OT hours. For the short list, the position of the employee on the list is based upon their last worked short OT, so when one is accepted, that employee goes to the bottom of the list. If an employee does not accept the offered OT, Telestaff moves on to the next person on the list, continuing this process until the vacancy is filled. This is designed to provide fairness and equity in the assignment of OT for all employees.

Rules

1. Two Battalion Chiefs cannot be on operations duty at the same time (BC's cannot fill OT for a FF or Lt. if another BC is already on-duty).
2. At least one officer, Lt. or BC, must be on-duty each day.
3. Once a short OT has been accepted, it cannot be turned back in for an exchange in favor of a longer OT, such as a 24 hour.
4. Short OT's will be posted as soon as they become available for maximum notification to employees.
5. Employees who accept a short OT of 6 hours or less via Telestaff will have 3 hours deducted from their long OT list accrual.
6. Sign-up sheets will be used to allow employees to volunteer for short OT's for special events, and these do not impact their short OT accrual.
7. Long OT vacancies will be called for before short OT vacancies.
8. OT accrual bucket lists will 0 out each Sept 1.
9. Once the long or short OT list has been gone through twice, the Watch Commander will manually call all eligible members. The member who accepts the OT on the third time through the list will not have those hours counted against their overall accrual.
10. All employees can manually assign themselves as “do not contact for OT” or “automatic acceptance of OT” for any day of the year they are not currently scheduled to work.