

## Shelbyville Fire & Rescue

### Standard Operating Procedure for the application of Mandatory Overtime

*Scope:* It is the purpose of this policy to provide a fair means of applying additional but, necessary work hours to any shift employee for the sake of securing the minimum staffing required by Shelbyville Fire Department. This policy shall also provide a means of disciplinary action for any employee or supervisor who fails to abide by it.

- Prior to enforcement of this policy, all reasonable means to cover the empty position shall be used in advance to prevent unnecessary inconveniences to any employee.
  - The only exception will be a last minute call in.
- A Mandatory Overtime list of employees shall be established on the basis of lowest hours on the rotation list of the off going shift.
- For the day that a full time shift position must be filled, the supervisor responsible for the shift requiring coverage will go to the mandatory overtime list and select two (2) employees from the previous shift to cover the empty position. These two employees will be placed on notice. The employees will be told what time they will be required to report for duty unless, they receive a call relieving them of that responsibility by the supervisor. After the mandatory employees have been placed on notice, and within a reasonable amount of time. The supervisor will attempt by all reasonable means to cover the empty position. If after all reasonable attempts to cover the vacant shift are exhausted, the selected mandatory overtime employee will work the hours assigned by the supervisor. The supervisor will mark the mandatory overtime list for the employee(s) who actually worked the additional hours. The hours shall be any additional hours that an employee is mandated. Any employee who has been put on notice but does not work any mandatory overtime hours, shall not be marked on the list, and will be placed back in the rotation.
- - The supervisor will whenever possible, provide as much notice as available to allow for personal rescheduling of the mandated employee.
  - The supervisor may assign Am or Pm shifts based on the need or convenience of the employee.
  - The supervisor may assign the mandated firefighters to the station where coverage is needed.
  - The supervisor will have the latitude to skip any employee who is next in the rotation for a good reason. Any employee who is skipped for one of these reasons will be placed back in the rotation. These reasons are as follows:
    - FMLA Federal Family Medical Leave Act.
    - The beginning of an established vacation or trip.
    - Any sudden illness to an employee or family member. (This will require a medical excuse)
    - The death of a family member. (Verification may be required)

- Any special event that the supervisor determines will cause excessive; financial, physical, or emotional burden to an employee. (A formal written explanation shall be prepared by the supervisor for the Chief or Asst. Chief to be added to the excused employees personal file)

### **Consequences of Action**

- Any employee who fails to report for duty after being notified of a mandatory shift, will be considered a no call no show. If the employee does not meet the “good reasons” listed in this policy and/or does not contact the supervisor in a reasonable period of time concerning their excuse, the employee will be disciplined. The Shelbyville Policy and Procedure manual shall be referred to on the basis of no call no show and relevant actions will apply.
- Any supervisor, who fails to follow this policy, will be disciplined for failing to follow policy. Any supervisor, who does not make a reasonable attempt to cover the empty shift with voluntary coverage, will be disciplined for failing to follow policy. The Shelbyville Policy and Procedure manual shall be referred to on the basis of failure to follow policy and relevant actions will apply.