

Guidelines and Constraints Update

Created by:	Scott Parker	Issue Date:	December 4, 2008
Revision Contact:	sparker@mfaems.org	Review Period	Ends December 18, 2008
Implementation:	This guideline shall be implemented immediately allowing the crews to provide input and advice up until the review period end date. Upon completion of the review period, the standard will be revised and published for 10 days. During the revision phase crews will continue to follow this guideline. After the revision period, the guideline will be published and be fully implemented on January 5, 2009.		

Overtime Guidelines and Constraints

I. General Rules for Scheduling Overtime

This standard is intended to clarify the process and “rules” for overtime. There is a need to balance the organization wanting to allow our staff opportunity to increase their earnings against safety concerns and best business practices for MFAEMS. It is recognized that our staff provides us with an invaluable and indispensable service by working overtime, especially as it is required to meet our response area’s needs.

Outlined below are some of the basic rules we practice for scheduling overtime:

- Medics are encouraged to seek coverage from our staff for their time-off. There may be some economic or, more importantly, safety considerations recognized after the coverage is arranged. Because of this, it may be necessary, from time-to-time, for the adjustments and changes to be made accordingly.
- MFAEMS will try to limit the number of dual paramedic crews, especially as it relates to overtime. Staffing with dual paramedic crews may be determined necessary. If dual paramedics are scheduled, adjustments to this scheduling will be made as outlined below.
- Medics will be allowed to sign up for overtime without restriction to the number of shifts. However, for any employee with 14 shifts or more in a 2 week period on the schedule, MFAEMS will attempt to find other coverage for the additional shifts (14th and more) through other employees. This may include other fulltime and part-time employees.
- Any adjustment or changes to dual paramedic crews and for the number of scheduled overtime shifts will occur at least 1 week (7 days) prior to the day(s) in question without discussing this change with the employee.
- Employees on their regularly assigned duty day/shift will not be scheduled off unless requested or discussed and agreed to by the employee.

II. Scheduled Other Assigned Shifts - Mandatory Overtime and “MOT” List

In an effort to assure the release of employees from duty status, as scheduled, and to minimize the impact of medic illness on the off-going crews, Marble Falls Area EMS will post a Mandatory Overtime (“MOT”) List.

- The MOT List will list days of the month with the assigned employee names. The employee, for the assigned day, is subject to hold over for the purposes of truck staffing. This might include any opening on the schedule (including public relations events) or for purposes of coverage for medic illness or tardiness.



II. Scheduled Other Assigned Shifts - Mandatory Overtime and "MOT" List (cont.)

- The MOT List will be published quarterly and issued at least 1 month prior to the start of the quarter.
- Employees may trade or get coverage for any MOT shift. All trades and changes must be approved, in writing, by the Operations Director or his designee. Ultimate responsibility for coverage of MOT is the employee that is originally assigned the shift.
- The MOT day follows the assigned shift day for the employee. The employee scheduled for MOT will be notified of MOT by 0710 at the end of their regular assigned shift.
- MOT will be a continuation of a shift and not involve a break in work, unless arranged or requested by the MOT employee.
- The MOT employee may seek relief from off-duty staff. There may be restrictions on what certification level/license may be used to cover the shift.
- Notification will be made by command staff to the MOT person by phone at their station. Employees will remain on the clock until 0710.
- In the event an employees has PTO for their regular assigned shift and does not have coverage for their MOT, it will be the responsibility of the employee to be available for work for that MOT assignment.
- There is no "callback" status for this MOT assignment. The MOT obligation ends at 0710 (or earlier if released by Command) on the day that your regular assigned shift ends.
- Failure to cover MOT shifts will be viewed as failure to cover regularly assigned duty day/shifts resulting in appropriate discipline.
- It is possible, due to staffing limitations, that the MOT employee may not have the appropriate level of certification for the position that is needing to be covered. The on-duty command will have the responsibility of finding appropriate coverage and will release the MOT employee as is necessary.

