

**DISTRICT OF COLUMBIA
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**

BULLETIN NO. 45

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GUIDELINES FOR WORKING OVERTIME AND HOLIDAYS

I. PURPOSE

This Bulletin establishes general rules and operational guidelines to assist an employee in making himself/herself available to work overtime (OT) through TeleStaff. The D.C. Fire and Emergency Medical Services Department will make efforts to ensure that OT is equally distributed to employees who want to work their assigned day off.

II. OVERTIME GUIDELINES

It is each employee's responsibility to declare his/her desire to work OT by entering his/her availability into TeleStaff. The following are guidelines to be utilized when an employee signs up to work OT on his/her assigned day off:

- A. Overtime will be authorized only on an employee's day off, and will not be authorized on a day that an employee is on annual leave.
- B. An employee who signs up in TeleStaff to work OT is merely indicating his/her availability to work OT — signing up does not guarantee that the employee will be selected to work OT.
- C. For day-to-day scheduling issues, the on-duty Deputy Fire Chief has the authority to mediate any unresolved issue that may arise.
- D. Contact Data: Pursuant to Order Book Article III, § 7 as well as this Bulletin, each employee is required to provide his/her current contact information both on his/her F&EMSD Form 9 and in PeopleSoft. Updated contact information is not only essential for OT administration, but also for mobilizing the Department during an emergency.
- E. Advance Sign Up: An employee may sign up in TeleStaff 30 days in advance of the date that he or she desires to work (whether am or pm). Additionally, an employee desiring to work OT during any special event shall select the appropriate code (i.e. drop down box) for the date of the specific event in TeleStaff.
- F. Same-Day Sign Up: An employee who desires to work OT, but has not signed up in advance in TeleStaff, shall make himself/herself available as soon as his/her intentions are known:

1. An employee desiring to work OT on the day half of a tour who did not sign up in advance must enter his/her availability by 0500 hours on the day she/he desires to work:
 2. An employee desiring to work OT on the night half of a tour who did not sign up in advance must enter his/her availability by 0900 hours on the day she/he desires to work.
- G. Continuation of Duty: It is the Department's desire to limit and/or eliminate holdovers and mandatory overtime if possible using the list of available employees who have signed up to work OT on their assigned day off. The Department, in its discretion, may backfill positions in the following order:
1. From an available list that has been generated 7 days in advance;
 2. From an available list that is generated on a daily basis; or
 3. Through continuation of duty.
- H. Hours: The Department will make efforts to prevent an employee from working more than 12 consecutive duty hours beyond his/her regular tour of duty. Accordingly, no such employee may exceed 36 consecutive duty hours (IAFF Local 36 and AFGE Local 3721 members) absent permission from the on-duty Deputy Fire Chief of Operations. Operational units will only be allowed to go out of service for relief when approval has been granted by the Battalion Management Team with notification to — and approval of — the on-duty Deputy Fire Chief of Operations.
- I. List and Resets: The Department, through its TeleStaff Officer, will:
1. Publish a bi-weekly list of employees who signed up to work OT on their assigned day off, and the number of hours worked in the respective bi-annual period (January-July). This list can be found on the LAN designated "TeleStaff."
 2. Reset the number of hours employees work on a bi-annual schedule — the reset will occur the first full pay period in January and July; and
 3. Provide the respective Presidents of IAFF Local 36 and AFGE Local 3721 a list of their bargaining unit members who have worked OT, and the number of OT hours worked. The list will be broken down by platoons, and will be circulated biannually, five business days after the OT list is reset in the months of January and July.

- J. Employee Selection: TeleStaff will be programmed to prioritize selection of employees to work OT on their assigned day off as follows:
1. The Department reserves the right to give priority to employees holding the position, certification, and/or rank of the vacancy being backfilled.
 2. Similarly situated employees will be prioritized based on the number of OT hours worked on their assigned day off (i.e., an employee with the least amount of OT hours worked will be given the first opportunity to work OT), except that employees on their first day off may be given the first opportunity for “AM” vacancies.
 3. An employee who has been on extended leave or who has otherwise not been available to work OT on his/her assigned day off will be averaged in on his/her assigned platoon. For purposes of this Bulletin:
 - a. The phrase “extended leave” constitutes four (4) consecutive non-worked tours; however, extended leave does not include an employee who misses work due to pregnancy per Bulletin 29, *Pregnancy Policy*, FMLA–Family Sick Leave (FMSK), FMLA–Family Annual Leave (FMAL), Paid Family Leave (PFLT), Military Leave (MILI) or Performance of Duty (POD–Sick).
 - b. The phrase “averaged in” means that the Department will attempt to equitably distribute OT by considering the average number of OT hours worked by the employee’s assigned platoon co-workers during each bi-annual period. This is done so that the employee who has been on extended leave who makes himself/herself available to work OT is not given an unfair advantage over other employees in his/her platoon.
- K. TeleStaff Notification: An employee who has been notified by TeleStaff that she/he has been selected to work OT shall accept the OT assignment by following the instructions provided during the TeleStaff phone call, or by logging into his/her TeleStaff application.
- L. Cancellations: The Department realizes that, on rare occasion, unforeseen events may cause an employee to cancel an OT assignment even after the employee had previously accepted same. In such circumstance:

1. The employee shall notify his/her respective Company Officer as soon as the unforeseen event becomes known, but no less than two (2) hours prior to the start of the OT assignment.
2. An employee who cancels his/her assigned OT shift will be passed over and will count as an “Opportunity Worked,” and the next available employee who signed up to work will be notified.
3. For purposes of this Bulletin, “Opportunity Worked” is a number TeleStaff assigns to an employee based upon the number of OT hours she/he was scheduled to work, but did not work due to cancellation.

M. Day-Off Trades: An employee who is either working a day-off trade, or who has initiated a day off trade, will not be allowed to work OT on his/her assigned shift. However, in an extreme emergency, this may be allowed and only with the written permission of the on-duty Deputy Fire Chief of Operations. The Company Officer shall make a notation in the Company Journal of same. All day-off trades must otherwise comply with Order Book Article 8, §§ 7 and 8.

N. Eligibility:

1. An employee is not eligible to work OT in any pay period while on:
 - a. A non-pay status for disciplinary reasons, for example:
 - Suspended Without Pay (SWOP);
 - Absent Without Leave (AWOL); and/or
 - Leave Without Pay (LWOP);
 - b. FMLA–Medical Leave (FMLA).

The employee shall not be eligible to work OT until the first day of the pay period after the conclusion of the above status.

2. An employee is eligible to work OT in any pay period while on:
 - a. FMLA–Family Sick Leave (FMSK);
 - b. FMLA–Family Annual Leave (FMAL);
 - c. Paid Family Leave (PFLT);
 - d. Military Leave (MILI).
3. An employee on Sick Leave of any type may not work OT. However, an employee returning from Sick Leave is not restricted from working OT at any time after being returned to full duty.

O. Probationers: The Battalion Commander/Platoon Commander shall ensure that a Probationer who wishes to work OT on his/her assigned day off has completed a 90-day period in his/her assigned Company. This 90-day period will ensure that the Probationer is eligible for a detail away from his/her assigned Company. However, if the needs of the Department require a Probationer to work OT on his/her assigned day off within the 90-day period, approval must be granted by the on-duty Deputy Fire Chief of Operations.

III. HOLIDAY GUIDELINES and RULES

- A. The following priorities will be used when projecting (pushing) employees on their Holiday/Benefit Day; with first priority going to number one and lowest priority going to number seven:
1. Volunteers;
 2. Employees in a non-pay status (AWOL, Suspension, or LWOP) during the tour immediately preceding the Holiday/Benefit Day;
 3. Employees utilizing the Minor Illness Program (MIP) during the tour immediately preceding the Holiday/Benefit Day;
 4. Employees returning from Sick Leave on the Holiday/Benefit Day;
 5. Employees utilizing Emergency Annual Leave (EAL) during the tour immediately preceding the Holiday/Benefit Day;
 6. Probationary employees in rotation; and
 7. Other employees who have not been projected (pushed) in the current calendar year in reverse order of seniority in the Department.
- B. If conditions permit, an employee volunteering for projection on a Holiday/Benefit Day shall have priority (immediately following leave periods) on requests for Annual Leave for the night tour of duty.