

BODEGA BAY FIRE PROTECTION DISTRICT
STANDARD OPERATING PROCEDURES

WRITTEN BY:	ELSON	APPROVED BY:		NUMBER: 87
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SUBJECT: MANDATORY OVERTIME (FORCE HIRE) DATE: 20JAN03

All reasonable and documented (per SOP) efforts should be exhausted prior to assigning an employee to mandatory overtime. Prior to any force hiring utilizing mandatory overtime, a page or contact will be sent indicating the needed position in an effort to fill the vacancy.

If the need for shift coverage cannot be filled on a voluntary basis, a Chief Officer/Operations Officer will fill the need through mandatory overtime. The Chief Officer/Operations Officer has the authority to force hire any employee, at any time, to maintain staffing levels as per the MOU.

Selection of the employee to be assigned mandatory overtime will be based on a rotational list of employees by rank starting with the least senior employee at the top of the list.

An employee detailed to mandatory overtime will be moved to the bottom of the mandatory overtime list, regardless if the employee or their designee fulfills the assignment. If a new employee enters employment, they will be placed on the list in order of seniority. The current order will not change. The mandatory overtime list will be attached to this document.

If the employee at the top of the mandatory overtime list is physically unable to fulfill the assignment, (ie; due to distance, already working on that shift or injury), the next employee on the list may be detailed for mandatory overtime.

An employee assigned to mandatory overtime can make their own arrangements to have another employee fill the vacancy. All substitutions will be approved by the Chief Officer/Operations Officer, prior to the vacancy being covered.

An employee detailed to mandatory overtime shall be compensated as per the MOU.

Executive Committee of IAFF Local 3051 agreed to this SOP on: 1430 hours, Tuesday, January 21, 2003 in meet and confer meeting with Chief Grinnell.