



Carroll County Department of Fire & EMS

Standard Operating Procedure: 2.01	Effective Date: August 23, 2024
Subject: Overtime / Voluntary	Section: Human Resources
Authorized: Michael Robinson, Director/Chief	Revision Date: 2025

I. PURPOSE

The policy is to establish a procedure for distribution and approval of overtime for members of the Carroll County Department of Fire & EMS.

II. DEFINITIONS

Overtime – non-regularly scheduled time, that an employee voluntarily signs up to work.

Day Work – Personnel assigned to a schedule involving a Monday thru Friday type of work week.

Shift Work - Personnel assigned to work 24 on, 72 off rotation.

Approved Leave- Allotted time off as outlined in SOP 2.08 Leave Administration.

III. PROCEDURES

1. Overtime List

a. All overtime hours worked in emergency response field positions will be tracked in VTI. Mandatory Hold Over hours will be tracked separately.

i. An Overtime Status List is generated daily in the VTI program. Personnel will be listed in order from the least to the greatest hours of overtime worked. Overtime

will be assigned to personnel with the lowest number of hours worked based on the classifications listed in section 5 of this policy.

b. Personnel held over due to an emergency incident or as a Mandatory Holdover will not be assessed those hours worked on the Overtime Status List in VTI.

c. A reset date for the Overtime Status List will occur at 0700 on April 1st and October 1st annually, where personnel shall have their Overtime hours zeroed, with the list order remaining intact.

d. New Employees

i. new employees will be assigned a number equal to the average of the highest and lowest number of Overtime hours worked by personnel between the ranks FADO and Firefighter/EMT.

2. Overtime Availability for Shift Work Personnel.

a. Employees are required to sign up for overtime for each calendar day. Employees may choose the following time frames

- 0700-0700
- 0700-1900
- 1900-0700

b. Overtime for Day Work personnel must not interfere with the day work assignment they are assigned to.

3. Personnel Contact Information

a. Personnel should ensure two (2) forms of contact are on file with the Shift Commander. One of the contact forms must be designated as their primary contact for Overtime purposes.

i. Phone numbers may either be a landline or cell phone.

ii. There is no obligation to utilize any other contact information, other than what the individual has on file with the Shift Commander, for the purposes of offering available Overtime opportunities.

iii. Personnel are responsible for ensuring current contact numbers are correct. A printed copy of Overtime contact numbers shall be maintained in the Shift Commanders office and will be updated periodically.

iv. Personnel that are currently on duty at the time of the Overtime opportunity may be contacted at their respective stations.

4. Fatigue Consideration for Overtime Opportunities

a. Personnel shall NOT be allowed to be on duty, including on a Work Shift Exchange, for greater than 48 hours without a continuous 12-hour period off. Exceptions may be approved by the Shift Commander on a case-by-case basis.

- i. Shift Commanders shall have the authority to assess an individual being considered for an overtime opportunity that will be in excess of 48 hours with regards to their level of fatigue and sleep deprivation. Based on that assessment, Shift Commanders are authorized to withhold offers of Overtime opportunities to individuals that are at risk for unsafe operations, despite their standing in the Overtime sign-up and distribution process.
- ii. An employee may be denied the opportunity to work overtime by the Shift Commander due to excessive hours and fatigue. If this occurs, upon request of the employee, a memo explaining the circumstances shall be submitted to the Deputy Chief and a copy provided to the employee.

5. Overtime Job Classifications

a. Overtime shall be offered back on a “rank for rank” basis until that list has been exhausted.

b. Should the overtime list for a particular rank be exhausted, qualified personnel from a different rank will be used to avoid mandatory holdovers.

c. Once a particular list has been exhausted, overtime opportunities shall occur following the order listed below:

i. Shift Commander

1. Shift Commander
2. Qualified Lieutenant
3. Holdover

ii. Station Lieutenant

1. Station Lieutenant
2. Qualified Fire Apparatus Driver Operator, Firefighter Paramedic, or Firefighter EMT
3. Shift Commander
4. Holdover

iii. Fire Apparatus Driver Operator

1. Fire Apparatus Driver Operator
2. Qualified Firefighter EMT
3. Qualified Firefighter Paramedic
4. Qualified Station Lieutenant

5. Qualified Shift Commander (with Deputy Chiefs' approval)
6. Holdover

iv. Firefighter Paramedic

1. Paramedic or Firefighter Paramedic
2. Qualified Fire Apparatus Driver Operator
3. Qualified Station Lieutenant
4. Qualified Shift Commander (with Deputy Chiefs' approval)
5. Holdover

v. Paramedic

1. Same as Firefighter Paramedic

vi. Firefighter EMT

1. Firefighter EMT
2. Fire Apparatus Driver Operator
3. Firefighter/ Paramedic or Paramedic
4. Station Lieutenant (with Deputy Chiefs' approval)
5. Shift Commander (with Deputy Chiefs' approval)
6. Holdover

6. Filling of Approved Leave

- a. All leave requests must be submitted per the guidelines established in Policy 2.08.
- b. Shift Commanders or their designee will contact personnel who have indicated their availability on the Callback Status List using their supplied contact information.
- c. Shift Commanders or their designees will fill overtime vacancies starting 8 calendar days (two shifts) out from the current day.
 - i. Personnel can either "accept" or "decline" the overtime opportunity when contacted.
 - ii. The employee will have 15 minutes to return contact to the Shift Commander or designee. Failure to return contact back within that 15 minutes may result in the next person on the list being contacted.
- d. Personnel may, at the discretion of the Shift Commander, be offered an Overtime opportunity for a position other than their current rank or functional position type if they are "qualified", which implies they:
 - i. Are on the current promotional eligibility list for the needed capacity and;
 - ii. Are approved to function in the needed capacity by the Deputy Chief and;
 - iii. Meet other established criteria as defined by the Department.

7. Filling of sick leave call out and vacancies that exist for the next work day.

a. All approved sick call out leave will be filled according to the filling of approved leave policy (listed in section 6), if the call-out is made prior to 2000 hrs.

b. All leave/vacancies for the next workday, created after 2000hrs. on the prior day will be filled in the following sequence:

Step 1 - Contact the on duty members who are signed up to work and offer the position. Example – B shift fire fighter is working and signed up for the following day, C shift firefighter calls out. The Shift Commander will contact the, B shift member who is on duty, signed up with the lowest hours and offer the position.

Step 2 – The Shift Commander will make calls to fill the position based on contacting members on the sign up list and not currently on duty.

Step 3 – The Shift Commander will make contact with the member on the hold over position. They will advise the member that they are being held over.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Callback / Overtime Assignments or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.