



POLICIES AND PROCEDURES
MONTGOMERY COUNTY
DEPARTMENT OF FIRE AND RESCUE SERVICES

NO. 903
PAGE 1 OF 2
DATE January 27, 1998
DIRECTOR APPROVAL *[Signature]*

TITLE OVERTIME PROCEDURE FOR ECC PERSONNEL

PURPOSE

1.0 To provide a system for hiring qualified full time and cross-trained personnel on an overtime basis to fill vacant positions in the Emergency Communications Center (ECC).

APPLICABILITY

2.0 All DFRS full time and cross-trained personnel qualified to operate in the ECC.

2.1  This policy was developed in cooperation with the International Association of Fire Fighters, Local 1664.

POLICY

3.0 An overtime sign up list will be established. The overtime sign up list must be used for all personnel when hiring overtime, including officers and cross-trained personnel.

3.1 Unscheduled overtime will be filled using the overtime sign up list, if time permits. The on-duty ECC supervisor may deviate from using the overtime sign up list for cause.

3.2 When hiring personnel for overtime purposes, the following order should be followed:

- a. when there is a Fire Fighter or Master Fire Fighter vacancy, fill with:
 - 1. Fire Fighter or Master Fire Fighter, detail;
 - 2. Fire Fighter or Master Fire Fighter, on overtime, from full time ECC personnel;
 - 3. Fire Fighter or Master Fire Fighter, on overtime, from cross trained personnel not assigned to ECC;
 - 4. Lieutenant or Captain, overtime, from full time ECC personnel;
 - 5. Lieutenant or Captain, overtime, from cross trained personnel not assigned to ECC;



POLICIES AND PROCEDURES

MONTGOMERY COUNTY
DEPARTMENT OF FIRE AND RESCUE SERVICES

903

NO.

PAGE

2

OF

2

DATE

January 27, 1998

TITLE

OVERTIME PROCEDURE FOR ECC PERSONNEL

DIRECTOR APPROVAL

[Signature]

b. when there are no officers and minimum staffing has not been met, fill with:

1. Lieutenant or Captain, detail (day only);
2. Lieutenant or Captain, overtime, from full time ECC personnel;
3. Lieutenant or Captain, overtime, from cross-trained personnel not assigned to ECC;
4. Master Fire Fighter, overtime, from full time ECC personnel;
5. Master Fire Fighter, overtime, from cross-trained personnel not assigned to ECC.

3.3 If minimum staffing has been met and a Master Fire Fighter is working, then there will be no need to hire an officer for overtime.

3.4 Every effort will be made to detail qualified personnel from the field before hiring overtime when field staffing levels permit.

PROCEDURE

4.0 The ECC scheduling officer will post the overtime sign up list by the 1st day of the month for the following month.

4.1 All personnel, must submit their specific availability dates to the ECC scheduling officer by the 15th of each month.

4.2 The ECC scheduling officer will post the following months schedule by the 22nd of the month.

ATTACHMENT

5.0 Overtime Sign Up Sheet

OVERTIME SIGN UP SHEET

(MONTH, YEAR)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	

- 26. _____
- 27. _____
- 28. _____
- 29. _____
- 30. _____
- 31. _____
- . _____
- . _____
- . _____
- . _____

ALL PERSONNEL DESIRING TO WORK OVERTIME SIGN ON THE APPROPRIATE DATE. INCLUDE WHICH SHIFT(S) YOU ARE AVAILABLE TO WORK.

FULL TIME AND CROSS-TRAINED PERSONNEL MUST USE THIS SIGN UP SHEET