

## **POLICY FOR ROTATION OF OVERTIME**

**1052**

(No. 27 August 1992)

Voluntary overtime lists will be used to distribute unplanned non-emergency overtime of one duty day (defined, for purposes of this section only, as 10 hours, or 12 hours for station assignments) or more among qualified employees as described below.

Employees will not be unreasonably denied inclusion on a Voluntary Overtime List.

Consistent with the above, Unit 8 employees may be offered overtime assignments of less than one (1) duty day.

1. Lists will be developed by Sacramento Headquarters and each unit. The lists may be established for the unit, and any county, division or battalion within the unit, having 25 or more employees who are eligible to be placed on a voluntary overtime list. Region offices, the Academy and camps will be considered within the geographical area of a unit for purposes of this provision and will be included with the unit they fall within. Use of the list, while desirable in all circumstances, is not required when the unit has less than 72 hours notice of the need for the overtime assignment. The 72-hour time frame shall not be used as a means to avoid using voluntary overtime lists. An employee may request his/her name be placed on any list in their unit.
2. The lists will be established by classification for the following: Firefighter II, Fire Apparatus Engineer (FAE), Fire Captain, and Heavy Fire Equipment Operator. Fire Captain A and Fire Captain B will be on the same list. Employees must volunteer in writing, for placement on the initial voluntary overtime lists. Employees volunteering for placement on the initial lists will be listed in order of classification seniority. Employees requesting placement on an existing list will have their names placed at the bottom of the lists. The list used will be the list established for the classification to be worked. For example, if a captain's shift is available due to vacation, the captain's list will be used. However, CDFEA recognizes that some overtime assignments are not class specific.
3. Lists will reflect personnel who possess specialized qualifications for certain overtime assignments such as: Paramedic, EMT, Hazardous Material Specialist, Air Attack, Helitack, Fire Prevention, Emergency Command Center, Truck Company, Fire Station, or Conservation Camp qualified. Only persons qualified for these specialized assignments will be offered the overtime. Offers will be in the order their names appear on the list. Requests for these specialized assignments must be included, in writing, with the initial request to the unit manager or designee for placement on the list.

4. When an overtime assignment becomes available, efforts will be made to contact the person at the top of the list to offer him/her the opportunity to work. Anytime the contacted employee is available and accepts an overtime assignment of eight (8) hours or more, his/her name is placed at the bottom of the list. Any time the contacted employee is available and declines an overtime assignment of a duty day (as defined above), his/her name is placed on the bottom of the list.

Declining an overtime assignment of less than a duty day will not affect the employee's position on the list. Declining three consecutive offers of voluntary overtime of a duty day or more, will cause the employee's name to be removed from the list for the remainder of the calendar year.

5. At the time of offering the employee overtime, the unit manager or designee will inform the employee how much overtime will be allowed. Overtime offered shall not exceed two consecutive days. If the employee on the top of the list can work only one day, he/she will be offered the one day and the other day will be filled consistent with this section.
6. Travel costs to and from a voluntary overtime assignment will be borne by the employee.
7. Employees who accept voluntary overtime will not be furloughed for the purpose of reducing the number of voluntary overtime hours worked.
8. Employees may not trade voluntary overtime time that has been scheduled pursuant to this section.
9. Existing or other practices for rotation of overtime may be utilized upon approval of the Director and written agreement with CDFEA at the State level.
10. Voluntary overtime not subject to any list will be distributed in a fair and equitable manner.
11. If overtime is accepted but is later canceled, the employee's name will be placed at the top of the list for consideration for the next overtime opportunity which has not already been scheduled. The existing placement of the employee's name elsewhere on the list shall not be adversely affected by the cancellation. If the overtime is canceled before the employee leaves home, there will be no compensation. If the employee has left home, he/she will receive compensation pursuant to the call-back provisions of the Unit 8 MOU.

12. During the NERP period, NERP employees are ineligible for ERP voluntary overtime assignments. If NERP voluntary overtime is available, only NERP employees may be offered the voluntary overtime.

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