

MANDATORY OVERTIME (FORCE BACKS)

Utilizing the Rotating Forceback List

6 month trial period 09/20/2021 - 03/20/2022

DRAFT

1. General

- a. Prior to a new shift bid taking effect, all eligible members shall be placed on their shift's overtime pick list in order of lowest to highest seniority irrespective of rank.
- b. The list shall reset at the beginning of the new shift bid every year.
- c. Members who join the voluntary overtime list during the year will be added to the top of the forceback list with the highest factor number across all three shifts.
- d. Members who are forced back will normally have three options:
 - i. Accept work. Members who accept work will move to the bottom of the forceback list.
 - ii. Refuse. Members who refuse shall be removed from the overtime list for six (6) months.
 - iii. Farm out. Members may normally farmout any portion of a forceback shift.
 1. A farmout is considered a private transaction between two members. Only the member who is farming out the forceback shall rotate to the bottom of the list.
 2. Members not on the Overtime List are ineligible to receive farmouts of any amount.
 3. Farmouts may be suspended to meet staffing needs.

2. Assigning Forcebacks

- a. Members will be assigned to work forcebacks in the following order:
 - i. Primary list - the primary list is responsible for filling the first two days of their four day. If that list is exhausted and there are still spots to fill, the Adjutant will move to the Secondary List.

*****Adjutant will assign the Forcebacks starting from the top of the Rotating Forceback List. As soon as the top unprotected person is placed in the open position of their choosing (if possible) the Adjutant drops them to the bottom of the list and moves to the next (unprotected) individual at the top of the list - once that person is placed in the open position of their choice they are dropped to the bottom of the list and so on. The list will be moving in real time.***

- ii. Secondary list - members on the secondary list may be needed to fill the remaining spots on what would be day 3 and day 4 of their 4 day. If this list is exhausted and there are still spots to fill the Adjutant will move on to those members meeting protected criteria.

*****Adjutant will assign the Forcebacks starting from the top of the Rotating Forceback List of the Secondary List. Following all procedures outlined in 2.a.i.***

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- iii. Members meeting protection criteria will be forced in the following order (order pulled from the Overtime Rules)
 - 1. Employees who are not on the overtime list and do not have scheduled vacation or comp time may be forced starting with the least senior employee and ending with the most senior employee based on date of hire.
 - 2. Employees who were deemed ineligible due to Rule 12 of the Overtime Rules (minimum/maximum Captains on duty) will be eligible so long as the minimum does not go below 4 and the maximum does not go above 16. This does not apply to other ranks or paramedic needs.
 - 3. Employees who have a scheduled District obligation as in Rule 19 of the Overtime Rules will be forced to cancel that District obligation and become eligible for a force back.
 - 4. Employees who have secured a force back trade in accordance with Rule #27 will be denied the trade and both employees will become eligible.
 - 5. Employees who have scheduled Comp time as in Rule 25 will become eligible for a force back.
 - 6. Employees who have scheduled Vacation as in Rule 25 will become eligible for a force.
- b. Skipped or protected members shall remain in their position on the list.
- c. Preference of work assignments may be suspended to meet staffing needs.

3. PROTECTED ACTIVITIES

- a. Certain activities will normally protect a member from being forced to work or held over.
- b. Examples of protected activities include:
 - i. Scheduled Leave (PTO or CT) that coincides with the start or end of the four-day (96 hour) break.
 - 1. A member who has been “protected” may not cancel or reduce their scheduled leave once calling has been completed. This will be recorded in the Adjutant’s daybook.
 - ii. District approved training (Educational Reimbursement or district sponsorship).
 - iii. Prescheduled District obligations (does not include off roster program work).
 - iv. Members who are not on the overtime list.