

Overtime and Scheduling for Uniformed Non-Exempt Personnel



Issue Date: 4/11/2004

Revised Date: 04/14/2023

Section: Human Resources

1. Purpose

The purpose of this standard operating procedure is to define operational work schedules and to provide direction regarding departmental overtime procedures.

2. Applicability

This standard operating procedure shall apply to City of Virginia Beach Department of Emergency Medical Services (EMS) career, uniformed non-exempt personnel.

3. Policy Statement

The Department of EMS shall follow City of Virginia Beach Human Resources Overtime Policy (2.02). Career uniformed non-exempt personnel are considered "fire protection" employees per Virginia Code §9.1-702. EMS employees work a seven (7) day work period. Per Overtime Policy, 2.02 a work period commences at 12:01 a.m. Thursday and continues for one hundred sixty-eight (168) hours.

4. Standard Operating Procedure

4.1. Career non-exempt uniformed employee schedules

4.1.1. Employees assigned to administrative roles and divisions such as training, will be assigned to a seven-day work period of 40 hours. Employees may be assigned to five eight-hour days or four 10-hour days.

4.1.2. Employees assigned to the Field Services Division shall be assigned to work at least 40 hours in a seven-day work period.

4.1.2.1. Employees shall work a fixed, recurring schedule of three consecutive 12-hour shifts followed by 3 consecutive days off

4.1.2.1.1. In work weeks where this schedule contains 36-hours of shifts in the field, employees shall work or submit leave for four additional hours during the that seven-day work period.

4.1.2.1.1.1. Personnel shall have the flexibility to schedule the four hours worked within that seven-day work period with supervisor approval.

4.1.2.1.1.2. This additional four hours of work or leave shall be paid at time and half.

4.1.2.2 Employees may be assigned to a fixed seasonal schedule of four 10-hour shifts in a seven-day work period.

4.1.3. Employees assigned to the Field Services Division who are on modified or limited duty or who are assigned to a temporary duty assignment (TDA), such as training, professional development, long-term incident management team, etc., may require a schedule change to fulfill the assignment.

4.1.3.1. This schedule will typically be a consistent Monday through Friday forty hour per work period schedule.

4.1.3.2. The schedule may be dictated by the assignment.

4.2. Time and Overtime Documentation

4.2.1. All time and hours worked shall be entered into VBTime by the employee. This includes overtime or flexed schedules.

4.2.1.1. Employees are required to clock in and out each workday.

4.2.1.2. Special and specific assignments shall be noted as a comment.

4.2.1.3. Employees who work extra time on a shift before or after the normal shift, must include a comment with the reason, incident number is applicable, and name of authorizing supervisor.

4.3. Overtime Management

4.3.1. Career non-exempt uniformed employees are required to obtain prior approval to work any overtime or work a flexible/alternate schedule.

4.3.2 Supervisor permission is required before beginning work prior to the assigned start time.

4.3.3. Maximum Shift Length

4.3.3.1. Overtime, holdover and call back work periods shall not exceed maximum shift lengths defined in the Department of EMS Maximum Consecutive Shift Policy.

4.3.3.2. It is the employee's responsibility to schedule any additional voluntary shifts, so they are available and eligible to work their regularly assigned schedule.

4.3.3.3. It is the employee's responsibility to advise their supervisor when an overtime assignment will place them in violation of the maximum

shift length in the Department of EMS Maximum Consecutive Shift Policy.

4.4. Overtime Categories

4.4.3. **Scheduled Overtime:** The fixed, recurring schedule of three consecutive 12-hour shifts followed by 3 consecutive days off for field personnel may result in the employee working more than 40 hours in a seven-day work period. All time worked beyond 40 hours shall be considered overtime.

4.4.4. Unscheduled Overtime

4.4.4.1. **Call Back/Hire Back:** Voluntary or mandatory assignment of any non-exempt uniformed employee who would otherwise not be scheduled to be at work.

4.4.4.1.1. Call backs may be utilized to fill vacancies in staffing, increase staffing due to inclement weather, support special event coverage or meet other needs of the department.

4.4.4.1.2. Call backs will be for a designated period of time.

4.4.4.1.3. Non-exempt uniformed employees may sign up for daily and special hire backs to fill staffing shortages.

4.4.4.1.4. Prioritization will be based on the need for specialty certifications and/or critical skills.

4.4.4.1.5. Per the City of Virginia Beach Human Resources Overtime Policy (2.02), Non-exempt employees required to return to the work site on the same day, at least one hour after the conclusion of the employee's regular work shift or previous work call, shall receive a minimum of either two (2) hours compensable working time or recorded time for all actual time at the work site, whichever is greater.

4.4.4.1.6. Probationary employees are not eligible to sign up for 3 voluntary hire back during their initial 90 days of assignment.

Holdover: Voluntary or mandatory assignment of any non-exempt uniformed employee who remains on duty for any time period until proper relief can be arranged, required staffing levels are achieved or the employee is released from work by a supervisor.

4.4.4.1.7. **Recall:** Mandatory mobilization of one or more off-duty employees to support staffing prior to or during major emergencies or long-term emergency operations. The recall of off-duty personnel may be partial or total. This may or may not be for a designated period of time.

4.4.4.1.7.1. For partial recall, only the number of employees needed to meet the needs of the event or incident shall be mobilized.

4.4.4.1.7.2. Total recall will mobilize all off-duty employees that are physically capable of working under a full duty status.

This standard operating procedure shall become effective upon the approval of the Chief of Emergency Medical Services.



EMS Chief

4/21/2023

Date Signed

Standard Operating Procedure Change Log		
Created:	12/24/2014	Created on this date
Revised:	12/30/2017	Revised/Reviewed
Revised:	12/15/2021	Converted to new format, change to SOP, edited for terminology
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