1-01/030.00 Special Event Overtime Assignments

Special events are defined as Rose Parades, election coverage or any other event which requires a Division-wide response and is not covered by a Private Entity Contract.

Overtime Roster
Each Bureau shall develop a special event Overtime Roster which will be kept at the Bureau Headquarters. This will be a roster of all Bureau personnel arranged in order of Departmental seniority with the person having the earliest Departmental hire date being first. The Overtime Roster shall be valid for one calendar year with a new roster being created during the first week of January of each year.

Procedure
When special event overtime becomes available, Bureau Headquarters will advise all personnel and solicit lists from Branch Supervisors of any personnel desiring to work the event. Branch Supervisors shall brief their personnel regarding the available overtime and compile a list of those desiring to work. Upon receipt of these lists from Branch Supervisors, Headquarters staff will select Deputies for the assignment based upon the order of their names on the Bureau Overtime Roster. Only those Deputies who expressed a desire to work the assignment and whose names appear on the lists submitted by the Branch Supervisors will be considered. Deputies, who decline to work, i.e. did not submit a request, will be passed over in favor of less senior Deputies who requested to work. For example, if the next Deputy on the overtime roster did not request to work, their name will be passed over until the name of the next Deputy who requested to work is reached. This procedure will continue until the name of the next Deputy who requested to work is reached. This procedure will continue until the available positions are filled. When the available positions have been filled, a notation will be made on the overtime roster so that the next Deputy in order of seniority will have the opportunity for first selection at the next event.

After the first group of selections is made, the next person in order on the overtime roster will not be the most senior person in the Bureau but will be the most senior person on the remainder of the roster. This procedure will continue until all Deputies assigned to the Bureau, in order of their seniority, have had an opportunity to work overtime or until the end of the calendar year, whichever comes first. If sufficient overtime assignments develop during the year to enable all Deputies to have a selection, begin again at the top of the overtime roster with the most senior Deputy in the Bureau for the next available assignment.

Newly assigned personnel should be placed into the overtime roster as they arrive for their Bureau assignment. If their location on the roster, as determined by their departmental seniority, has already been passed, then they must wait until their name comes up again just as if they had declined an earlier opportunity. If their position has not yet been reached, then they will be considered in order with other Bureau personnel.

This procedure does not apply to any assignment that requires special qualification or skills.

Conversely, the Special Event Overtime Roster shall be used when drafting personnel to fill special event positions when there are insufficient volunteers. The drafting shall be done on the basis of inverse Department seniority (e.g. the least amount of Departmental seniority first) with employees having been drafted for a previous special event during the same calendar year placed at the end of the list for potential draft for the next special event. The Special Event Overtime Roster will expire at the end of a calendar year.

[Note: On occasions where undue hardship would be created at a Bureau due to an inordinate number of

personnel being drafted from a particular branch court to the degree officer safety and/or the mission of that unit would be significantly compromised, the Bureau shall consult Employee Relations to discuss viable alternative options with approval for deviations being approved by the Chief of Court Services Division.]