

## **Overtime Hiring Policy #0017**

### **PURPOSE OF ORDER:**

The purpose of this order is to establish policies regarding the hiring of all personnel for overtime.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit.

### **ORDER: HIRING OF PERSONNEL FOR OVERTIME:**

The Fire Camp Operations Sergeant is responsible for hiring all pre-scheduled overtime. The criteria for hiring is: the person with the least amount of overtime for that month is to be hired. If two or more persons have the same amount of overtime for that month, the secondary determining factor will be seniority. The hiring of personnel must be in line with the provisions of MPP, 3-02/010.15 WORK SCHEDULES with exceptions at the discretion of the on-duty watch commander.

Personnel may not give away an overtime position. If personnel are unable to work the overtime shift, the scheduling office or the on-duty Camp Sergeant should be notified. Either scheduling staff or the on-duty Camp Sergeant will designate alternative personnel to fill the open position.

The watch commander may deviate from this policy at their discretion.

### **HIRING OF SERGEANTS AND LIEUTENANTS FOR OVERTIME:**

The Camp Sergeant, with the approval of the Unit Commander, is responsible for hiring all pre-scheduled overtime of sergeant and lieutenants. The criteria for hiring is, the person with the least amount of overtime for that month is to be hired. If two or more persons have the same amount of overtime for that month, the secondary determining factor will be Department seniority.

The hiring of sergeants and lieutenants for unscheduled vacancies lies with the watch commander, using the above-listed criteria as a guideline.

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