



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Mandatory Overtime
Reference Number:	ADM 03-004
Effective Date:	29-Jan-15
Last Revision Date:	16-Feb-19
Signature of Approval	Curtis Sheets, Chief

Purpose:

To establish a guideline for when mandatory overtime will be activated.

Policy:

When staffing on property is reduced to three (3) persons at any time mandatory overtime will be activated.

- If a sick call out occurs a part-time person or full-time person will be requested to fill the schedule on a voluntary basis.
- If a sick call out occurs in a D-Shift slot then refer to staffing policy ADM 01-007. Mandatory overtime may be activated if sufficient staff are not available.
- If staffing falls below five (5) on a weekend with expected high occupancy and no staff volunteer to take the shift then mandatory overtime may be activated.
- The decision of who is required to take the mandatory overtime shift is the decision of the Captain from the shift going off duty.
 - The staff member with the least seniority shall be the first in line to take the mandatory overtime shift.
 - If the next mandatory overtime responsibility falls on the same shift then the person with the next least seniority will take the shift and so on.
- Second jobs shall not be a valid excuse for not taking a mandatory overtime shift.