Guideline Name:		Department:
Shift Bidding Personnel 200.5		Orange County Emergency Services

Effective Date:	Issued:	Approval(s): Kim Woodward EMS Operations Manager
August 1, 2016	August 15, 2016	

PURPOSE

To establish a standard for the shift bid process for long-term staffing requirements as outlined in the OCES System Plan. This process provides personnel the opportunity to apply for a different shift based on vacancies and/or hardship. Filling short-term vacancies caused by light duty, military leave, etc. are not covered in this SOG.

SCOPE

This guideline applies to all members of the Emergency Medical Services (EMS) Division.

DEFINITIONS

Open Bid – this will occur when a shift position is vacated and the Operations Manager or Deputy Operations Manager deem a long-term staffing requirement to exist.

Seniority - the length of uninterrupted full-time service at Orange County Emergency Medical Services (OCEMS) as determined by Orange County Human Resources. In the event there are two or more personnel with the same seniority date, their ranking for seniority will be determined in order of the following criteria: date they were cut-loose.

Good Standing - An employee in good standing will meet the following criteria:

- Holds all current and valid licenses required by OCEMS to function as an employee
- No disciplinary actions in 12 months prior to shift bid
- NOT currently operating under a Development Plan
- Has attended all required trainings
- Is in compliance with Attendance Policy

Hardship Bid- Evidence has been provided that an employee's current schedule imposes an undue or unreasonable burden due to health, family circumstances, or similar extreme extenuating circumstance.

System Need - the requirements deemed by OCEMS administration to most efficiently and effectively carry out the mission, vision, and values of OCEMS. This includes, but is not limited to, experience distribution.

POLICY

OCEMS allows personnel in good standing to participate in shift bidding for open bids.

a. The Operations Manager or designee will open the bid process by notifying the entire department via email. A Notice will be placed on the scheduling software. Reminders of an open bid shall be discussed at daily shift briefings.

b. The bid process will open for the entire division for one calendar week.

c. Prior to applying for an open bid, the employee shall read this SOG in full. The employee shall insure that they meet the qualifications prior to submitting a bid.

d. To apply for the open bid the employee must reply directly to the original shift bid notification email.

e. Eligibility of application will be confirmed by the Operations Manager or designee based on:
   i. Employee meets the qualification of "good standing."
   ii. Employee is limited to 1 acceptance of an open bid or hardship bid within the last twelve (12) months

f. An exception to the open bid application criteria is an approved Hardship Bid
   i. Personnel will submit their hardship bid to the Operations Manager or designee in writing.
   ii. The hardship bid will be reviewed by the Operations Manager or designee with two Supervisors within 7 days of receipt.
   iii. Personal may submit a hardship bid at any time on a rolling basis and must wait until an Open Bid process is initiated.
   iv. If multiple personnel apply for a hardship bid concurrently, seniority will determine acceptance.

g. All eligible bidders will be ranked in order of approval based on:
   i. System Need
   ii. Experience distribution
   iii. Seniority

h. Once an open bid has been awarded by administrative staff, the employee has seventy-two (72) hours to accept or reject the shift. If that employee rejects the shift, the next qualified applicant on the list will be offered the shift. If the employee rejects the bid after it is awarded they are ineligible to bid on open bids for a period of twelve (12) months.

i. When the bid has been accepted by both employee and Operations Manager or designee the bid will close. New assignments will begin when Deputy Operations Manager updates the schedule.