

<b>Guideline Name:</b>  Biennial Shift Bid and Shift Change Request Process		<b>Department:</b>  Orange County Emergency Services
<b>Effective Date:</b>  July 27, 2023	<b>Issued:</b>  July 27, 2023	<b>Approval(s):</b> Pending  Kim Woodward, EMS Division Chief  

**PURPOSE**

To establish a standard for a biennial shift bid process and a shift change request process. This policy provides personnel the opportunity to apply for a different shift based on vacancies. Filling short-term vacancies caused by light duty, military leave, etc. are not covered in this policy.

**SCOPE**

This policy applies to all Paramedic and EMT’s of the Emergency Medical Services (EMS) Division.

**DEFINITIONS**

- **Bid** – The process where the employee communicates their request for reassignment to another shift. This is not a request for a specific partner or station.
- **Biennial Shift Bid** – an event that occurs every two years, starting in 2023, in which providers may bid on any shift.
- **Shift Change Request** – The process by which an opening is filled when the Deputy Chief of EMS determines that a long-term opening exists.
- **Seniority** - the number of years 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, their ranking for seniority will be determined in order of the following criteria: highest last annual performance rating, total service time in Orange County regardless of position, length of certification at the requested position.
- **Good Standing** - An employee in good standing will meet the following criteria:
  - No disciplinary action at the written warning level or higher in the last 6 months, as described in Chapter 28 Articles IX Sec. 28-92(c)
  - NOT currently operating under a Development Plan and proficient or greater rating on last annual evaluation, if applicable.
  - Has attended/completed all required trainings.
  - Less than 4 attendance points at the time of bid submission, as per the EMS Attendance Policy.
- **System Need** - the requirements deemed by OCEMS administration to most efficiently and effectively carry out the mission, vision, and values of OCEMS.

## EMS Shift Change Requests

### **POLICY**

- l) OCEMS allows personnel in good standing to participate in biennial shift bids and shift change requests. Each process (Biennial Shift Bids and Shift Change Requests) requires the following:
  - 1) The Deputy Chief of EMS will open the process by notifying the entire department via email. A notice will be placed on the shift bid tab of WebEOC and in the daily 214. Reminders of an open process shall be discussed at daily shift briefings.
  - 2) The process will open for the entire division for at least one calendar week but no more than two calendar weeks.
  - 3) Prior to applying for any process, the employee shall read this SOG in full. The employee shall insure that they meet the qualifications prior to submitting a bid or request. By submitting a bid or request, the employee agrees to a timely schedule change at the sole discretion of the Deputy Chief of EMS if the request is approved.
  - 4) Eligibility of application will be confirmed by the Deputy Chief of EMS or designee based on:
    - a) Employee meets the qualification of "good standing."
    - b) Employee is limited to 1 approved shift change request under this SOG within the last twelve (12) months. Changes made for system needs by the Deputy Chief of EMS do not apply.
  - 5) All eligible bid or request will be ranked in order of approval based on:
    - a) System Need
    - b) Seniority
  - 6) Once a shift change request has been approved by the Deputy Chief of EMS, the employee has seventy-two (72) hours to accept or reject the shift. If that employee rejects the awarded shift change request, the next qualified applicant on the list will be offered the opening. If the employee rejects the shift change request after it is awarded, they shall be ineligible to submit a shift change request for a period of six (6) months. Employees may request, in writing, an eligibility exemption from the Deputy Chief of EMS in the event they are ineligible. Biennial shift bid awards are assignments, and therefore cannot be rejected.
  - 7) When the shift change request has been accepted by both the employee and the Deputy Chief of EMS, the new assignments will begin when Deputy Chief of EMS updates the schedule.

## EMS Shift Change Requests

### II) Biennial Shift Bids

- 1) The Biennial Shift Bid process shall begin on October 1<sup>st</sup> and close at 1159pm on October 8<sup>th</sup> during applicable years.
- 2) All employees in good standing shall submit a bid during this process in WebEOC and rank their preferences by first, second, and third.
- 3) An employee who is not in good standing shall receive an assignment by the Deputy Chief of EMS, under advisement from the previous EMS Supervisor, and are not eligible to submit bids.
- 4) Any bids submitted are for assignment to a shift, not to a station or partner.
- 5) Shift assignments will be sent out by the Deputy Chief of EMS on the first business day of November each year.
- 6) New shift assignments will be effective January 1<sup>st</sup> of each year.

### III) Shift Change Requests

- 1) Shift Change Requests may occur at the discretion of the Deputy Chief of EMS or their designee when a long-term opening is determined to exist.
- 2) An Employee may submit a request to change shifts during this process on WebEOC and rank their choices by first, second, and third preferences in the event of multiple openings.
- 3) Any requests submitted are for assignment to a shift, not to a station or partner.
- 4) Notification will be given to the employee within a calendar week of the close of the request process.

### IV) Exceptions

- 1) The Deputy Chief of EMS shall assign all cadets released from FTEP or System Reentry to a shift. These initial assignments are not subject to the EMS Shift Change Request Process.
- 2) Permanent shift trades are not subject to the EMS Shift Change Request process and are to be approved by the Deputy Chief of EMS.