

CHAPTER 20 – OVERTIME SCHEDULING

20.A

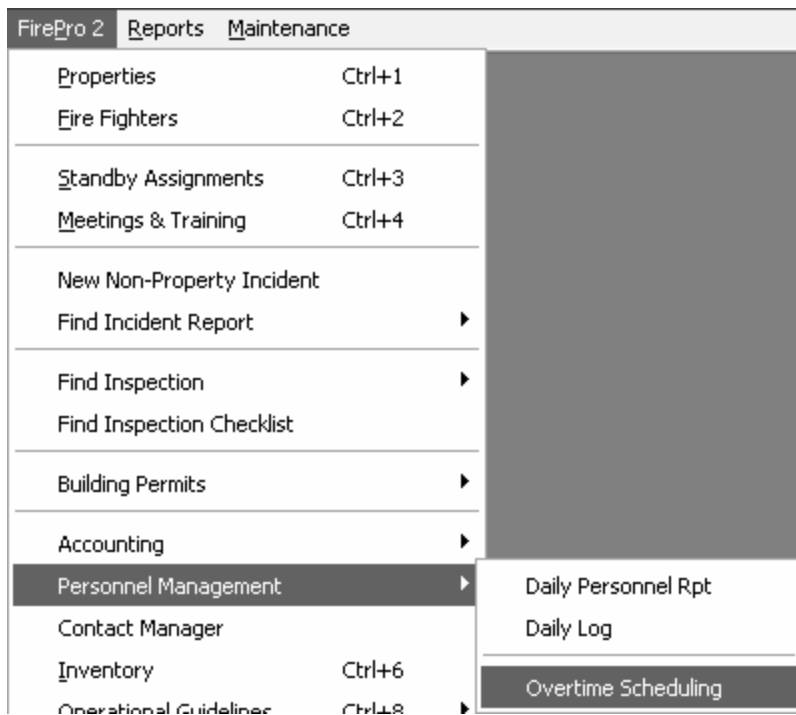
Introduction to Overtime Scheduling

The Optional Overtime Scheduling module is used to assist you in managing replacements for firefighters that are unavailable for their scheduled shift. The system logs all overtime that is offered and bases new overtime opportunities on rank and other offers to date.

20.B

The Overtime Call Out Window

The Overtime Scheduling Window is accessed through the FirePro 2 menu.
FirePro2 → Personnel Management → Overtime Scheduling



Overtime Call Out [X]

Date Needed: APR 18 06

Station: Station 1

Squad: Sq 2

Absentee: William Sharing

Rank Needed: Fire Fighter

Hours Needed: 12.00

Created By:
THE CHIEF
APR 18 06

Accepted Joe Blow

Also Called:

Skip Cooper	APR 18 2006 14:59	No Answer
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Overtime Call Out Window Fields

DATE NEEDED

The date that the call out is for. This will default to the current date, but may be changed if necessary.

STATION

Select the station of the absent personnel from the drop down list.

SQUAD

Select the squad of the absent personnel from the drop down list. The system will look for replacements from the other squads in the system when you click the “**Call Now**” button (**20.D.10**).

ABSENTEE

Select the name from the drop down list.

RANK NEEDED

Select the rank of the replacement needed from the drop down list. When you click the “**Call Now**” button (**20.D.10**), the system will look for replacement personnel with this rank (or lower) whose rank does not have the “No Callout” Checkbox checked.

To add or edit the Department Ranks and No Callout checkbox, see



20.130

HOURS NEEDED

How long the shift is that needs coverage.

ACCEPTED

The name of the person who has accepted the overtime callout will show after you have indicated that they have accepted the shift (see **20.D.10**)

ALSO CALLED

This field shows the names and responses of other personnel called for the shift.

20.D

Overtime Call Out Window Buttons

20.D.10



Clicking the “Call Now” button will bring up a window (**20.G.10**) listing the firefighters that meet the criteria for replacing the absent personnel.

Overtime Call Out Action Menu

Action	
<u>A</u> dd	Ctrl+A
<u>E</u> dit	Ctrl+E
<u>D</u> elete	
<hr/>	
<u>N</u> ext	Ctrl+N
<u>P</u> revious	Ctrl+R
<u>F</u> ind	Ctrl+F
<hr/>	
Call Now	
Reset On-Call to zero	

Delete

Clicking delete will delete a completed call out record. All FireFighter hours that were affected by the call-out will be reversed.

Call Now

This performs the same function as the “**Call Now**” button (**20.D.10**)

Reset On-Call to Zero

Selecting this action item will re-set all On-Call Start Hours and all Total On Call Hrs for all personnel to zero and starts a new period on the Firefighter window (**16.C.TABS.50**) so only the items in the “Total on Call Hrs” are the hours assigned after the last re-set date.

Other Overtime Call Out Windows

20.G.10

Call Now List Window

The call now list is accessed through the "Call Now" button (20.D.10) on the Overtime Call Out Window (20.B)

This list is sorted by rank (from highest to lowest) and by hours previously offered to this member (from lowest to highest. See 16.C.TABS.50). This should help to make overtime opportunities the same for all members of each rank.

Overtime Call Out					
Name		Response	Accept	Date/Time	
Skip Cooper	Ph	0.00	No Answer	<input type="checkbox"/>	Now APR 18 2006 14:59
Joe Blow	Ph	8.00		<input checked="" type="checkbox"/>	Now APR 18 2006 14:59
Suzie Johnson	Ph	12.00		<input type="checkbox"/>	Now
Dave Johnson	Ph	12.00		<input type="checkbox"/>	Now

Joe Blow	
Phones:	Home: 555-1234 Work:
	Other:
	Other2:

Click the "Ph" to display the contact information for the personnel in the lower section of the window.

Select the appropriate response from the drop down list if the person called is unavailable for the shift. Click the box under Accept if the person is available for work and will take the shift. This information will transfer to the **ACCEPTED** and **ALSO CALLED** fields (20.C)

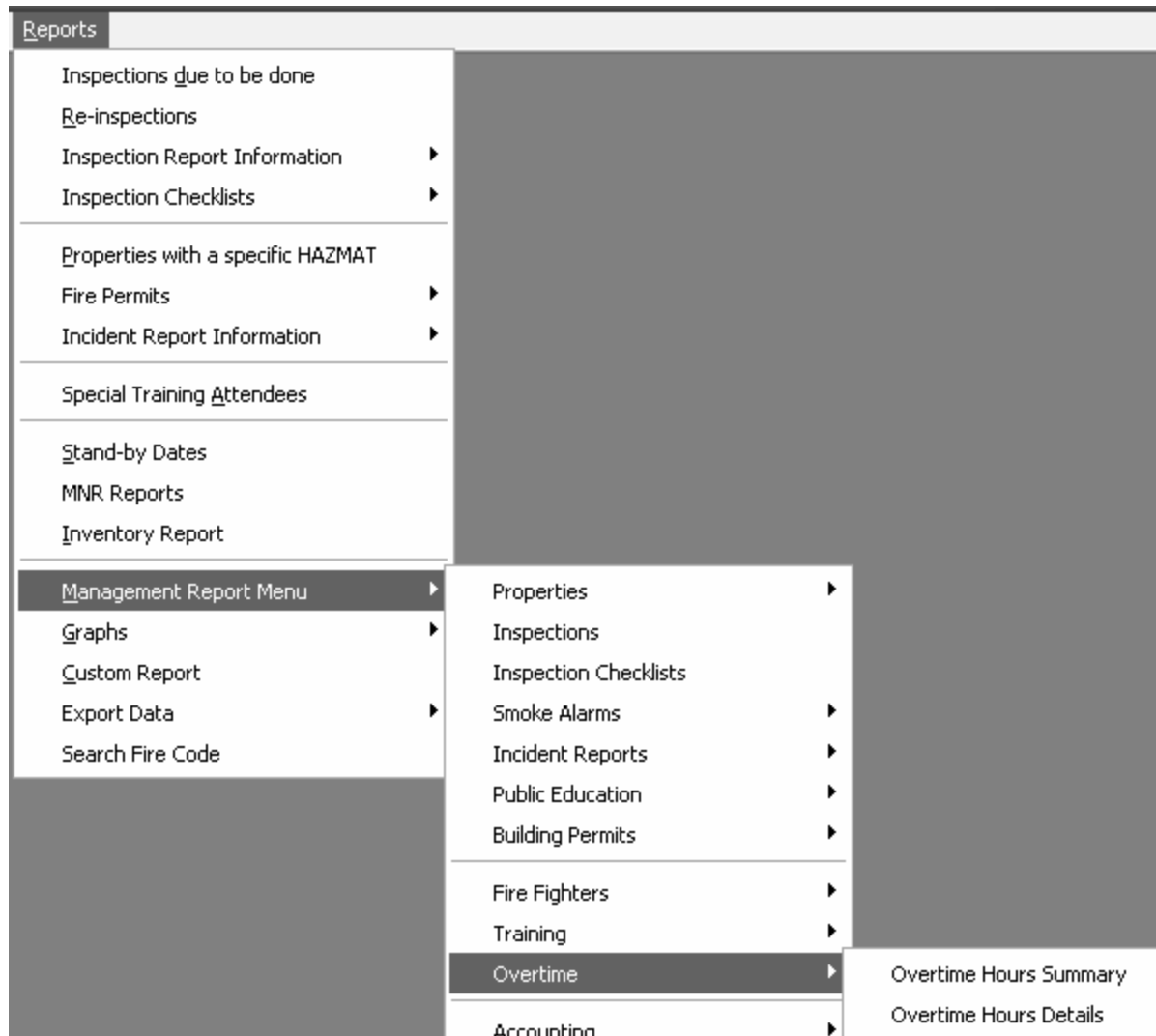
You must process the list from top down. Once someone has accepted the position, this action is finished and you can click Ok.

To populate or edit the Response list, see



20.150

Overtime Scheduling Reports



Management Report Menu → Overtime → Overtime Hours Summary

The summary report will print for each firefighter, the number of On Call Hours they have either accepted, or did not have a valid reason for rejecting. You have the option of showing the current period or setting your own date range.

Management Report menu → Overtime → Overtime Hours Detail

The detailed report will print a complete list of Callout attempts and the response. You have the option of showing the current period or setting your own date range.