



Kern County Sheriff's Office – Communications Section

Policies and Procedures

TITLE: ASSIGNMENT OF OVERTIME SHIFTS		NO: B-200	
APPROVED: Commander John Carpenter			
EFFECTIVE: April 15, 1994	REVIEWED: July 29, 2024	REVISED: December 17, 2020	UPDATED: December 17, 2020

POLICY

In the Communications Section the Dispatch Supervisors will make every attempt to locate volunteers for overtime shifts. If a volunteer is not located to cover an overtime shift, the shift will be assigned in a manner that is fair and equitable to all employees. This procedure is to be used under normal operating conditions to maintain minimum staffing levels.

DEFINITION

Available: Refers to employees who, by virtue of job classification, shift assignment, etc., are eligible to fill the current requirement. Employees are eligible under the following conditions:

- It is their regular days off when not in conjunction with extended time off accrued leave balances. They are at the beginning or end of a regular shift, provided the total duration of both shifts does not exceed 16 hours.

PROCEDURE A - ASSIGNMENT OF FUTURE OVERTIME SHIFTS

In the event an overtime shift is needed, the Dispatch Supervisor will:

- Post the overtime in the supervisor logbook.

In the event an overtime shift is posted, the dispatcher may:

- Volunteer to work all the hours posted for the overtime shift.
- Volunteer to work a portion of the hours posted for an overtime shift. Replace another employee from a shift if the first employee only volunteered to work a portion of the shift and they are willing to work all hours of the shift posted.

In the event a future overtime shift has not been covered 3 days prior to the beginning of the posted shift, the on-duty Dispatch Supervisor will:

- Attempt to locate a volunteer.
- Assign the shift to an employee on the opposite shift using reverse seniority. The employee with the lowest seniority would be assigned the first shift. Any additional

shifts will be assigned maintaining the reverse seniority order. Once the list has been exhausted the process will start over.

- Enter the overtime assignment into the supervisor logbook and notify the affected employee.

PROCEDURE B - ASSIGNMENT OF IMMEDIATE OVERTIME

In the event an immediate overtime shift is required such as sick leave replacement, the Dispatch Supervisor will:

- Attempt to locate a volunteer.
- Assign the shift to the employee using reverse seniority that is on-duty for the shift being relieved. The person with the lowest seniority would be assigned the first shift. Any additional shifts will be assigned maintaining the reverse seniority order. Once the list has been exhausted the process will start over.
- Enter the overtime assignment into the supervisor logbook and notify the affected employee.

PROCEDURE C - REQUEST TO CANCEL OR REPLACE AN OVERTIME SHIFT

At times it is necessary for a dispatcher to request to cancel an overtime shift or request reassignment of an assigned overtime shift:

- Seek the approval from the on-duty Dispatch Supervisor.
- The dispatcher will be required to find their own shift replacement and notify the on-duty Dispatch Supervisor of the shift being covered.
- Be required to work the overtime if they cannot find coverage.
- The on-duty Dispatch Supervisor will confirm with the employee willing to cover the shift and will update the logbook.