

# Shift Bid 2020 Guidelines

## Field Operations Shift Bid Event Calendar/Process Guidelines

### Shift Bid 2020 Event Calendar

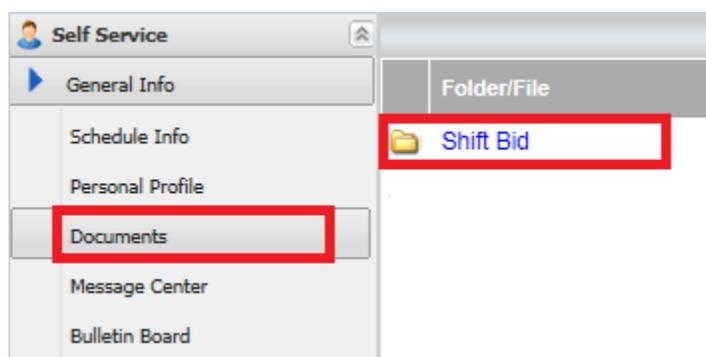
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10/11	10/12 -Health Fair-	10/13 -Health Fair-	10/14 -Health Fair-	10/15 -Health Fair-	10/16 Shift Listing Posted	10/17
10/18	10/19	10/20 <u>PAYROLL</u>	10/21	10/22 END DIALOGUE on shift listing	10/23	10/24
10/25	10/26 Employee Rank Posted	10/27 FINAL Shift Listing W/sups	10/28	10/29 Buddy Bid Form Deadline	10/30 FINAL Rank w/call times	10/31
11/01	11/02	11/03 <u>PAYROLL</u>	11/04 Shift Bid Form Deadline.	11/05	11/06 NET and Airport bid	11/07
11/08	11/09	11/10 SHIFT BID DAY 1 8 a.m.	11/11 SHIFT BID DAY 2 8 a.m.	11/12 SHIFT BID DAY 3 8 a.m.	11/13	11/14
11/15	11/16 Vacation Requests for 1/12 – 8/31/2021	11/17 <u>PAYROLL</u>	11/18	11/19	11/20	11/21

## Process Guidelines

### Shift Bid Rank and Shift Listing

The employee rank and shift listing will be posted online in ePro Scheduler's Document section.

1. Log into ePro Scheduler
2. Select **General Info**
3. Select **Documents**
4. Select the **Shift Bid** folder



### **Point Ranking Criteria**

Tenure and performance continue to be the criteria for bidding. The point total for determining an employee's rank is as follows:

- 1 point for each year at Medic
- 1 point for each year in the current position
- 4 points for an "exceeds" performance evaluation
- 8 points for an "exceptional" performance evaluation

### **BUDDY BID form deadline ONLY**

- Shift bid form DEADLINE – **October 29<sup>th</sup>**

### **NET and Airport TEAM ONLY**

- Shift bid form DEADLINE – **Wednesday, November 4<sup>th</sup>**
- Bid Start Time – **Friday, November 6<sup>th</sup>**

### **REMAINDER OF FIELD OPERATIONS**

- Shift Bid form DEADLINE – **Wednesday, November 4<sup>th</sup>, (non-buddy bid).**
- Bid Start Time – **8 a.m. Tuesday, November 10<sup>th</sup>**

### **Final Bid Ranking Re-post & Appointment/Call Times**

Once the buddy bids are received and placement is made, the ranking will be updated and reposted to include buddy bids and appointment/call times. Most employees **will have some movement** in their rank as a result of buddy bid placement. The ranking re-post will occur by **5 p.m. October 30<sup>th</sup>**.

### **Buddy-Bid Scoring**

Buddy-bidding allows two employees to bid together for a shift. Only one shift bid form is necessary for buddy bids. To assure shift availability for crew's buddy bidding, **crews with scores less than seven (7) are discouraged** from buddy bidding due to limited full crew options later in the bid. When two crew members choose to bid together for a shift, the average of the two total scores will determine their bid rank placement.

### **SHIFTS BID Forms**

Shift Bid and Buddy Bid forms will be located near the time clocks. Shift bid form completion with a **contact phone number (required)**. All forms must be **scanned and emailed to scheduling**.

This primary purpose of the shift bid form is to assist in expediting the shift bid process. It provides information of the types of shifts of interest so that when an employee is contacted; those shifts selected or similar shifts can be offered quickly. It also assures that Scheduling has the **best contact number** for the employee.

### **Shift Bid Start Time**

The shift bid will begin **8 a.m. Tuesday, November 10<sup>th</sup>** and continue through completion on **Thursday, November 12<sup>th</sup>**. Employee(s) with the highest ranking score will be contacted at **8 a.m.** each day. The bidding process will continue in its entirety each day until everyone scheduled for the day has bid.

Each employee will be contacted by Scheduling at their **APPROXIMATE** time. The appointment times will vary as a result of the bid encountering delays when employees on duty are on calls and can't be contacted at their appointed time. Monitor live updates in ePro to understand the progress of the bid near your appointed time.

### **Choosing Your Shift during the Live Bid**

**Important Note:** Employees on duty and on a call **will not be by-passed** during the bid. The bid will be halted until contact is made. Expediting call completion by these employees is appreciated since the bid will be on hold until contact is made. This circumstances will result in appointment times varying from the actual appointment time posted. Employees may be contacted early to keep the bid moving. Once a shift is selected during the bid, the assignment will be permanent and final.

### **Shift Selection Process**

Appointment times are based upon the employee rank. Employees are given two (2) options to choose from for their shift selection:

1. **Telephone Call** – employees should stand by for a telephone call from scheduling who will discuss the available options. The employee will have 5 minutes to choose. It is the responsibility of the employee to provide good contact numbers on their required shift bid form and assure that ePro phone numbers are up to date.
2. **Shift Bid Form** – if an employee does not appear or cannot be contacted by phone, their shift bid form will be utilized for shift placement.

**There will be no in-person option this year.**

*Please take into consideration extraordinary circumstances. If you are unavailable for contact, and did not submit the required bid form, you will be administratively placed after the bid is complete.*

***This does not apply to employees on a call while on duty.***

### **Live Shift Bid Updates**

As employees are assigned to shifts, access to view shifts being filled will be available in ePro Scheduler's shift bid folder. This allows employees to preview the available shifts prior to their appointment/call time. The status of the bids progress i.e. on schedule, behind schedule, etc. will also be indicated.

### **Additional Information**

Employees who are out of work due to OJI, FMLA or military leave will be able to participate in the bid. New shifts will begin on **Tuesday, January 12, 2021.**

### **Vacation Requests**

Vacation requests for **January 12, 2021 – August 31, 2021** will be accepted beginning **Monday, November 16, 2020.**

- *Scheduling receives approximately 800 requests for time off during the shift bid event. Please expect no less than three weeks to have your request approved/denied.*

Vacation requests for **September 1, 2021 – January 10, 2022** will be accepted **Monday, January 11, 2021.**

### **2021 Paramedic Students**

Prospective students for the August 2021 PARAMEDIC PROGRAM need to choose an A-shift.

### **Questions?**

Email scheduling at [scheduling@medic911.com](mailto:scheduling@medic911.com)