

# Field Operations Shift Bid Event Calendar/Process Guidelines – 2022

## Event Calendar

<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
<u>7/10</u>	<u>7/11</u>	<u>7/12</u>	<u>7/13</u> Shift Bid Docs released	<u>7/14</u>	<u>7/15</u>	<u>7/16</u>
<u>7/17</u>	<u>7/18</u>	<u>7/19</u>	<u>7/20</u> NET/BLS 911/AOSF and Buddy Bid Forms Due	<u>7/21</u>	<u>7/22</u>	<u>7/23</u>
<u>7/24</u>	<u>7/25</u>	<u>7/26</u> NET Shift Bid AOSF Shift Bid	<u>7/27</u> 911 Forms Due	<u>7/28</u>	<u>7/29</u> Updated Rankings and Call Times released	<u>7/30</u>
<u>7/31</u>	<u>8/1</u>	<u>8/2</u>	<u>8/3</u> Shift Bid Day 1	<u>8/4</u> Shift Bid Day 2	<u>8/5</u> Shift Bid Day 3	<u>8/6</u>

## Process Guidelines

### Shift Bid Rank and Shift Listing

The employee rank and shift listing is available at [www.medic911.com/shiftbid](http://www.medic911.com/shiftbid)

1. Login to ePro Scheduler
2. Select **General Info**
3. Select **Documents**
4. Select the **Shift Bid 2022** folder

### Point Ranking Criteria

Tenure and performance continue to be the criteria for bidding. The point total for determining an employees 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

### NET/BLS 911 TEAMS ONLY

- Shift bid form DEADLINE – **Wednesday 7/20**
- Bid Start Time – 1130 Tuesday 7/26

### **AOSF Team Only**

- Shift bid form DEADLINE – **Wednesday 7/20**
- Bid Start Time 1500 Tuesday 7/26

### **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 and any corrections to employee dates. The ranking re-post will occur by **5 p.m. July 29th**.

### **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 crews buddy bidding, **crews with scores less than seven (7) are discouraged** from buddy bidding due to limited full crew options. When two crew members choose to bid together for a shift, the average of the two total scores will determine their bid rank placement.

### **Forms and Submission Deadlines**

Shift Bid and Buddy Bid forms are all digital and in the links below. Shift bid form completion with a contact phone number is required. All forms must be submitted through the survey monkey platform.

- Shift Bid form DEADLINE for Buddy Bid's – **Wednesday, July 20th**
  - <https://www.surveymonkey.com/r/HJGBB83>
- Shift Bid form DEADLINE – **Wednesday, July 27th (non-buddy bid)**
  - <https://www.surveymonkey.com/r/B77LX99>

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.

### **911 Shift Bid Start Time**

The shift bid will begin **0800 Wednesday August 3rd** and extend into **Friday, August 5th**. The employee(s) with the highest ranking score will begin at **0800** each day. The bidding process will continue through **1800** each day.

Each employee will be contacted by Scheduling at their **APPROXIMATE** time. The appointment times will vary as a result of the bid encountering employees on a call while on duty. Continue to check the live updates which will indicate the progress status of the bid. (Net/BLS911 Team Bid Start Time –1130, **Tuesday, July 26th**)

### **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 for these employees is appreciated since the bid will be on hold until contact is made. This circumstance will result in appointment times varying from the actual appointment time posted. Employees may be contacted **early** to keep the bid moving. Once assigned during the bid, the assignment will be permanent and final.

### **Shift Selection Process**

Appointment times are based upon the employee rank. Employees are given three (3) options to choose from for their shift selection:

1. **Walk-in** – employees may walk into to the bid room (operations conference room next to the scheduling department) and choose from all available shifts. The employee will have 5 minutes to choose.
2. **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.
3. **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. You may also select on your form if you would prefer not to be contacted.

*Please take into consideration extraordinary circumstances. If you are unavailable for contact, do not appear for your appointment 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 a live feed found here: [Live Shift Bid 2022.xlsx](#). 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.

### **Shift Bid Room**

The shift bid will take place in the operations conference room (room 153) next to the scheduling department. This room is open to employees while the bid is being conducted.

### **Additional Information**

Employees who are out of work due to OJI, FMLA or military leave will be able to participate in the bid. Please reach out to [scheduling@medic911.com](mailto:scheduling@medic911.com) asap if you anticipate not being available for the bid.

New shifts will begin on **Tuesday, September 20<sup>th</sup> 2022**.

### **Vacation Requests**

Vacation requests for **September 20 2022– August 31 2023** will be accepted beginning **Monday, August 8 2022 at 1600**.

- *Scheduling receives approximately 800 requests for time off during the shift bid event, therefore processing time for time off may take up to three weeks.*

### **2022 Paramedic Students**

Current students need to remain on A-shift.

Prospective students for the August 2022 PARAMEDIC PROGRAM need to choose B-shift.

Blocked shifts will be marked on the 2022 Shift list

### **Questions?**

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