

# Field Operations Shift Bid Event Calendar/Process Guidelines – 2023

## Event Calendar

<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
<u>6/18</u>	<u>6/19</u>	<u>6/20</u>	<u>6/21</u>	<u>6/22</u>	<u>6/23</u>	<u>6/24</u>
<u>6/25</u>	<u>6/26</u> Shift Options and Bid Forms Released	<u>6/27</u> Updated Rankings Released	<u>6/28</u>	<u>6/29</u>	<u>6/30</u> Buddy Bid Forms Due	<u>7/1</u>
<u>7/2</u>	<u>7/3</u> Shift Bid Forms Due	<u>7/4</u>	<u>7/5</u>	<u>7/6</u>	<u>7/7</u> Call Times and Updated Ranking Released	<u>7/8</u>
<u>7/9</u>	<u>7/10</u> AOSF, NET, BLS 911 Crew Chief Bid	<u>7/11</u> Shift Bid Day 1	<u>7/12</u> Shift Bid Day 2	<u>7/13</u>	<u>7/14</u>	<u>7/15</u>

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## Process Guidelines

### Shift Bid Rank and Shift Listing

The employee updated rankings and shift choices are attached to this email.

NCC supervisor assignments will be updated after the AOSF bid occurs.

**All full time employees are required to participate in this bid.**

If you are a current BLS Crew Chief or a BLS FTO, you are required to participate in the BLS NET or BLS 911 bid as a crew chief.

- BLS FTOs must bid in the BLS 911 bid.
- 5 additional BLS crew chiefs will be needed and this will be on a volunteer basis.
- We will no longer be requiring all RTLs to bid as a Crew Chief.

### 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

#### **NET TEAM ONLY**

- Bid Start Time: Monday 7/10 at 0900

#### **BLS 911 Crew Chiefs Only**

- Bid Start Time: Monday 7/10 at 1100

#### **AOSF Team Only**

- Bid Start Time: Monday 7/10 at 0900

#### **Paramedic Students Only:**

- Bid Start Time: Monday 7/10 at 1230
- Select ‘Paramedic Student’ on the shift bid form

#### **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 **1700 on July 7th**.

#### **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. 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 –**Friday, June 30th by 1700**
  - <https://www.surveymonkey.com/r/HJL7FKF>
- Shift Bid form DEADLINE – **Monday, July 3rd by 1200 (non-buddy bid)**
  - <https://www.surveymonkey.com/r/HJ7LCGQ>

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 **0830 on Tuesday July 11th** and extend through **Wednesday July 12th**. The employee(s) with the highest ranking score will begin at **0830** each day. The bidding process will continue through **1830** 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.

#### **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 a shift.
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: [Shift Bid 2023.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 5<sup>th</sup> 2023**.

### **Vacation Requests**

Vacation requests for **September 1, 2023– August 31, 2024** will be accepted beginning **Tuesday, July 18<sup>th</sup> 2023 at 1700**.

- *Scheduling receives approximately 800 requests for time off during the shift bid event, therefore processing time for time off may be delayed.*

### **Questions?**

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