

Operations Shift Bid Event Calendar/Process Guidelines – 2024

Process Guidelines

Shift Bid Rank and Shift Listing

The employee updated rankings are listed in the employee rankings section of this site.

- Questions about ranking should be directed to HR.

Shift Listings will be released in the Shift List section of this site.

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

- Accelerated paramedic program students will not be required to bid.

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

- BLS FTOs must bid as a BLS911 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: Wednesday July 17th at 0800

Paramedic Students Only:

- Bid Start Time: Wednesday July 17th at 0800
- Select 'Traditional Paramedic Student' on the shift bid form

Appointment/Call Times

Call times will be released on 7/15/2024 to the call times section of this site.

Important Note: Employees on duty and on a call will not be bypassed 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.

Buddy-Bid Discontinuation

Buddy bidding will be discontinued for this bid due to the required upgrade structure for BLS RCCs.

Forms and Submission Deadlines

Shift Bid forms are all digital and will be released to this site on 7/1/2024. Shift bid form completion with a contact phone number is required. All forms must be submitted through the survey monkey platform.

The primary purpose of the shift bid form is to assist in expediting the shift bid process. The form provides information on the types of shifts of interest so that when an employee is contacted, those shifts selected, or similar shifts, can be

offered quickly. The form also assures that Scheduling has the best contact number for the employee. **Shift bid forms will be due by 1700 on 7/12/2024.**

Shift Bid Start Time

The shift bid will begin promptly at 0800 each day of the bid and will continue throughout the day until all employees listed with call times for that day are bid.

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. Monitor the live updates which will indicate the progress status of the bid.

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 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 accurate 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 on this site (released 7/15/2024). This allows employees to preview the available shifts prior to their appointment/call time. The status of the bid's 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 asap if you anticipate not being available for the bid.

New shifts will begin on **Tuesday, September 3rd 2024.**

Vacation Requests

Vacation requests for **September 3, 2024– August 31, 2025** will be accepted beginning **Tuesday July 30th 2024 at 1700.**

- *Scheduling receives approximately 1000 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