



## Hennepin County **Medical Center**

### **Emergency Medical Services**

**Date:** September 26, 2010

**To:** ECC Personnel

**From:** Chris Kummer

### **SUBJECT: 2011 Schedule Bid Packet**

***The 2011 ECC Schedule Bid will be held on Monday, October 11, 2010.*** The 2011 schedule will take effect Sunday January 2, 2011 and will start with week 1 of the rotation.

The shift bidding process is unchanged from last year. All 12 eligible personnel will bid in one day. According to the labor contract, in order for employees to bid a permanent shift they must have completed probation and 2080 hours by the pay period prior to the shift bidding day. (1040 hours for reinstated employees). Employees who do not meet this condition will not take part in the shift selection process. Each person will have a one-half hour time slot in which to bid, following the schedule below.

The primary method to submit a bid will be online through the department's web site ([www.hcmcems.org](http://www.hcmcems.org)). The web site has a link to view bids already completed and a password protected area that will not allow you to log in before you are able to submit a bid. Bids will be able to be submitted online either at your scheduled time or earlier if the person before you has already submitted their bid.

For complete shift bidding information go here: <http://www.hcmcems.org/ems/> and then click on 2011 shift bid. If you do not have access to a computer during your bid time, bids can be submitted by phone; however your actual bid will be completed online using the information you provide.

It is the responsibility of employees to bid during their allotted time slot. If you miss your time slot, you will be passed over. The only exception is if you are working in another assignment and are not available, such as street duty and on a call. Bids can be submitted late, but you can not bump anyone who has already bid.

It is the responsibility of each employee to check the accuracy of the schedule he/she bids as it relates to this document.

### **Shift Bidding Procedures**

1. Bidding will be in order of seniority - starting with the most senior employee and proceeding through the seniority list. The schedule below shows specific dates and times that the employee is expected to bid.
2. In the event an employee has not bid during their allotted bid time – electronically, in person or by phone - or submitted a written request as described below, or contacted the supervisor (or their designee) they will be passed over. Bids can be submitted after the

designated bid time, but there will be no bumping of anyone who has already bid. If the employee fails to bid, a shift will be assigned. Bidding will not stop. If the above happens, the person missing their bid will be passed over by the employee next in seniority. Shift assignment by management will start with the shift management has determined would likely be filled last.

3. Electronic bidding will be the primary method to submit bids. If the bid cannot be submitted electronically, the employee is expected to find or call Chris Kummer. This can be accomplished from any computer with internet access.

- Access the web site <http://www.hcmccems.org/>, then click on “EMS Operations”, then “2011 Shift Bid”, then “Current ECC Bids.” The current status of the bid will be displayed. Complete procedures are available on the site.
- ECC Personnel will log on with their MS Number and website password.
- **You will only be allowed to log in during your allotted bid time or 15 minutes after the person before you has bid, whichever comes first.** At the top of each page there is a timer which counts down the number of seconds remaining until your bid time expires. You will automatically be logged out when your time expires. In addition, you will only be able to submit one bid.
- You have one chance to bid. If you make a mistake or change your mind, you must contact Chris Kummer to make the change.
- If an employee has bid ahead of the designated time, they have 15 minutes before the next person can bid ahead of schedule.
- The current bid status can be viewed without a log-on at any time.
- When it is time to bid, the employee will click on EMD Log-in at the top of the main EMD Bid page and bid a shift.

4. Phone numbers to use during the bid process:

- Chris Kummer 612-363-5422
- Duty Supervisor (as back-up only) 612-873-2171
- If no contact is made, leave a number where you can be reached and stay available.

5. Written bid requests can be submitted to Chris Kummer at any time prior to and including the employee bidding time. Written bid requests will be honored unless rescinded in person by the employee. Written requests must contain: your name, date of request, priority of shifts requested and your signature. Bid requests must be submitted on a standard 8.5x11 sheet of paper.

6. The ON-LINE Schedule will be the master schedule and will be kept current.

### **Employee Bid Times**

• Bidding will be completed on Monday October 11, 2010, with eligible employees bidding at the following times:

1. Luitjens            0900-0930
2. Holmberg           0930-1000

3.	Jacobs	1000-1030
4.	Leibold	1030-1100
5.	Polzin	1100-1130
6.	Taylor	1130-1200
7.	Favilla	1200-1230
8.	Crosier	1230-1300
9.	Klawitter	1300-1330
10.	Colwell	1330-1400
11.	Cassidy	1400-1430
12.	Wurzinger	1430-1500

### **2011 Shift Vacancy Bidding**

Shifts that become available during the year may be posted for employees to bid according to the dates and times outlined below. EMS Management may or may not post all open shifts.

- ❖ 1<sup>st</sup> Quarter begins January 2, 2011 and ends April 2, 2011
  - ❖ 2<sup>nd</sup> Quarter begins April 3, 2011 and ends July 2, 2011
  - ❖ 3<sup>rd</sup> Quarter begins July 3, 2011 and ends October 1 2011.
  - ❖ 4<sup>th</sup> Quarter begins October 2, 2011, and ends Dec 31, 2011.
- **2<sup>nd</sup> Quarter:** Open shifts will be posted March 6, 2011. Bids must be received by 2359 hours on Saturday March 19, 2011. **2<sup>nd</sup> Quarter schedule takes effect Sunday, April 3, 2011.**
  - **3<sup>rd</sup> Quarter:** Open shifts will be posted June 5, 2011. Bids must be received by 2359 hours on Saturday June 18, 2011. **3<sup>rd</sup> Quarter schedule takes effect Sunday July 3, 2011.**
  - **4<sup>th</sup> Quarter:** Open shifts will be posted September 4, 2011. Bids must be received by 2359 hours of Saturday September 17, 2011. **4<sup>th</sup> Quarter schedule takes effect Sunday, October 2, 2011.**

### **Vacation Bidding (>= 40 consecutive hours)**

Vacation bidding will start on Monday October 11, 2010 at 1500 and will end on Monday, October 25, 2010 at 23:59. As soon as you bid your shift you may submit your vacation bid.

When you bid a vacation you are not to bid more than what your leave balance accrual will be at the time of the vacation. If you do not have enough leave balance to cover your vacation when it occurs, it will be cancelled in its entirety. It is your responsibility to manage your leave hour balances.

When submitting vacation requests the following apply:

- You may submit a request for a vacation in **blocks of 40 or more consecutive vacation hours.**
- Complete the vacation bid form and turn into Wendy Lynch.
- If you do not bid a vacation or do not bid round 2 or 3, indicate this information as declined to avoid a phone call.
- Vacation requests may be submitted in a block up to a maximum of 28 calendar days, with no restrictions on the number of hours. (The first day back will be no later

than the 29<sup>th</sup> day from the last scheduled work shift.)

- The request must not be for more hours than your vacation leave balance plus anticipated accruals. If you will not have enough accrued vacation hours at the time of your vacation, your entire vacation may be denied. (*Note: Payroll does not allow vacation hours accrued during the current pay period to be used in the current pay period.*)

**\*\*IMPORTANT\*\***

Time off, once granted, will not be rescinded. Management may review this on a case by case basis with consideration given to reducing OT. Employees are expected to take the time off once it has been granted to them.

**Single Day Requests Off (< 40 consecutive hours)**

Requests for time off in increments less than 40 consecutive hours, single-day requests will be accepted on a quarterly basis only. These will be granted on a first come, first served basis. Only requests submitted for the next quarter will be accepted. Any single day off requests submitted prior to the acceptance dates will be disregarded.

- **First Quarter** requests will be accepted beginning **December 5, 2010**
- **Second Quarter** requests will be received starting **February 6, 2011**
- **Third Quarter** requests will be accepted starting **May 8, 2011**
- **Fourth Quarter** requests will be accepted starting **August 7, 2011**

## 2011 ECC Schedule 9-26-2010

EMD		WEEK ONE							WEEK TWO						
PEST #	NAME	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
201					6A-2P	6A-6P	6A-6P	6A-2P	8A-4P			6A-6P	6A-6P	6A-2P	
202			6A-2P	6A-6P			10A-6P	6A-6P	6A-6P	6A-2P			6A-6P	10A-6P	
203			10A-6P	6A-6P	10A-6P			6A-6P	6A-6P	10A-6P	6A-6P	10A-6P			
204		8A-4P			6A-6P	6A-6P	6A-2P					6A-2P	6A-6P	6A-6P	6A-2P
205		6A-6P	6A-2P			6A-6P	6A-2P			6A-2P	6A-6P			6A-2P	6A-6P
206		6A-6P	6A-2P	6A-6P	6A-2P					6A-2P	6A-6P	6A-2P			6A-6P
207			2P-10P	6P-6A	4P-MID			2P-2A	4P-MID	2P-10P	6P-6A	6P-6A			
208			4P-MID	4P-MID			6P-6A	6P-6A	6P-6A	4P-MID			6P-6A	6P-2A	
209					2P-10P	6P-6A	6P-2A	6P-6A	6P-6A			2P-10P	6P-6A	10P-6A	
210		4P-MID	10P-6A	6P-6A	6P-6A					10P-6A	6P-6A	10P-6A			6P-6A
211		6P-6A	6P-6A			4P-MID	2P-10P			6P-6A	4P-MID			2P-10P	2P-2A
212		6P-6A			10P-6A	6P-6A	10P-6A					4P-MID	4P-MID	6P-6A	6P-6A
213	Float		6A-2P	6A-2P	6A-2P	6A-2P	6A-2P			6A-2P	6A-2P	6A-2P	6A-2P	6A-2P	
214	Float		10P-6A	10P-6A	10P-6A	10P-6A	10P-6A			10P-6A	10P-6A	10P-6A	10P-6A	10P-6A	
215	Float		2P-10P	2P-10P	2P-10P	2P-10P	2P-10P			2P-10P	2P-10P	2P-10P	2P-10P	2P-10P	

# Hennepin EMS ECC

## 2011 VACATION BID FORM

\*This form must be filled out completely or it will be returned to you\*

**Only blocks of 40 hours or more will be considered. If the time off is for less than 40 hours, the employee must submit it as single day off requests.**

NAME \_\_\_\_\_ SCHEDULE # \_\_\_\_\_

As of the Vacation Bid I have accrued (Look at payexpress before your Vac. Bid time and fill out your accruals) :

Vacation Hours \_\_\_\_\_

Deferred Holiday Hrs \_\_\_\_\_

Combined Total or PTO \_\_\_\_\_

**FIRST ROUND** Declined \_\_\_\_\_

Employee has accepted the following date:

FIRST DAY OFF \_\_\_\_\_ FIRST DAY BACK ON SCHEDULE \_\_\_\_\_

Comment / Additional notes \_\_\_\_\_

\_\_\_\_\_ Employee accepted in person.

\_\_\_\_\_ Employee accepted by phone.

\_\_\_\_\_ Employee accepted by fax/mail.

Completed Date \_\_\_\_\_  
(supervisor only)

**SECOND ROUND** Declined \_\_\_\_\_

Employee has accepted the following date:

FIRST DAY OFF \_\_\_\_\_ FIRST DAY BACK ON SCHEDULE \_\_\_\_\_

Comment / Additional notes \_\_\_\_\_

\_\_\_\_\_ Employee accepted in person.

\_\_\_\_\_ Employee accepted by phone.

\_\_\_\_\_ Employee accepted by fax/mail.

Completed Date \_\_\_\_\_  
(supervisor only)

**THIRD ROUND** Declined \_\_\_\_\_

Employee has accepted the following date:

FIRST DAY OFF \_\_\_\_\_ FIRST DAY BACK \_\_\_\_\_

Comment / Additional notes \_\_\_\_\_

\_\_\_\_\_ Employee accepted in person.

\_\_\_\_\_ Employee accepted by phone.

\_\_\_\_\_ Employee accepted by fax/mail.

Completed Date \_\_\_\_\_  
(supervisor only)

When bidding vacations your request must not be for more hours than your vacation leave balance plus anticipated accrual. If you do not have enough accrued vacation hours at the time of your vacation, your entire vacation may be denied.

# January 2011

## *2011 ECC SCHEDULE BID PLANNER*

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# February 2011

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# March 2011

## 2011 ECC SCHEDULE BID PLANNER

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<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p style="text-align: center;">February</p> <table border="1" style="font-size: small;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div>		S	M	T	W	T	F	S		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28						<b>1</b> 2,3,6,7,8,10	<b>2</b> 1,3,4,6,7,9,10,12	<b>3</b> 1,4,5,9,11,12	<b>4</b> 1,2,4,5,8,9,11,12	<b>5</b> 1,2,3,7,8,9
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# April 2011

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# May 2011

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# June 2011

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June

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August

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# August 2011

## *2011 ECC SCHEDULE BID PLANNER*

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## *2011 ECC SCHEDULE BID PLANNER*

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<div style="display: inline-block; border: 1px solid black; padding: 5px; margin-right: 20px;"> <p style="text-align: center; margin: 0;">November 11</p> <table style="font-size: small; border-collapse: collapse; margin: 0;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> </div> <div style="display: inline-block; border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">January 12</p> <table style="font-size: small; border-collapse: collapse; margin: 0;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> </div>				S	M	T	W	T	F	S		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p style="color: red; font-size: 1.2em;"><b>1</b></p> <p>1,2,4,8,9,12</p>	<p style="color: red; font-size: 1.2em;"><b>2</b></p> <p>1,2,4,5,8,9,11,12</p>	<p style="color: red; font-size: 1.2em;"><b>3</b></p> <p>4,5,6,10,11,12</p>
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## Hennepin County **Medical Center**

### Emergency Medical Services

#### MEMORANDUM

**Date:** September 26, 2010

**To:** ECC Personnel

**From:** Chris Kummer

**SUBJECT: Schedule Standard Operating Procedures**

*(First posted December 2003, Updated October 2004, Updated September 17, 2005, Updated September 26, 2006, Updated October 10, 2007, Updated October 18, 2008, Updated October 1, 2009, Updated September 26, 2010)*

All staffing issues are handled by the Communications Supervisor and/or the Duty Supervisor. As you know, the Duty Supervisor is the 24/7 constant and the Communications Supervisor works a 40-hour week. If the issue needs to be dealt with in a timely fashion, you may choose to talk with the Duty Supervisor in the absence of the Communication Supervisor. Either way, it is your responsibility to manage your time off requests, your accruals and your timecard appropriately.

The following rules will be followed in 2011 and are consistent with 2010, paramedic staffing and the labor contract:

#### **Schedule Posting**

- The Communications Supervisor will post the schedule every 2 weeks. On or before payroll Sunday, the next pay-period will be posted in the schedule book. As an example – on or before Sunday 9/19/10 the schedule for the pay-period 10/3/10 to 10/16/10 will be posted.
- EMD staff are not to call the Duty Supervisor or the Staffing Coordinator to ask for an ECC schedule that has not yet been posted.
- I can't stress enough how important it is – if you really need a day off, get it in before the schedule is posted, so I have the opportunity to move floats.

#### **Time off Requests**

- All requests must be placed online.
- Time off requests is first come, first served.
- Time off requests will not be handled by email or voicemail.
- Time off requests for less than the entire shift will only be granted for the shift change times of that particular day. As an example, Monday shift change times are 6A, 10A, 2P, 4P, 6P and 10P. Staff may not make a request to get off or come in late outside of those times, except on the day of.
- A request placed after the schedule is posted will only be granted if there are 2 over minimum staff; otherwise any such request will be conditional. Conditional means the employee must call 2 hours before the start of the shift to verify that they are able to be off.
- If you are on-duty and have a conditional request off, you will not get verification 2 hours in advance and the request will remain conditional until the time requested off.
- Single day requests are accepted on a quarterly basis only per the schedule outlined in your bid packet:

- ❖ **First Quarter** requests will be accepted beginning **December 5, 2010**
- ❖ **Second Quarter** requests will be received starting **February 6, 2011**
- ❖ **Third Quarter** requests will be accepted starting **May 8, 2011**
- ❖ **Fourth Quarter** requests will be accepted starting **August 7, 2011**

- Time off requests submitted before the acceptance period will be disregarded.
- A request to rescind ANY granted time off will be handled on a case by case basis and may only be accepted to fill a vacancy in the schedule at the discretion of the employer.

### **Assignment of Overtime**

- Short notice over-time (SNOT) is over-time that arises in under 48 hours before a shift.
- Short notice over-time is awarded by seniority to the EMD that is signed up on the SNOT sign up on the electronic web site.
- If the SNOT is unfilled the department may mandate an employee to work. First the least senior off-going EMD, then the least senior on-coming EMD, and finally the least senior off-duty EMD. This is done per the labor contract.
- Long notice over-time (LNOT) is overtime posted more than 48 hours in advance of the shift.
- Long notice over-time is posted on the LNOT list on the electronic OT web page. It is the responsibility of the EMD to sign up on that board.
- LNOT will be awarded to the senior person signed up 48 hours before the start of the shift.
- If your name is on the LNOT board and senior, it is assumed you have the shift. Staff can check if the shift was awarded on the OT web page.
- If no EMD has signed up for posted LNOT, the assignment of OT will revert to the SNOT procedure.
- The Supervisor first fills the largest block of time, before breaking the shift up and filling smaller blocks.
- All staff will generally only work a maximum of 16 hours and must have 8 hours off between shifts.
- Employees are not to contact other employees about overtime and circumvent the supervisor.

### **Bidding for 2011 Schedule Vacancies**

Per your 2011 bid packet:

Shifts that become available during the year may be posted for employees to bid according to the dates and times outlined below. EMS Management may or may not post all open shifts.

- ❖ 1<sup>st</sup> Quarter begins January 2, 2011 and ends April 2, 2011
  - ❖ 2<sup>nd</sup> Quarter begins April 3, 2011 and ends July 2, 2011
  - ❖ 3<sup>rd</sup> Quarter begins July 3, 2011 and ends October 1 2011.
  - ❖ 4<sup>th</sup> Quarter begins October 2, 2011, and ends Dec 31, 2011.
- **2<sup>nd</sup> Quarter:** Open shifts will be posted March 6, 2011. Bids must be received by 2359 hours on Saturday March 19, 2011. **2<sup>nd</sup> Quarter schedule takes effect Sunday, April 3, 2011.**
  - **3<sup>rd</sup> Quarter:** Open shifts will be posted June 5, 2011. Bids must be received by 2359 hours on Saturday June 18, 2011. **3<sup>rd</sup> Quarter schedule takes effect Sunday July 3, 2011.**
  - **4<sup>th</sup> Quarter:** Open shifts will be posted September 4, 2011. Bids must be received by 2359 hours of Saturday September 17, 2011. **4<sup>th</sup> Quarter schedule takes effect Sunday, October 2, 2011.**

- If a position is vacated after a quarterly bid, that position is not open and available for bid until the next quarter.
- Time off and vacations cannot be guaranteed if you bid a different shift.

### **Shift Switches**

- Shift switches must occur in the same week. They must be shift for shift. As an example, an 8-hour shift for an 8-hour shift. There will be no partial shift switches.
- Schedule switches will not be allowed.

### **Vacations**

- EMD's that do not have sufficient accruals for a scheduled vacation may have the vacation canceled in its entirety.
- A request to rescind ANY granted time off will be handled on a case by case basis and may only be accepted to fill a vacancy in the schedule at the discretion of the employer.

### **Float Staff**

- The 3 floats will be used to cover vacancies in any part of the schedule. There will be a primary day, primary night and a general float. Floating to vacancies will be done following the outlined hours to the best of the Supervisors ability. However, any float can be floated to any time of day or day of week as the need arises – using seniority as a guideline.
- Primary Day Float: The day float will generally cover openings in the posted schedule 7 days a week between the hours of 0600 and 1800, but has a base schedule of 0600-1400 Monday through Friday.
- Primary Night Float: The night float will generally cover openings in the posted schedule 7 days a week between the hours of 1400 and 0600, but has a base schedule of 2200-0600 Monday through Friday.
- General Float: This float can be floated to any hours on the schedule, but has a base schedule of 1400-2200 Monday through Friday.
- The Supervisor will make every attempt to make sure the float staff have consecutive days off and do not work more than 5 days in a row.
- Float staff may work more than 1 weekend in a row. The Supervisor will attempt to keep consecutive weekends to a minimum, but it is not guaranteed.
- Once the schedule is posted a float employee's hours will not change, unless mandated or agreed upon by the float employee.

### **Extra Staff**

- The Communications Supervisor will post assignments on the ECC web page calendar. ECC personnel are expected to make note of assignments and follow them unless a Supervisor changes the assignment.
- When an EMD starts the shift and is extra without prior assignment, they will immediately contact the Duty Supervisor.
- Assignments are the prerogative of the supervisor and may be changed to meet department needs.