Procedure Purpose

The purpose of this procedure is to clearly define the bid process that will be utilized to fairly assign employees to shifts and station positions.

Dependencies/Constraints/Limitations

None

Exceptions / Exemptions

None

Procedure

Shift/Station Bidding - Shift, Station and Seat assignments will be assigned based on a Shift Bid process that was recommended by the EMS Scheduling Workgroup and approved by the EMS Chief.

A. Eligibility
Only full-time and credentialed employees are eligible to participate in the bid process. Employees who become eligible to bid after a bid process has occurred will be assigned according to departmental need and may participate in subsequent bid cycles and/or the next applicable "Mid-bid". The following defines work assignments subject to bid and eligibility criteria of each:

1. Emergency Communications
   - In a EMS Medic I – Communications position
   - In a EMS Medic II – Communications position
   - In a EMS Captain – Communications position
   - In a EMS Commander – Communications position

2. Field Operations
   - In a EMS Medic I – Field position
   - In a EMS Medic II – Field position
   - In a EMS Captain – Field position
   - In a EMS Commander – Field position

3. Special Operations
   - In a EMS Medic I – Field position
   - In a EMS Medic II – Field position
   - In a Captain – Field position
   - In a Commander – Field position
B. **Bid Cycle**  
The Bid Cycle and transition dates will be determined by the Chief of Staff.

C. **Bid Ranking**  
Tenure is the first element of the bid ranking process and will be based on the most recent hire date for employees in a Medic I-Field and Medic I-Communications position. If necessary a tie-breaker will be determined based on lowest department four-digit employee number.

D. **Time in Grade**  
"Time in Grade" is the first element of the bid ranking process for positions that were obtained as a result of promotion. This includes Medic II, Captain and Commander. If necessary, the tie-breaker will be determined first by most recent hire date and then by lowest department four-digit employee number.

Commands that participated in the former "Acting Command" Program will have time worked in an acting Command assignment included in their "Time in Grade" for the bid.

E. **Designated Seats/Stations (Specialty Assignments)**  
The Department reserves the right to designate seats and stations for specific functions, assignments or specialities as necessary to meet our mission or needs. Personnel bidding on these seat assignments must meet the defined qualifications for these positions in order to be eligible to bid for these seats.

F. **Exiting A Specialty Assignment**  
Employees currently in a specialty position must declare their intention to bid out of their specialty, within the defined timeline prior to each bid cycle. This notification must be made prior to the deadline by emailing emsshiftbid@austintexas.gov. Failure to do so will result in their current bid ranking remaining within the assigned specialty. Employees relinquishing their specialty bid ranking after the deadline will bid for any remaining open slots after the bid process is complete.

G. **Bidding into a Designated Float Seat**  
Personnel assigned to designated float seats are utilized to fill vacancies within the daily schedule. Effort will be made to honor the start time of the assigned seats whenever possible, however, this is not guaranteed and is determined by the available vacancies within the schedule. Personnel bidding designated float seats should be aware and expect to have varying start times and station assignments on each of their scheduled work days.

H. **Bidding with a Captain**  
Any personnel assigned with a Captain as a partner are subject to float on their assigned shift should the Captain need to be utilized for an assignment. In some cases, it may be necessary to move the Captain from their assigned station for an assignment on a temporary basis.

I. **Student Preceptors**  
Employees designated as Student Preceptors may not bid a seat assignment with a Captain or another designated Student Preceptor.

J. **Dual Bidding**  
Any employees wishing to bid a station/shift together may bid at the LOWER employee's bid ranking (Spouses, family members, domestic partners, and employees involved in personal, dating relationships will not be allowed to work as partners).
K. Department Discretion
Behavioral, Performance or Relational issues may affect the employee’s ability to remain in a station or on a shift. Such issues will be handled on a case by case basis, with the goal to minimize impact to all parties concerned, while meeting the needs of the department as a whole. Some circumstances may result in removing an employee from their assignment for some or all of their bid cycle.

L. Work Hour Shortages during Bid Cycle Transition Week. During the bid transition week employees may be scheduled to work fewer than their normally scheduled hours (Field-48 / Communications-42). When this occurs, employees will have the following options, depending upon the employee’s pay status:

Exempt Employees:
Exempt employees will receive their normal salary for the bid transition week regardless of the number of scheduled hours for that week.

Nonexempt Employees:
1. The employee may flex their schedule and take the first opportunity for extra duty should an assignment become available during bid transition week (same pay period).
2. The employee may utilize benefit hours (Vacation and Exception Vacation) to complete their work week.
3. The employee may enter into an “open” Shift Trade with the Department to be paid back by the employee within 45-days. The employee is responsible for identifying the “pay back” date at the time of selecting this option.
4. If the employee does not elect one of the three preceding options, the employee will be paid for their productive hours actually worked during bid transition week.

If an employee’s schedule selection will result in fewer than their normally scheduled hours, the employee must inform the Department which option they would prefer to use. Employees will receive an email to acknowledge and document the stated choice.

M. Schedule Conflicts During Bid Transition (Exempt Employees)
Scheduling conflicts that occur during the bid transition week involving Exempt Employees will be resolved by their current supervisor. Refer to Policy 312 Compensation.

N. Mid-Bid Openings
When a sufficient number of station assignment vacancies exist within a bid cycle due to normal attrition, additional unit(s) being added or additional seats being added, the Department may opt to implement a secondary bid process. This process will allow for movement of personnel from a current seat assignment to another during an existing bid cycle if they qualify for a position.

When necessary the Department will announce via email the intent to conduct a mid-bid process for the available seats. Medic I, Medic II and Captains who wish to participate in the mid-bid process will be required to submit an email indicating this intent. On the day of the bid, seats of employees who are participating in the mid-bid process will become open seats and all participating employees will be eligible bid for them. Thus the open seats defined by the
Department and those seats of the employees involved in the bid will be the seats available in the mid-bid process.

Example – Medic II "X" occupies a seat that works Thursday, Friday and Saturday and elects to participate in the mid-bid process. Medic II "X's" seat is now part of the open seats available for the mid-bid process.

The bid process will follow the same parameters and guidelines as previously defined. A list will be generated inclusive of those employees and positions that elect to participate in the mid-bid process. Not all specialties or positions may be available for participation in a given mid-bid process.

Participation in the mid-bid process is completely voluntarily, unless otherwise dictated by the Department. Any previously approved Short-term vacation will not be secured or guaranteed by the Department and therefore will require a resubmission of the dates by the employee should the vacation dates not coincide with their new schedule.

Any trades that are open in which neither of the employees has worked their portion of the trade will be void if the new schedule causes conflict. Any trade that has been partially worked, where an employee owes time will be rescheduled if in conflict due to the employee's new schedule. This will be done according to the Department's needs for staffing.

Personnel will be obligated to fulfill any extra-duty assignment or Department training associated with the new seat assignment.

O. Military Deployment
All full-time personnel not actively at work during the bid process as a result of military deployment will have the opportunity to bid according to their ranking.

P. FMLA and OJI
All full-time personnel not actively at work during the bid process as a result of FMLA or OJI will have the opportunity to bid according to their ranking.

Q. Bid Day
Bidding for Medic I, Medic II and Captain will be conducted simultaneously by telephone in the Department Operating Center (DOC) at EMS Headquarters. (Emergency Communications will be handled separately).

The Department will distribute the necessary information and bid schedule prior to every scheduled bid process.

1. Each employee or their proxy is responsible for:
   a. calling the designated bid number at their assigned bid time or,
   b. being at the DOC to bid at their assigned bid time or, emailing their bid choices in advance to emsshiftbid@austintexas.gov.