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| Section: Human Resources 101.00 | | | |
| SOP # 101.09 | Subject: Mandatory Overtime | | Page: 1 of 1 |
| Effective: 02/17/2022 | | Authorized: Tiffany Lamp- Asst. Director | |
| Revised: | | Authorized: | |

Rural Pope County Emergency Medical Services

Standard Operating Procedures

101.09.01 Purpose

The purpose of this SOP is to inform employees of Rural Pope County Emergency Medical Services of the policy regarding Mandatory Overtime.

101,09.02 Exemptions

Mandatory Overtime will not be imposed on employees who must work for another employer within 48 hours of the open shift that meets mandation requirements.

101,09.03 Definitions

Mandatory Overtime- Overtime that is required by the employer to be picked up by an employee that will otherwise cause lack of service to the county or unreasonable overtime hours to other employees.

Mandation- The act of being placed on a mandatory overtime shift by administration.

Mandation Pay- Pay rate for the hours of work that an employee has been mandated to work, will be 1.5x the regular pay rate with .5 time being placed in the employees comp time bank.

101.09.04 Policy

When the need arises for a shift to be filled after ample attempts by administration to fill the shifts and without imposing unreasonable overtime hours in a single pay period, administration has the right under Illinois and Federal law to impose a mandatory overtime rule, with exemption to the 24 hours off in 7 days rule due to the service being an essential service to the community.

1. An employee can be mandated to a shift 24 hours before or 24 hours after their scheduled shift.
2. An employee will have the choice to pick up a shift of their choice during the same pay period if multiple shifts are open or be mandated by administration to the shift that administration chooses.
3. An employee can be mandated for 1 shift per pay period if the need arises.
4. Administration must give notice of mandation no less than 2 hours before the mandated shift begins.
5. An employee can not be mandated to a shift if they work for another employer within a 48-hour time-period.
6. Employees will receive time and a half pay for all mandated shifts and half time placed in their comp bank for the mandated overtime.
7. Refusal to work a mandatory overtime shift will result in disciplinary action.