

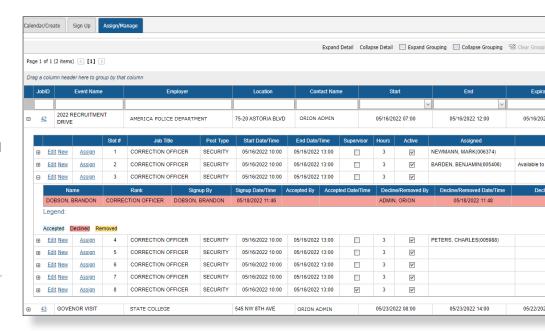
# Smart Scheduling

# Off-Duty Management

Coordinating external employment with 24/7/365 operational schedules, jurisdiction policies, and fatigue concerns is labor intense. Using a centralized solution like Workforce Management PLUS manage Off-Duty / Special Events saves time, increases assignment fairness, and improves safety.

## Easy Employee Sign Up

Employees use their
Workforce Management PLUS
account or the Orion Mobile
app to view and sign up for
assignments. Opportunities
include logistical details and all
post requirements. Employees
can overlay their monthly
calendar with the Off-Duty
Event calendar for quick
viewing of events against their
schedules. Once identified,
they can sign up individually or
in bulk.



# Manage Events From One Centralized Location

Off-Duty managers enter event information, select employers, and add posts requirements using one centralized screen. Previously entered events can be duplicated and reoccurring events setup up for quick entry. Billing collection and accounting information can be tracked, including administration fees, pre-pay check numbers and amounts, account numbers, and project or location codes.

# **Automate or Enter Event Assignments**

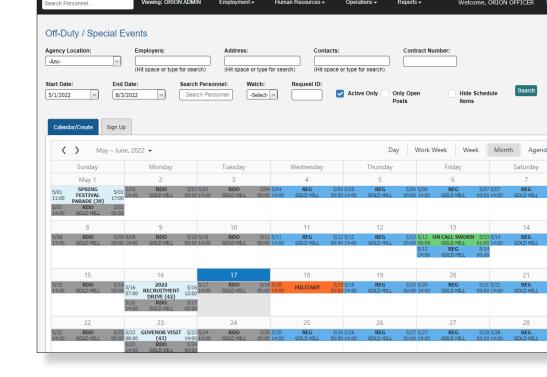
Assignments can be automated based on your rules to ensure fair and equitable distribution of

qualified personnel. Fatigue rules, job classes, skill requirements, and/or the number of overtime hours worked can be included in the assignment criteria requirements.

If manual assignments are preferred, agency rules can be used to display qualified employees in a prioritized order. Off-duty managers make assignments in bulk or one at a time. All assignments, acceptances, and declines are tracked and logged for auditing purposes. Decline reasons can be used as criteria in future assignment selections. Actual hours employees worked are validated against original assignment hours with updates by authorized personnel as needed. All off-duty assignments are displayed on shift rosters.



Employees can sign up for external employment assignments using the Overtime Event calendar, which includes an overlay of their schedule to easily determine conflicts or overlaps. Rules such as a maximum OT amount within a pay period, skill requirements, or seniority status can be used as assignment qualifiers.



#### **Benefits**

- » Ensures a fair method of assigning external employment opportunities
- » Balances rules, employee schedules, and staffing needs
- » Ensures qualified employment assignments
- » Increases transparency and simplifies communications

## **For Employees**

- » Monthly event calendar viewing with employee's schedule overlay
- » Sign up for opportunities in the monthly calendar or event listing
- » Sign up for events individually or in bulk
- » Detailed viewing of event logistics and post requirements
- » Automated assignment notifications
- » View approved events on calendars and rosters

## **For Off-Duty Managers**

- » Monthly calendar for event and vendor info entry
- » Setup rules to ensure qualified assignments and compliance with labor laws
- » Automate assignments based on agency rules
- » Manually fill assignments individually or in bulk
- » Duplicate event/post details for reoccurrences
- » Track decline reasons
- » Confirm actual work hours against event hours
- » Export time worked to payroll systems based on pay period policies

Contact us today at 866-779-1689.



