

# 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 FW | Workforce to manage Off-Duty events saves time, increases assignment fairness, and improves safety.

### Easy Employee Sign Up

Employees use their FW | Workforce account or the Workforce 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.

Calendar/Create Sign Up Assign/Manage									
Expand Detail Collapse Detail <input type="checkbox"/> Expand Grouping <input type="checkbox"/> Collapse Grouping <input type="button" value="Clear Groupings"/>									
Page 1 of 1 (2 items) [1]									
Drag a column header here to group by that column									
JobID	Event Name	Employer	Location	Contact Name	Start	End	Expires		
42	2022 RECRUITMENT DRIVE	AMERICA POLICE DEPARTMENT	75-20 ASTORIA BLVD	ORION ADMIN	05/16/2022 07:00	05/16/2022 12:00	05/16/2022		
		Slot #	Job Title	Post Type	Start Date/Time	End Date/Time	Supervisor	Hours	Active
<a href="#">Edit New</a>	<a href="#">Assign</a>	1	CORRECTION OFFICER	SECURITY	05/16/2022 10:00	05/16/2022 13:00	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>
<a href="#">Edit New</a>	<a href="#">Assign</a>	2	CORRECTION OFFICER	SECURITY	05/16/2022 10:00	05/16/2022 13:00	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>
<a href="#">Edit New</a>	<a href="#">Assign</a>	3	CORRECTION OFFICER	SECURITY	05/16/2022 10:00	05/16/2022 13:00	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>
Name	Rank	Signup By	Signup Date/Time	Accepted By	Accepted Date/Time	Decline/Removed By	Decline/Removed Date/Time	Decl	
DOBSON, BRANDON	CORRECTION OFFICER	DOBSON, BRANDON	05/18/2022 11:46			ADMIN, ORION	05/18/2022 11:48		
Legend:									
Accepted Declined Removed									
<a href="#">Edit New</a>	<a href="#">Assign</a>	4	CORRECTION OFFICER	SECURITY	05/16/2022 10:00	05/16/2022 13:00	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>
<a href="#">Edit New</a>	<a href="#">Assign</a>	5	CORRECTION OFFICER	SECURITY	05/16/2022 10:00	05/16/2022 13:00	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>
<a href="#">Edit New</a>	<a href="#">Assign</a>	6	CORRECTION OFFICER	SECURITY	05/16/2022 10:00	05/16/2022 13:00	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>
<a href="#">Edit New</a>	<a href="#">Assign</a>	7	CORRECTION OFFICER	SECURITY	05/16/2022 10:00	05/16/2022 13:00	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>
<a href="#">Edit New</a>	<a href="#">Assign</a>	8	CORRECTION OFFICER	SECURITY	05/16/2022 10:00	05/16/2022 13:00	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>
43	GOVERNOR VISIT	STATE COLLEGE	545 NW 8TH AVE	ORION ADMIN	05/23/2022 08:00	05/23/2022 14:00	05/22/2022		

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.

Search Personnel... Viewing: ORION ADMIN Employment Human Resources Operations Reports Welcome, ORION OFFICER

### Off-Duty / Special Events

Agency Location:  Employers:  Address:  Contacts:  Contract Number:   
(Hit space or type for search) (Hit space or type for search) (Hit space or type for search)

Start Date:  End Date:  Search Personnel:  Watch:  Request ID:   
☒ Active Only ☐ Only Open Posts ☐ Hide Schedule Items

May - June, 2022							Day	Work Week	Week	Month	Agenda
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
May 1 5/01 11:00 SPRING FESTIVAL PARADE (39) 5/01 14:00 RDO GOLD HILL 00:00	2 5/02 14:00 RDO GOLD HILL	3 5/03 00:00 14:00 RDO GOLD HILL	4 5/04 00:00 14:00 REG GOLD HILL	5 5/05 00:00 14:00 REG GOLD HILL	6 5/06 00:00 14:00 REG GOLD HILL	7 5/07 00:00 14:00 REG GOLD HILL					
8 5/08 14:00 RDO GOLD HILL	9 5/09 00:00 14:00 RDO GOLD HILL	10 5/10 00:00 14:00 RDO GOLD HILL	11 5/11 00:00 14:00 REG GOLD HILL	12 5/12 00:00 14:00 REG GOLD HILL	13 5/13 00:00 14:00 ON CALL SWORN GOLD HILL 00:00 5/13 14:00 REG GOLD HILL 00:00	14 5/14 00:00 14:00 REG GOLD HILL					
15 5/15 14:00 RDO GOLD HILL	16 5/16 07:00 2022 RECRUITMENT DRIVE (42) 5/16 14:00 RDO GOLD HILL 00:00	17 5/17 00:00 14:00 RDO GOLD HILL	18 5/18 00:00 14:00 MILITARY	19 5/19 00:00 14:00 REG GOLD HILL	20 5/20 00:00 14:00 REG GOLD HILL	21 5/21 00:00 14:00 REG GOLD HILL					
22 5/22 14:00 RDO GOLD HILL	23 5/23 08:00 GOVERNOR VISIT (43) 5/23 14:00 RDO GOLD HILL 00:00	24 5/24 00:00 14:00 RDO GOLD HILL	25 5/25 00:00 14:00 REG GOLD HILL	26 5/26 00:00 14:00 REG GOLD HILL	27 5/27 00:00 14:00 REG GOLD HILL	28 5/28 00:00 14:00 REG GOLD HILL					

## 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 employment events individually or in bulk using FW | Workforce account or the Workforce Mobile app
- » 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 866-225-1394.

