

Smart Scheduling

Off-Duty / Special Event 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.

| 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 | Assigned |
|--------|--------------------|-----------|------------------|------------------|------------|-------|-------------------------------------|---------------------------------------|
| 1 | CORRECTION OFFICER | SECURITY | 05/16/2022 10:00 | 05/16/2022 13:00 | | 3 | <input checked="" type="checkbox"/> | NEWMANN, MARK(006374) |
| 2 | CORRECTION OFFICER | SECURITY | 05/16/2022 10:00 | 05/16/2022 13:00 | | 3 | <input checked="" type="checkbox"/> | BARDEN, BENJAMIN(005406) Available to |
| 3 | CORRECTION OFFICER | SECURITY | 05/16/2022 10:00 | 05/16/2022 13:00 | | 3 | <input checked="" type="checkbox"/> | |

| Name | Rank | Signup By | Signup Date/Time | Accepted By | Accepted Date/Time | Decline/Removed By | Decline/Removed Date/Time |
|-----------------|--------------------|-----------------|------------------|-------------|--------------------|--------------------|---------------------------|
| DOBSON, BRANDON | CORRECTION OFFICER | DOBSON, BRANDON | 05/18/2022 11:46 | | | ADMIN, ORION | 05/18/2022 11:48 |

Legend: Accepted Declined Removed

| Slot # | Job Title | Post Type | Start Date/Time | End Date/Time | Supervisor | Hours | Active | Assigned |
|--------|--------------------|-----------|------------------|------------------|------------|-------|-------------------------------------|-------------------------|
| 4 | CORRECTION OFFICER | SECURITY | 05/16/2022 10:00 | 05/16/2022 13:00 | | 3 | <input checked="" type="checkbox"/> | PETERS, CHARLES(005988) |
| 5 | CORRECTION OFFICER | SECURITY | 05/16/2022 10:00 | 05/16/2022 13:00 | | 3 | <input checked="" type="checkbox"/> | |
| 6 | CORRECTION OFFICER | SECURITY | 05/16/2022 10:00 | 05/16/2022 13:00 | | 3 | <input checked="" type="checkbox"/> | |
| 7 | CORRECTION OFFICER | SECURITY | 05/16/2022 10:00 | 05/16/2022 13:00 | | 3 | <input checked="" type="checkbox"/> | |
| 8 | CORRECTION OFFICER | SECURITY | 05/16/2022 10:00 | 05/16/2022 13:00 | | 3 | <input checked="" type="checkbox"/> | |

| JobID | Event Name | Employer | Location | Contact Name | Start | End | Expires |
|-------|----------------|---------------|----------------|--------------|------------------|------------------|------------|
| 43 | GOVERNOR VISIT | STATE COLLEGE | 545 NW 8TH AVE | ORION ADMIN | 05/23/2022 08:00 | 05/23/2022 14:00 | 05/22/2022 |

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.

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

Orion and the Workforce Management PLUS logos are the trademarks of Orion Communications. All rights reserved. Orion Communications, Inc. 2022. All other product names are trademarks of their respective owners