

Overtime

1010.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the use and management of overtime by Blue Ridge Fire District employees and to establish an overtime compensation request process.

1010.2 POLICY

It is the policy of the Blue Ridge Fire District to maintain a degree of flexibility concerning the overtime policy due to the nature of fire service work and the needs of the District.

1010.3 PROCEDURE

Overtime may be available due to unforeseen personnel absences, emergency incidents or constant staffing requirements. The Fire Chief or the authorized designee should develop a plan for the fair distribution of both the workload and the income opportunity. The plan should consider the District's interest in managing overtime costs.

Any instance of work that requires overtime compensation shall be approved in advance by the Fire Chief. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Employees classified as non-exempt by the Fair Labor Standards Act (FLSA) are not authorized to volunteer work time to the District. Non-exempt employees who work authorized overtime and are compensated, either by payment of wages as agreed upon or by the allowance of accrual of compensatory time off, should submit a request for overtime payment as soon as practicable after overtime is worked.

The individual employee may request compensatory time in lieu of receiving an overtime payment. However, the employee may not exceed the number of hours allowed by the rules and regulations, or the FLSA (29 CFR 553.22).

1010.4 OVERTIME COMPENSATION REQUESTS

Employees should submit all overtime compensation requests to their immediate supervisor as soon as practicable for verification and forwarding to the Administration Division. Failure to submit a request for overtime compensation in a timely manner may result in discipline.

1010.5 ACCOUNTING FOR OVERTIME

Employees should record the actual time worked in an overtime status.

1010.5.1 ACCOUNTING FOR PORTIONS OF AN HOUR

Authorized overtime work shall be accounted in the increments as listed or as stipulated below:

TIME WORKED	RECORD
-------------	--------

Blue Ridge Fire District

Policy Manual

Overtime

Up to 15 minutes	.25 hour
16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1 hour

1010.5.2 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same incident or activity, and the amount of time for which compensation is requested varies between the employees, the Captain or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.