



Division 07 **Fiscal Affairs**

Chapter 01– Overtime/Compensatory Leave Compensation Policy

March 2009

POLICY

This General Order shall set forth the policy that all Fire/Emergency Medical Services (EMS) Department personnel will be compensated when required to perform authorized overtime beyond their established work shift/hours.

DEFINITIONS

N/A

PROCEDURES

1. Overtime Compensation

Overtime compensation shall refer to the payment of wages or the occurring of compensatory leave, and provides that uniformed Fire/EMS Department employees shall be compensated at their own option, up to and including the rank of Battalion Chief, when required to perform “authorized overtime” beyond their established work shift.

Exception: The Department may require, **noting in advance**, that overtime be compensated with compensatory time. In such instances, an employee has the option to agree to these terms, or not work beyond their scheduled shift.

2. Rate of Compensation

All overtime must be “authorized” in advance, in accordance with General Order 07-06, Overtime Procedures. Each hour of overtime shall be compensated as follows:

- 0-7 minutes** - No compensation
- 8-22 minutes** - One-quarter hour wages at 1.5 times
- 23-37 minutes** - One-half hour wages at 1.5 times
- 38-52 minutes** - Three-quarter hour wages at 1.5 times
- 53-67 minutes** - One (1) hour of wages at 1.5 times

3. Enforcement

It is the employees’ responsibility to properly request and record overtime and compensatory time.

It is each career supervisor’s responsibility to verify all overtime wages or compensatory leave earned. Any violations or falsification will result in immediate and severe disciplinary action. All command officers are directed to conduct periodic audits to verify compliance.

REFERENCES

N/A

FORMS/ATTACHMENTS

N/A