



Rogers Fire Department Standard Operating Procedures

Policy Title:	Overtime and Compensatory Time		
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PURPOSE

This policy establishes the procedure for reporting and payment of overtime and accrued compensatory time for sworn and non-sworn employees.

POLICY

Although overtime is recorded and authorized in a variety of ways, it shall be the responsibility of each individual member to report overtime using an Overtime Report (Form 47) located in the Forms section of CrewSense. This electronic form requires that the employee verify their time and establish a validated reason for the overtime. Each overtime submission shall be emailed to the authorizing chief officer and the designated payroll clerk. Once received the chief officer should communicate with the payroll clerk if any discrepancies exist. Employees should ensure that overtime forms are submitted at the end of each overtime work period to ensure efficient processing. No overtime form will be processed without authorization. Members are not authorized to perform work outside their normal assigned schedules without the explicit permission of a chief officer or circumstances found in policy. The voluntary checking of city email or performance of ancillary tasks shall be limited to less than ten (10) minutes while off-duty and is considered *De Minimis*.

Overtime for sworn employees shall be defined as one and one-half (1.5) times the regular rate of pay for any hours worked exceeding the maximum amount allowed under the Fair Labor Standards Act (FLSA). The FLSA reporting period shall be defined as eighteen (18) days when utilizing a 48-96 work schedule (XXOOOXXOOOXX). Overtime shall be charged at fifteen (15) minute increments. Overtime for non-sworn employees shall be defined as hours worked in excess of 40 in a given pay period.

Compensatory Time

Compensatory time is defined as paid time off in lieu of cash wages. Employees are permitted to accrue compensatory time at the appropriate overtime rate. Compensatory time must be preapproved by the Fire Chief. Compensatory time will be recorded on a Compensatory Time Agreement (Form 47A) and submitted for processing. Compensatory time may be accrued to a maximum of forty (40) hours. Compensatory time may not be carried beyond two pay periods after it is accrued. When compensatory time is used, an email requesting and documenting its use shall be sent to the Fire Chief. Generally, shift employees are denied the accumulation of compensatory time except for specific projects and situations. Normal work week employees should utilize compensatory time in place of overtime whenever possible. Employees may utilize compensatory time earned as long as it does not cause a disruption in the operation of the fire department.

PulsePoint Verified Responder

Members of the department that voluntarily utilize the PulsePoint Verified Responder app are authorized, but are not required, to provide emergency care within the jurisdiction of Rogers while off-duty. If care is provided because of notification from this app, any action taken will be considered compensatory, subject to this policy and other terms and conditions of normal employment with the department.

Emergency Closure of City Offices

If city offices are closed due to extreme weather or other emergency conditions as specified in Section 9(F) of the City's Employee Manual, essential employees of the fire department will continue to operate. Essential employees working during an emergency closure of city offices shall be paid up to eight (8) hours of emergency closing leave concurrent to any hours worked in the ensuing 24 hour period. This policy only applies to non-exempt employees under the Fair Labor Standards Act.