

<h1>Campbell County Fire Department</h1> <h2>Policy</h2>		
General/Administration	Overtime	104.01

### I. PURPOSE:

The purpose of this policy is to define the categories of overtime and the authorizations and documentation procedures required for receiving approved overtime compensation.

### II. SCOPE:

This policy applies to all non-exempt full-time and part-time Campbell County Fire Department personnel who are eligible to receive overtime pay.

### III. POLICY:

#### 1. Definitions:

- 1.1. Administrative Overtime is any time that used to accomplish administrative type duties/tasks. This includes, but is not limited, to general office work and non-suppression activities.
- 1.2. Suppression Overtime is any time that is used for the purpose of incident response or in support of incident response.
- 1.3. Training overtime is time used for the purpose of attending training or conducting training.
- 1.4. Volunteer interaction overtime is time authorized for career members to attend functions after their normal shift hours through which they specifically interact with volunteer members. Volunteer Interaction Overtime is limited to 4 hours per pay period.

2. Any hours worked in excess of 80 hours will be considered overtime and will be compensated at one and one half times the employee's normal hourly pay rate. Any hours in excess of 80 hours per pay period will fall into one of the pre-defined overtime categories and must be authorized in accordance with this policy.

3. Although paid time off such as Sick Leave and Vacation Leave will be counted towards the employee's eighty (80) hours, these types of pay are **not** considered "**hours worked**" for the purpose of calculating overtime.

#### 4. Authorization:

- 4.1. All overtime must be preauthorized as described below. The only exception for preauthorization is suppression overtime for emergency incidents.
- 4.2. All employees requesting overtime will complete an "**Overtime Request Form**" prior to incurring the overtime.

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- 4.3. Administrative Overtime must be authorized by the Fire Chief.
- 4.4. Training Overtime must be authorized by one of the following:  
Training Chief, a Division Chief, or the Fire Chief.
- 5. Volunteer Interaction Overtime:
  - 5.1. Each career staff member, eligible for overtime, is authorized four hours per pay period to attend functions that occur after their normal shift hours. The purpose of this overtime is to ensure interaction of career members with the volunteer members. To qualify there must be two or more volunteers present at the event.
  - 5.2. The functions that are authorized for this category of overtime are:  
Countywide training, battalion training, station training & apparatus checks, hazardous materials team training, and any special training activities authorized by the Training Chief, a Division Chief or the Fire Chief.
  - 5.3. Each career staff member is authorized up to one hour each month to attend Battalion Business Meetings. This is part of the total four hours authorized.
- 6. Documentation:
  - 6.1. **All** overtime claimed must be clearly documented on the career member's timecard.
  - 6.2. Administrative overtime claimed shall be documented to include the hours claimed, the project or task being worked on.
  - 6.3. Suppression overtime claimed shall be documented to include the hours claimed and the incident or incidents that resulted in the overtime.
  - 6.4. Training overtime shall be documented to include the hours claimed at the training event that was attended or the training that was instructed.
  - 6.5. Volunteer Interaction overtime shall be documented to include the hours claimed and the event attended. Volunteer interaction overtime shall not exceed four hours per pay period.