

<b>Campbell County Fire Department</b> <b>Standard Operating Procedure</b>		
General/Administration	Extended Duty Time	104.03

**I. PURPOSE:**

The purpose of this procedure is to ensure compliance with current minimum staffing standard and to provide accurate documentation to assure appropriate compensation for personnel who have worked beyond their normal scheduled tour of duty. In order to effectively manage this process, a procedure for documentation of staffing overtime is established and will be utilized and enforced.

**II. SCOPE:**

This procedure applies to all career firefighters.

**II. PROCEDURE:**

1. All requests to work overtime must be authorized by a Shift Captain or a Chief.
2. The officer scheduling personnel to work a specific shift must complete the Department's Overtime Request Form.
3. The employee authorized to work the scheduled shift will receive a signed copy of the Overtime Request Form. This form will be attached to and submitted with the next payroll time sheet. If an unscheduled personnel leave of absence causes a staffing shortage, the Shift Officer shall arrange for overtime personnel to work. However, the appropriate documentation must be completed as soon as possible and submitted with the next payroll time sheet.
4. Personnel working beyond their normal scheduled tour of duty must complete the Department's Overtime Request Form. This document will specify the amount of time worked beyond their regular shift hours and the type of compensation requested either paid time off or overtime pay. After completion, this form must be attached to and submitted with the next payroll time sheet.
5. Deviation from this procedure may result in personnel working a scheduled shift or period of time without compensation.
6. All attempts will be made to fill minimum staffing levels with volunteer firefighters before extending overtime shifts to career personnel.
7. All attempts will be made to limit personnel to no more than 36 consecutive hours of work.
8. All attempts will be made for career personnel to have a minimum of 12 hours off before reporting for a shift.

Initial Approval: September 2009 Revision Date:	Page 1 of 1	Don Huber, Fire Chief  ORIGINAL SIGNED
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