

Overtime/Compensatory Time

1009.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the authorization, recording, identify the use and management of overtime and compensatory time by for employees of the North Tooele Fire District.

This policy is intended to ensure compliance with the Fair Labor Standards Act (FLSA), provide consistency in time reporting practices, and support the effective management of District staffing and operational needs.

1009.2 DEFINITIONS

~~40 Hour non-exempt employees -- Overtime is defined as work in excess of forty (40) hour per week.~~

~~Overtime for Section 207(k) employees is defined as work in excess of 212 hours per 28 day work period.~~

~~Overtime shall be accrued at the rate of 1 1/2 times the regular rate.~~

~~Compensatory Time (Comp Time), which is defined as time off in lieu, refers to a type of work schedule arrangement that allows exempt employees to take time off utilizing PTO and taking the accrued PTO off at some future date.~~

~~Comp Time shall be accrued at the rate of 1 1/2 times the regular rate.~~

~~Each employee has a set scheduled shift and it is important that each employee adhere to that schedule. Overtime can be accrued for training, approved administrative duties, and after hours emergency calls.~~

~~Overtime for reasons other than those previously specified must be approved by the . For additional clarity see the current FLSA guidelines at <http://www.dol.gov/whd/flsa/> .~~

Non-Exempt Employees – Employees who are eligible for overtime compensation under the Fair Labor Standards Act (FLSA).

Overtime for non-exempt employees working a standard forty (40) hour work week is defined as hours worked in excess of forty (40) hours in a work week.

Overtime for employees operating under the Section 207(k) FLSA exemption for fire protection employees is defined as hours worked in excess of two hundred twelve (212) hours in a twenty-eight (28) day work period.

Overtime shall be compensated at a rate of one and one-half (1.5) times the employee's regular rate of pay.

North Tooele Fire District

North Tooele Fire District Policy Manual

Overtime/Compensatory Time

Compensatory Time (Comp Time) – Compensatory time is paid time off granted to salary-exempt employees in recognition of approved work performed in excess of their normal work schedule. Compensatory time may be used at a later date in lieu of additional time worked.

1009.3 POLICY

~~It is the policy of the to maintain a degree of flexibility concerning the overtime policy due to the nature of fire service work and the needs of the :~~

The North Tooele Fire District recognizes that the nature of emergency services may require employees to work hours beyond their regularly scheduled shifts. Overtime shall be managed in a manner that ensures operational readiness while maintaining fiscal responsibility.

Overtime work should be limited to situations where it is necessary to meet operational, training, administrative, or emergency response needs of the District.

All overtime work shall be approved in accordance with this policy.

1009.4 PROCEDURE

~~Overtime may be available due to unforeseen personnel absences, emergency incidents or constant staffing requirements. The 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 's interest in managing overtime costs:~~

~~Any instance of work that requires overtime compensation shall be approved in advance by a direct supervisor. 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:~~

Overtime may occur due to emergency incidents, staffing shortages, training activities, administrative assignments, or other operational needs of the District.

Overtime should be approved in advance by the employee's supervisor whenever practicable. If circumstances do not permit prior approval, approval shall be obtained as soon as reasonably possible and no later than the end of the shift in which the overtime occurred.

Employees classified as non-exempt by the Fair Labor Standards Act (FLSA) are not authorized to volunteer work time to the District.

1009.4.1 UNAUTHORIZED OVERTIME

Employees shall not work overtime without prior supervisory approval except in emergency circumstances.

Employees who work unauthorized overtime must still report the time worked and will be compensated in accordance with applicable wage laws. However, employees who work overtime without authorization may be subject to disciplinary action.

North Tooele Fire District

North Tooele Fire District Policy Manual

Overtime/Compensatory Time

1009.4.2 COMP TIME FOR SALARY EXEMPT EMPLOYEES - DELETE THIS SECTION

~~Salary exempt employees are not subject to overtime, however, employees are able to earn comp time at the applicable rates. Comp time may be used in lieu of PTO with advanced notice after earned.~~

1009.5 ACCOUNTING FOR HOURS WORKED

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

Employees shall accurately record all hours worked in the District's timekeeping system.

The Administration Division or designated payroll personnel will review reported hours and determine whether hours worked qualify as regular time, overtime compensation, or compensatory time in accordance with this policy and applicable wage laws.

Employees are responsible for ensuring that all hours worked are reported accurately and in a timely manner.

1009.5.1 ACCOUNTING FOR PORTIONS OF AN HOUR - MOVE THIS SECTION TO THE PAYROLL ADMINISTRATION PROCEDURE

~~Authorized overtime work shall be accounted in the increments as listed:~~

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

1009.6 COMPENSATORY TIME FOR EXEMPT EMPLOYEES

Compensatory time is available only to employees classified as salary-exempt under the Fair Labor Standards Act.

Non-exempt employees are not eligible to accrue compensatory time and will be compensated for overtime in accordance with applicable wage laws.

Salary-exempt employees are not eligible for overtime compensation under the Fair Labor Standards Act (FLSA). However, the District may grant compensatory time (Comp Time) to salary-exempt employees who work hours in excess of their regularly scheduled work hours when such work is approved by the Fire Chief or designee.

Compensatory time is intended to provide flexibility for exempt employees who occasionally work extended hours in support of District operations and is not intended to replace normal scheduling practices or the District's paid leave programs.

Compensatory time provided to exempt employees is a discretionary benefit and not a guaranteed wage entitlement.

North Tooele Fire District

North Tooele Fire District Policy Manual

Overtime/Compensatory Time

1009.6.1 COMP TIME ACCRUAL

Compensatory time shall accrue at a rate of one and one-half (1.5) hours for each hour of approved work performed beyond the employee's normal scheduled work hours.

All comp time must be approved and recorded in the District's timekeeping system.

1009.6.2 USE OF COMPENSATORY TIME

Compensatory time may be used in lieu of Paid Time Off (PTO) with prior supervisor approval.

Employees are not required to use compensatory time solely because they work fewer hours than their typical daily schedule. Minor variations in daily or weekly work hours may occur based on operational needs and the expectations of exempt positions.

Comp time may be used when an employee requests time away from work beyond normal scheduling flexibility.

1009.6.3 MAXIMUM ACCRUAL LIMIT

Compensatory time balances for exempt employees may accrue up to a maximum of one thousand five hundred (1,500) hours unless otherwise authorized by the Fire Chief.

Employees who approach the maximum accrual limit should coordinate with their supervisor to schedule the use of compensatory time or request payout of accrued hours when operationally feasible.

1009.6.4 PAYOUT OF COMPENSATORY TIME

Accrued compensatory time may be paid out at the employee's regular rate of pay upon request and with approval of the Fire Chief.

The Fire Chief may also authorize payout of compensatory time balances to maintain reasonable accrual levels or address operational needs.

1009.6.5 SEPARATION FROM EMPLOYMENT

Accrued and unused compensatory time will be paid out at the employee's regular rate of pay at the time of separation, provided the employee gives at least 10 days' advance written notice of voluntary resignation.

If an employee resigns without providing the required notice, the District may elect to forfeit the payout of accrued compensatory time.

In cases of termination for cause, payment of accrued and unused compensatory time may be granted in whole or in part at the discretion of the Fire Chief.

Compensatory time balances will be calculated based on the employee's final verified comp time balance at the time of separation.