

RESOLUTION No. 2024-12

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE NORTH TOOELE FIRE PROTECTION SERVICE DISTRICT TO MODIFY THE CURRENT 207(K) WORK PERIOD FROM 24 DAYS TO 28 DAYS and AMEND THE AFFECTED PAYROLL ADMINISTRATION POLICIES.

WHEREAS, the North Tooele Fire Protection Service District (NTFD or the District) is transitioning to a 28 day work period per FLSA section 207(k), and

WHEREAS, the modification was discussed during an open board meeting on December 18, 2024 and is attached hereto as Exhibit A, and

WHEREAS, the Payroll Administration Policies need to be amended in order to convert and is attached hereto as Exhibit B.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the North Tooele Fire Protection Service District, to approve the modify the current work period as outlined in Exhibit A effective on January 11, 2025.

This resolution shall take immediate effect upon its adoption and approval.

ADOPTED AND APPROVED this 18th day of December, 2024.

AYES:

NAYES:

ABSENT:

ATTEST:

Cassandra Ray
Administrative Chief
North Tooele Fire District

Rick Pollock
Board Chair
Board of Trustees

NORTH TOOELE FIRE DISTRICT MODIFICATION OF THE 207(k) WORK PERIOD

- The objective of modifying the 207(k) work period is to ultimately transition to a 14-day work period. However, due to current budget constraints, achieving this goal is not feasible at this time. As a step towards this long-term objective, the NTFD will adopt a 28-day work period for an interim period of 2-5 years. The final transition to a 14-day work period will be implemented when conditions are more favorable.
- Begin the modification on January 11, 2025
 - This coincides with the end of the current FLSA section 207(k) 24-day work period for overtime calculations.
- Change the current FLSA section 207(k) work period of 24 days to a 28-day work period
 - The work period for firefighters will be a 28-day cycle under the FLSA 207(k) exemption defined for fire departments. For payroll purposes, the 28-day cycle will begin on January 11, 2025 at 7:00 AM and end after 28 consecutive days.
 - A shift shall be defined as one, 24 hour day. A shift shall begin at 7:00 AM and end at 7:00 AM the following day.
 - Full-time firefighters will continue to be assigned to work two consecutive shifts (48 hours) followed by 96 hours off.
 - A 28-day work period for a 48/96 shift schedule aligns with industry standards.
 - Overtime will be paid for hours worked in excess of 212 hours per 28-day work period.
 - On the 48/96 schedule, full-time firefighters will be scheduled to work either 240 hours or 192 hours in a 28-day work period. Upon the occurrence of the 240 hours worked, 212 will be paid as straight time and 28 hours will be paid at the overtime rate of 1 ½.
 - Depending on the platoon scheduled, the 240 hours worked will occur 8 or 9 times annually on the rotation of overtime paid for 2 work periods and then no overtime for 1 work period (2 on/1 off).
 - On the 48/96 schedule, part-time firefighters may be scheduled up to 29 hours per week; overtime will be based on the 28-day work period.
 - PTO will not be counted as time worked for FLSA purposes.
- The full-time firefighter PTO accrual rates will not be changed at this time since the rates are earned per bi-weekly pay period and not affected by the change to a 28-day work period
- The number of holiday hours paid each pay period will remain at 5.5 hours per bi-weekly pay period.
 - Full-time firefighters are expected to work the scheduled shift even if it
- Payroll will continue to be processed on a bi-weekly basis
 - Each 24-hour shift will be recorded on the timecard on the day the shift starts.