

# **PHOENIX FIRE DEPARTMENT**

## **VOLUME 1 – Operations Manual**

### **OVERTIME**

**MP104.01 12/14 – R**

#### **PURPOSE**

This procedure identifies the use and management of overtime by Fire Department members.

Overtime is defined and pay rates are specified in Administrative Regulations 2.21, 2.23 and the current Memorandum of Understanding.

#### **QUALIFICATION**

Overtime work must be authorized by the member's supervisor prior to working, however, the Shift Commander/Section Head is the approving authority on the Overtime/Constant Manning Report, Form # 90-63D.

#### **RECORDS**

Both the employee and supervisor are responsible for submitting requests for overtime payment at the end of the workweek in which it was earned. Deliberate holding of overtime records beyond the workweek makes auditing for accuracy difficult. The Fire Department and City are required to comply with the recordkeeping laws under the Fair Labor Standards Act, which require employees to be paid on the established payday in relation to the workweek in which it was earned.

A member qualifying for overtime must request credit on the Overtime form #90-63D sign and submit it to the Shift Commander/Section Head via his/her supervisor. Appropriate supervisory authorization and signatures must be obtained on the form. The form is sent to staff in the appropriate section to be data entered into TeleStaff. Fire Payroll staff will pull overtime reports from the TeleStaff system for processing at pre-determined time frames during the pay period.

Paramedics qualifying for overtime as a result of continuing education must submit the completed Arizona Department of Health Services Continuing Education form to EMS once the class has been attended. Medics will complete and sign an Overtime Training Roster for compensation. The EMS Division will be the approving authority for all C.E. overtime and will be entered into TeleStaff by section staff. The member may choose pay or compensatory credits when completing the Overtime Training Roster. If no selection is indicated, overtime will be processed for payment.

Overtime worked, approved and entered into TeleStaff by the end of the 14 day pay period will be paid on the paycheck as required by FLSA.

## **COMPENSATORY CREDIT**

Compensatory time will be computed in accordance with the MOU in effect at the time.

The Fire Chief reserves the right to credit compensatory time in lieu of pay requested by the member if necessitated by budgetary constraints.

## **ACCRUAL**

The maximum compensatory time that may be carried on the books is specified in Administration Regulation 2.21 and the current Memorandum of Understanding.

## **COMPENSATORY TIME REQUEST FOR OPERATIONS DIVISION**

Two (2) twenty-four (24) hour time slots per shift will be available for compensatory time use. Compensatory time requests will be scheduled in the same manner as unscheduled vacation. Refer to M. P. 103.01.

Partial shift compensatory time requests will be scheduled in the same manner as partial shift vacation. Refer to M. P. 103.01.

## **COMPENSATORY TIME REQUESTS FOR OTHER THAN OPERATIONS DIVISION**

Compensatory time requests will be scheduled and approved by the Section Head in advance of the Leave except under emergency situations. In an emergency, the Section Head may approve the use of compensatory time at the time of notification.