

Hours of Work and Overtime, Non-Safety Employees

1015.1 PURPOSE AND SCOPE

The purpose of this policy is to identify hours of work, and overtime use and management by non-exempt employees of the Fresno County Fire Protection District. This policy shall apply to all non-exempt, full-time, non-safety employees of the District.

1015.2 POLICY

It is the policy of the Fresno County Fire Protection District to maintain a degree of flexibility concerning staffing patterns and the overtime policy due to the nature of fire service work and the needs of the District.

1015.3 PROCEDURE

Overtime may be available due to unforeseen personnel absences, emergency incidents, or constant staffing requirements. Consideration should always be given to the District's interest in managing overtime costs.

Any instance of work that requires overtime payment shall be approved in advance by a 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 shift in which the overtime is worked.

Except as otherwise provided in a relevant memorandum of understanding between the District and an employee organization, short periods of work at the end of the normal duty day, such as periods less than one hour in duration, may be awarded as compensatory time in lieu of overtime when appropriate. In the alternative, and unless otherwise provided in a relevant memorandum of understanding between the District and an employee organization, an employee and manager may mutually agree to modify the employee's work hours on a future shift during the same work period to avoid compensatory time off or overtime.

1015.3.1 WORK HOURS

1. This policy shall apply to all non-exempt full-time permanent employees of the District.
2. The regular hours of work each day shall be consecutive except for interruptions for meal periods or as approved by the District Administrative Officer in writing.
3. A work period is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday, and, except as otherwise provided herein, a basic weekly schedule is defined to consist of five (5) consecutive workdays of eight (8) hours each, Monday through Friday.

1015.3.2 OVERTIME

1. Overtime is defined as all hours an overtime-eligible employee actually works over 40 hours in his or her designated work week. Only actual hours worked will be counted

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toward the 40-hour threshold for purposes of calculating Fair Labor Standards Act (FLSA) overtime pay; paid leave will not be counted. Overtime-eligible employees who are directed to work overtime must do so.

2. Other than regular hours of work, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay.
 - A. A schedule shall be maintained by the Forestry Equipment Manager and/or by the Operations Division Chief to assign maintenance employees, on a rotational basis, to be "on-call" on weekends, holidays, and other times as designated by the Forestry Equipment Manager or the Operations Division Chief..
 - B. When an employee is on-call, he/she shall be provided a cell phone or pager which will provide notification in the event of an emergency repair or maintenance work is needed. Said cell phone or pager shall be kept in the on-call employee's possession during the entire on-call period. Notification of an emergency repair or maintenance job may also be given verbally, in person or telephonically by the Forestry Equipment Manager and/or by the Operations Division Chief.
 - C. When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain within the general Fresno County Fire Protection District area, going no farther than one (1) hour or 60 minutes travel time away from any District facility. Said employee will be compensated as agreed upon in writing by policy for standby days/time.

1015.4 ACCOUNTING FOR OVERTIME

Members must record the actual time worked in an overtime status. Failure to do so may result in discipline.

1015.4.1 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour, as indicated below:

TIME WORKED	INDICATE ON CARD
1 to 15 minutes	¼ hour
16 to 30 minutes	½ hour
31 to 45 minutes	¾ hour
46 to 60 minutes	1 hour

1015.4.2 VARIATION IN TIME REPORTED

Where two or more members are assigned to the same incident or activity, and the amount of time for which payment is requested varies between the members, the Duty Officer or other approving supervisor may require each member to include the reason for the variation. Inaccurate reporting of time may lead to discipline.