TOLEDO FIRE & RESCUE DEPARTMENT

B-38 Overtime Documentation

Non-Emergency Manual

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Purpose

To establish a policy and procedure to define what documentation is required of members working overtime, and the timeline for submitting it.

Definitions

1. Overtime is defined as all work in excess of the member's regularly scheduled tours of duty or the regularly scheduled work day of the employee.

2. Overtime pay is compensation for the overtime hours at the pay rate of one and a half (1 1/2) of the member's regular pay rate.

Policy/Procedure

1. All members who work overtime shall be recorded in the Company Journal as well as the actual time worked.

- (Example: Firefighter J. Barnes recalled for staffing 0700 x 1900 hours).

2. All members working overtime shall be recorded accurately on Vector Scheduling by the Company Officer in charge of the member.

3. If a member is held over due to an incident, the incident number, time held over past the scheduled quitting time, and any other pertinent information must be documented using the green holdover clock on Vector Scheduling.

4. Vector Scheduling must specify whether Comp Time Earned (brown CTE) or Money (OT grey) is being

requested, and shall be changed by the Company Officer in charge of the member before midnight the date the overtime occurred. The schedule is then finalized before payroll. Payroll must be notified of any changes required after the date has been finalized.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b38

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