


Washington Township Fire Department Standard Operating Procedure

Division 100: Administrative
Section 105: Personnel Policies
Subject 105.04: Career Overtime
Supersedes: Procedure 105.04 dated 12/30/05



Approved By: 

Date: June 18, 2012

Last Reviewed: March 10, 2016

F.E.S.S.A.M. Exhibit: 7A.4, 7C.1

Page: 1 of 3

PURPOSE:

To establish guidelines for career employees overtime opportunities.

RESPONSIBILITY:

All career members are responsible for reading, understanding and adhering to these provisions. Further, members must remain familiar and refreshed in the correct use of these provisions. Members must also refer to the provisions set forth in the *Collective Bargaining Agreements* and the *Employee Personnel Policies and Procedures Manual*

PROCEDURES:

When Department supervisors determine the need for overtime opportunities, they will receive authorization from the Deputy Chief of Operations' or in his absence the Chief. Once authorization is granted, the process for offering overtime is as follows:

1. When the Department determines that overtime is needed, an employee from one of the identified groups (as described in item # 2), or who possesses special qualifications, or knowledge of a specific task will be offered the overtime opportunity. Pre-scheduled overtime opportunities will be offered as far in advance as is practical with regard to the prior personal commitments of eligible employees.
2. Equalization¹ is broken down into four overtime groups:
 - Captain
 - Lieutenant
 - Firefighter
 - Fire Alarms Operator
3. Except in cases covered in Item 1 above, overtime will be offered to an employee with the lowest number of offered hours within his/her equalization group. In the event that the employees within the equalization group do not accept the overtime, the Department will assign the overtime as follows:
 - a. A Captain will be assigned the overtime only after all eligible Lieutenants decline.
 - b. A Lieutenant will be assigned the overtime only after all eligible Firefighters decline.

¹ The process for providing employees an equal opportunity to be offered and work overtime opportunities.
105.04 CareerOT

Subject 105.04: Career Overtime

Date: June 18, 2012

Last Reviewed: March 10, 2016

Page: 2 of 3

- c. A Firefighter will be assigned the overtime only after all eligible Part-Time In-House Firefighters are offered the opportunity to work the hours.

Overtime assignments are based on the employee within the equalization group with the least seniority. The Department reserves the right to require employees to work overtime when necessary, provided it is not unreasonably excessive.

4. Overtime hours for each employee are tracked as follows:
 - a. All overtime hours worked.
 - b. All overtime hours offered but refused.
 - c. All overtime hours available while an employee is on sick leave².
 - d. An employee will not be charged for any overtime opportunity occurring during a shift for which vacation, E.D.O.'s, bereavement, personal, injury or traded work hours' time are taken.
 - e. An overtime opportunity, occurring on the day(s) before or after any shift for which a vacation day is taken, will not be charged if refused.
 - f. Holiday overtime that falls on a regular shift day, will not be charged as overtime.
 - g. Employees that refuse the "emergency" overtime will also not be charged for an occurrence.
5. An employee that enters an overtime group (as by new hire, promotion, or transfer); will be charged the highest number of hours in the new equalization group.
6. The Department keeps overtime records that are available for inspection during normal work hours. Employees will be charged to the nearest quarter-hour for overtime worked or refused.
7. Errors in distribution of overtime opportunities will be corrected by granting the employee the next opportunity for overtime in their equalization group.
8. If a contracted employee is called in for work at a time not contiguous with his/her normal prescheduled work hours, then he/she will follow the guidelines set forth in the *Firefighter's and Fire Alarm's Operator's Collective Bargaining Agreements*.
If a non-contracted employee is called in for work at a time not contiguous with his/her normal prescheduled work hours, then he/she will follow the guidelines set forth by the *Employee Personnel Policies and Procedures Manual*.
9. If an "emergency" overtime opportunity (less than 24 hours before the shift) occurs, then the overtime list does not need to be strictly adhered to but could be a guide for offering the overtime.
10. On January 1 of each year, all persons in each equalization group will have the lowest person's hours subtracted from their hours. This will cause the person with the lowest hours to go to

² This includes being off under the provisions of the Family Medical Leave Act.
105.04 CareerOT

Subject 105.04: Career Overtime

Date: June 18, 2012

Last Reviewed: March 10, 2016

Page: 3 of 3

zero. This will keep the number of hours worked easier to tabulate and still keep overtime fair to all persons.

References:

Washington Township

- *Employee Personnel Policies and Procedures Manual*
- Fire Alarms Operators Collective Bargaining Agreement 7/1/2013-6/30/2016
- Firefighters Collective Bargaining Agreement 7/1/2013-6/30/2016