

# Washington Township Fire Department Standard Operating Procedure

**Division 100:** Administrative  
**Section 105:** Personnel Policies  
**Subject 105.04:** Career, Non-exempt Personnel Overtime  
**Supersedes:** General Order 93-1 (11/17/97)



## Approved By:

Date: December 30, 2005

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## PURPOSE:

To establish guidelines according to Section IV-B of the Washington Township Personnel Policies and Procedures-Full Time Employee by which career, non-exempt Fire Department employees shall be given overtime opportunities.

## RESPONSIBILITY:

All full time, career members shall be initially and remedially trained in these procedures. Members shall use these provisions during the course of their work, and remain familiar and refreshed in their correct use and effectiveness.

## PROCEDURES:

When the Fire Department determines to offer overtime opportunities, such overtime shall be offered as follows:

1. Equalization shall normally be broken down into five overtime groups:

Captain/Command  
Lieutenant/Firefighter  
Fire Alarms Operator  
Fire Prevention  
Maintenance

These groups shall be general in nature as personnel must be qualified and/or certified to fill certain positions.

2. When the Township determines that overtime is required, an employee with special qualifications may be assigned, or an employee in a specific task requiring completion.
3. Except in cases covered in Item 2 above, overtime shall be offered to the employee in the equalization group with the lowest hours. In the event the overtime must be covered and qualified employees do not accept the overtime, the Township may assign the overtime to an employee in the same equalization group or offer to another employee in another equalization group. Assignment will be on the basis of least seniority among those so qualified and to the extent as practical. Pre-scheduled overtime opportunities will be offered as far in advance as is practical with due regard to the prior personal commitment of such employees.
4. Overtime hours shall be charged to the employee for:
  - a. All overtime worked;
  - b. All overtime hours offered but not worked;

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- c. All overtime hours available while an employee is on a sick leave day or day of absence. (NOTE: Employee on sick leave or day of absence will not be contacted unless an emergency exists.) While an employee will not be charged for any overtime opportunity occurring during a shift for which vacation days, E.D.O.'s, or compensatory time are taken, any overtime opportunity occurring before or after any shift for vacation days will not be charged.
5. When an employee enters an overtime group (as by new hire, promotion, or transfer), they shall be charged the highest number of hours in the new equalization group.
6. Overtime records shall be kept by the Fire Department and shall be available for inspection during normal working hours. Employees shall be charged to the nearest quarter-hour for overtime worked or refused. Holiday overtime that falls on a normal shift day, which all in an equalization group were offered, and overtime is part of the normal shift, will not be charged as overtime.
7. Errors in distribution of overtime opportunities will be corrected by granting, to any member whose rights were violated, the next opportunity for overtime in their equalization group.
8. The Fire Department reserves the right to require employees to work overtime when necessary, provided it is not unreasonably excessive.
9. If an employee is forced to leave work because of illness, emergency reasons, etc., and the Fire Department decides to replace that person, than another employee will be called in from the overtime list.
  - a. In an emergency, if an off duty is more available, the supervisor may place that employee on emergency duty until the employee called in from the overtime list arrives. In this instance, each employee will be eligible for call-in pay as outlined in the Township Personnel Policy-Full Time Employees.
  - b. If the person in the above call-in refuses the overtime, the supervisor will make a reasonable attempt to contact the next person on the list; however, if contact is not made with the person, no overtime hours will be charged against that person.
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 zero. This will keep the number of hours worked easier to tabulate and still keep overtime fair to all persons.

### **References:**