

Hauser Lake Fire Protection District

Policy Statement Overtime

Effective: 10 / 10 / 2016
Revised: / /

POL 26

26.01 PURPOSE

The purpose of this Policy is to establish Hauser Fire Protection District Overtime Policies consistent with state and federal statutes and rules.

26.02 OVERTIME ELEGIBILITY

Eligibility for overtime pay will be based on the classification of employee as follows:

1. **Hourly Employees:** Hourly employees who work over 40 hours in a week shall be eligible for overtime pay at a rate of 1.5 times their hourly rate.
2. **Salaried Employees:** Salaried employees whose annual income is less than the current income level established by FLSA rule and whose work schedule is based on a 40-hour work week shall be eligible for overtime at a rate of 1.5 times their equivalent hourly rate if they exceed 40 working hours per week.
3. **Shift Work Employees:** Firefighters/EMTs who are assigned shift work shall be eligible for overtime if their total shift work time exceeds 228 hours in a month. Overtime shall be paid at a rate of 1.5 the employees regular hourly rate.

26.03 ACCOUNTABILITY

Employees shall be responsible for maintaining an accurate record of hours worked. Such records may be subject to audit at any time without notice.

21.04 COMP-TIME

Employees may elect to convert overtime to comp-time with approval of their appropriate supervisor. Employees may not "bank" comp-time in excess of 18 hours. Comp-time must be taken within 21 days of accrual and may be combined with vacation time with the approval of the personnel's supervisor. Overtime that exceeds 18 hours will be paid to the individual at the above rate.

21.04 SPECIAL CIRCUMSTANCES

Special circumstances will be considered on a case by case basis.

Approved

 Lisa Wendle Date: 10/10/16
Commissioner