

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Non-Exempt Employee Compensation

PPG NUMBER: 90.2.3

PAGE: 1 of 1

DATE OF ISSUE: 5-15-07

Revised: 7-06-16

APPROVED BY: *Mark Martin*

REVIEWED: _____ BY: _____

Board Chair

Purpose: The purpose of this policy is to comply with federal and state overtime provisions and to control labor costs by managing the expense of overtime pay to nonexempt employees.

Compliance: Subject to the Management Rights Clause Article 3, under the FLSA 29 CFR, the Employer has adopted the 7(k) exemption and the following work periods for employees classified as Firefighters.

- The work period for full-time firefighters shall be defined as 27 days.
- The work period for part-time firefighters shall be defined as 7 days.

The work period for all other employees shall be the standard week beginning at 0001 hours on Monday and ending at 2400 on Sunday.

Work Schedules:

The standard work schedule for Full-time and part-time firefighters shall be 24-hour shifts beginning at 0700 hours. The District reserves the right to adjust work shift start times.

The standard work schedule for all other employees shall be defined by position.

Shift Trades:

Employees shall have the right to voluntarily trade shifts in compliance with Standard Operating Guidelines #208 Shift Trades. Shift trades shall not interfere with the operational needs of the District or cause overtime situations where the regular schedule did not.

Overtime:

All employees are expected to make a good-faith effort to minimize the occurrence of overtime. Supervisors are expected to manage personnel time, as much as is practical, to avoid overtime.

All extra hours worked shall be subject to Standard Operating Guidelines #206 Extra Work Hours and Callback Guideline. Compensation for overtime shall be at a rate of one and one-half times the employee's regular rate of pay.

FLSA overtime shall apply to all hours, actually worked, that exceed the threshold for the employee's classification:

- Full-time firefighter – 204 hours in a 27 day work period
- Part-time firefighter – 53 hours in a 7 day work period
- All other employees – 40 hours in a work week

Unauthorized Overtime: Individuals and/or supervisors that fail to comply with the provisions outlined in Section II of this document may be subject to disciplinary action per SOG #403 Code of Discipline.