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## EAST COUNTY FIRE & RESCUE

### POLICIES, PROCEDURES & GUIDELINES

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**SUBJECT: Overtime for Exempt Career Staff**

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APPROVED BY: \_\_\_\_\_

  
Board Chair

REVIEWED: \_\_\_\_\_

BY: \_\_\_\_\_

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### POLICY:

1. Exempt Career Employees are not eligible for Overtime Pay for authorized work time beyond 40 hours per week when performing regular duties on behalf of the Fire District.
2. Overtime Pay may be available to Exempt Career Employees only when performing duties as on a special assignment, or for activities authorized by the Fire Chief and/or Board of Fire Commissioners (i.e. Wildfire Mobilizations, Hazardous Materials Response, State or Federal Disaster Relief efforts, etc).
3. In these special situations, overtime can be paid to the Exempt Career Employee, when the Outside (host) Agency historically pays "overtime" to its employees and contractors, and the Fire District is reimbursed 100% of such costs by that Outside Agency.
4. In these special situations, overtime compensation will be requested for any authorized work hours performed outside the Exempt Employee's normal work schedule (i.e. 8:00 AM-4:30 PM, Monday-Friday).
5. When seeking reimbursement from the Outside Agency, Staff shall attempt to utilize the Total Cost Compensation method.