

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

OVERTIME

MP104.01 04/06 – N

PURPOSE

This procedure identifies the use and management of overtime by Fire Department members.

Overtime is defined and pay rates are specified in Administrative Regulations 2.21, 2.23 and the current Memorandum of Understanding.

QUALIFICATION

Overtime work must be authorized by the member's supervisor prior to working, however, the Shift Commander/Section Head is the approving authority on the Overtime/Constant Manning Report, Form # 90-63D.

RECORDS

A member qualifying for overtime must request credit on the Overtime/Constant Manning Report, form #90-63D (one copy) and submit it to his/her supervisor, sign and forward the form via the Shift Commander/Section Head to Pay and Benefits. Pay and Benefits must receive the "Overtime Report" within five (5) calendar days of the date the overtime was performed. The Shift Commander/Section Head signature of that District/Section charged with overtime must appear on the "Overtime Report" for payment to be made.

Paramedics qualifying for overtime as a result of continuing education must attach the completed Arizona Department of Health Services Continuing Education form to the "Overtime Report" and route both to EMS. The EMS Division will be the approving authority for all C.E. overtime. The member may choose pay or compensatory credits when filing the "Overtime Report." If no selection is indicated, overtime will be processed for payment.

COMPENSATORY CREDIT

Compensatory time will be computed in accordance with the MOU in effect at the time.

The Fire Chief reserves the right to credit compensatory time in lieu of pay requested by the member if necessitated by budgetary constraints.

ACCRUAL

The maximum compensatory time that may be carried on the books is specified in Administration Regulation 2.21 and the current Memorandum of Understanding.

COMPENSATORY TIME REQUEST FOR OPERATIONS DIVISION

Two (2) twenty-four (24) hour time slots per shift will be available for compensatory time use. Compensatory time requests will be scheduled in the same manner as unscheduled vacation. Refer to M. P. 103.01.

Partial shift compensatory time requests will be scheduled in the same manner as partial shift vacation. Refer to M. P. 103.01.

COMPENSATORY TIME REQUESTS FOR OTHER THAN OPERATIONS DIVISION

Compensatory time requests will be scheduled and approved by the Section Head in advance of the Leave except under emergency situations. In an emergency, the Section Head may approve the use of compensatory time at the time of notification.