

SUBJECT: OVERTIME**SECTION:** 103.07**REVISED:** MARCH 1, 2008**PAGE(S):** 2

PURPOSE

To provide a system to maintain minimum staffing (see ordinance) of full time and part-time members and to familiarize all members with the procedure applying to overtime.

POLICY

- A. The Fire Chief shall determine the number of men needed during special emergencies such as winter storms, riots, etc.
- B. The Lieutenant or Acting Lieutenant on duty shall insure that no less than three (3) full-time members and one (1) part-time member is on duty, and at least two (2) of the full-time members are certified paramedics and that this level of manpower is maintained during his tour of duty.
- C. Members working overtime are responsible for filling out a Reading Fire Department Overtime Sheet, and submitting it to the shift supervisor to facilitate update of the overtime list.
- D. Members are responsible for reporting to work promptly and being in proper uniform.

PROCEDURE

An overtime master list shall be used for determining overtime in the following manner:

- A. Vacancies in the shift, special details or work details, the member having the least overtime hours shall be called first.
- B. The Fire Chief shall be called in the event no members are available for overtime.
- C. Charges for overtime shall be made in the following manner:
 - 1. A member working overtime hours shall be charged for the number of hours they were paid for.

2. Persons refusing overtime shall be charged with the total number of hours he would have been paid for.
- D. No member shall be charged for refusing overtime two (2) days before or two (2) days after a scheduled vacation day.
- E. Members shall not be charged for refusing overtime if he has been scheduled to work a 48 hour tour of duty immediately before or after overtime is offered.
1. Members may not trade overtime days without the prior approval of the Fire Chief (7 days).
 2. Members shall not be charged for overtime 48 hours after reporting sick for their scheduled work shift.
 3. If a person is called from the master overtime list for whatever reason under this section, the hours of overtime paid or charged for refusing overtime shall be posted on the master overtime list for rotation purpose.
 4. The master OT list shall be used to fill positions for periods of three hours or greater.
- F. Special Overtime Situations
1. Prescheduled special events (ie. fireworks display) that generate overtime manpower demands, may be filled by posting a list of scheduled time slots available and may be filled by qualified full-time, part-time, or paid-on-call members electively, prior to the overtime master list for staffing the event.
 2. To cover small incremental overtime situations such as are caused by sending on-duty personnel to the hospital for improved patient care, a rotating call-in list is maintained. List use procedures are intended to fairly distribute overtime and responsibility and will be used to maintain minimum staffing.

REFERENCE

8-23-94 memo: RCFA on OT policy