

<b>UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL</b>	
<b>Chapter 3</b> <i>UFA Personnel Policies</i>	<b>Section 11</b> <i>Overtime and Compensatory Time</i>

**Relevant Information:** There are two types of employment classes in UFA relative to the Fair Labor Standards Act (FLSA) requirements: FLSA Exempt and FLSA Non-Exempt. Non- Exempt employees are subject to FLSA requirements. Designation of FLSA Status is made by the Human Resources Division as part of the position classification process and approved by the Fire Chief.

**Policy Statement:** It is the policy of the Board that UFA will comply with the requirements of the FLSA with respect to providing overtime and compensatory time for hours worked by Non- Exempt employees in excess of the limits provided for in the FLSA, including operational time periods based on subsection 7(k). Employees will not be paid for overtime unless the total number of actual hours worked in a standard work week exceeds 40 or in a standard operational work period exceeds 182.

Holidays, vacation, sick leave and other paid leave such as jury duty, military leave, and funeral leave will not be counted as time worked for purposes of overtime. An exception to these exclusions may be made in the event the Fire Chief determines that critical staffing needs require that holidays, vacation, and/or sick leave hours may be included in calculations of “hours worked” for the purposes of calculating overtime. These periods should be temporary and, if such a determination is made, the Fire Chief will notify both employees and the Board the types of hours that will be counted as “hours worked” and the time period during which such exceptions will be in effect. Any permanent change to these exclusions will require modification of this policy.

UFA will typically pay non-exempt employees cash payments for overtime hours worked. However, the Fire Chief or designee may elect to grant compensatory time off in lieu of making cash payment for overtime. If granted, compensatory time off will be preserved, used or exchanged for cash payment in accordance with this section and with FLSA.

When responding to a reimbursable event such as a FEMA US&R deployment, a National Forest Service, BLM or US Fish and Game requested Wildland Response, EMAC, SMAA resource deployment, State-mandated or Federally-mandated EOC activation, or other similar activities, UFA will, for the purposes of calculating reimbursement for personnel costs, convert the employee’s base hourly rate to its equivalent for a 40-hour work week. Exempt employees are not subject to the mandatory overtime provisions of the FLSA, but additional compensation in the nature of overtime may be provided very sparingly to exempt employees and only for the extended activations listed above and when full or partial reimbursement is provided.