
S.O.P. #: PERSONNEL 07

SUBJECT: COMPENSATORY TIME

DIVISION: CAREER PERSONNEL

Objective: To provide guidelines for the accumulation, recording, and compensation of callback or overtime hours worked, that exceed the member's normal work hours.

Definitions: Overtime--overtime personnel are those who work beyond their normal duty hours.

Callback--callback personnel are those called back to duty during their days off, or while off on leave time.

Section 1: Request for Compensatory Time

- A. To request compensatory leave time earned, a Form #211 must be completed when the compensatory time is earned.
- B. Effective September 1, 1994, Chief Officers are unable to earn compensatory time for hours worked beyond their regularly scheduled hours.

Section 2: Compensatory time may be earned in any of the following manners:

- A. When requesting time as compensation for callback or overtime.
- B. When participating in any pre-approved activity while off duty and with the authorization of a Division/Battalion Chief or above.

Section 3: Completion of Form #211

- A. Completion of Form #211 is for **Support Services only**. The Form 211 is not necessary for Emergency Operations personnel.

Section 4: Calculating compensatory time

- A. Employees in pay schedule five will receive compensatory leave time at the rate of one and one half (1 1/2) times the hours actually worked.
- B. Employees in pay schedule one (grades 1 through 26) and any employees working less than 40 hours per week (CIV7) will receive compensatory leave at straight time for all hours worked up to forty (40) per week. Overtime hours beyond forty (40) shall be compensated at one and one-half (1 1/2) times the hours actually worked.
- C. Employees in pay schedule two (CIV8) shall be compensated at one and one-half (1 1/2) times the hours actually worked.
- D. Time shall be calculated by time actually worked multiplied by 1.5, then rounded up to the next quarter hour. This amount shall be entered into OLTA at the straight time rate. (see chart below) This is accomplished by entering the overtime code 68 in the appropriate field.

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| Actual minutes worked | Time to be entered |
|-----------------------|--------------------|
| 1-10 | .25 |
| 11-20 | .50 |
| 21-30 | .75 |
| 31-40 | 1.00 |
| 41-50 | 1.25 |
| 51-60 | 1.50 |
| | |

Example 1: A paramedic returns to the station at 1706 hours. He has worked 6 minutes past his normal shift. Multiply 6 by 1.5. The paramedic is entitled 9 minutes overtime. Rounded up to the next quarter hour, the paramedic receives 15 minutes overtime. The company officer shall enter .25 hours on the OVERTIME HOURS: (**bolded**) line. The overtime code 68 should be entered in the O/T code field (**bolded and shaded**). In TeleStaff the company officer shall enter the appropriate overtime code and 1700 thru 1715 for the hours worked.

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ENTER NORMAL HOURS WORKED AND TIME OFF AS WHOLE HOURS. PANEL TA0002C
DATE: 12/10/03 EMPLOYEE ATTENDANCE FOR 12/10/03 WED2 SCHEDULE D8 ROT
TIME: 15:04:30 SS-L5 BARG. GROUP GRADE SHIFT 2
LEAVE/ACTIVITY COES, AMOUNTS 40022 B.C.F.A. 15 HOURS 8
CODE: ???? AMT: .00 CODE: ???? AMT: .00
CODE: ???? AMT: .00 CODE: ???? AMT: .00
CURRENT JOB CLASS : 0422 O/T
NORMAL HOURS: 8.00 CODE
OVERTIME HOURS: .00 00 ← enter 68
SUB JOB CLASS: ????
NORMAL HOURS: .00 enter time to be entered from chart
OVERTIME HOURS: .00 00
SUB.
CLASS CALLBACK-ONLY;"X" 1ST CALLBACK UNDER →X
??? AFTER WORK OR DAY OFF .00 00 ?
??? AFTER WORK OR DAY OFF .00 00 ?
??? BEFORE WORK .00 00
STANDBY: .00
*****
CLEAR: MENU ENTER: ENTRY F1: PERSON F3: LV-CODES F4: OT-CODES F7/F8: DATES
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E. Overtime entered into OLTA and TELESTAFF **must** be for identical amounts. **Company officers will be held accountable for the accuracy of all overtime entries.**

Section 5: Data Entry for Compensatory Leave

- A. Compensatory leave time data will be entered into the OLTA system by Administrative Services.
- B. To verify entry, an employee may request a copy of his/her activity screen from the Company Commander. The individual's compensatory balance will appear on his/her paystub.

Section 6: Use of Compensatory Leave Time

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- A. For CIV7 and CIV8 employees compensatory leave time may be taken in quarter hour increments.
- B. For uniform personnel, compensatory time can be used as follows:
 - 1. When a total of ten (10) hours has been accumulated, a day off may be granted.
 - 2. When a total of fourteen (14) hours has been accumulated, a night off may be granted.
 - 3. When one-half (½) day is earned or granted (due to office closings or holidays, etc.), a member may request to use this one-half (1/2) day plus five (5) hours accumulated overtime to take a full day off, or use the half day plus seven (7) hours accumulated overtime to take a full night off.
 - 4. When a member requests the use of accumulated compensatory time of less than a full day or night, it shall be the responsibility of the company commander to make it clear that should another member apply for a full day or night for that same day, the member requesting a partial day shall be given the opportunity to change the request to that of a full day/night, or give up the partial day/night request in favor of another member's request for a full day/night.

Section 7: Compensatory Leave Time Accrual

- A. Employees covered by the Fair Labor Standards Act (FLSA) can only carry maximum compensatory leave accruals as stipulated in the Act.
 - 1. For CIV7, CIV8, Battalion Chief, Division Chief or Assistant Chief the maximum accrual is no more than 480 hours earned before July 1, 1990, plus no more than 240 hours earned after July 1, 1990.
 - 2. For all other ranks the maximum accrual is 480 hours.