
**Ocean City Fire Department
Standard Operating Guidelines**

General Policies

Subject:	Overtime
Revised:	7-8-2013
Effective:	8-19-2013
Approved:	8-19-2013
Section:	209.00

209.01 Purpose

To provide policy and guidelines concerning overtime coverage for the Fire-EMS Division personnel.

209.02 Policy

- A. The policy concerning on-duty minimum staffing levels shall be maintained.
- B. Personnel may be required, at any time, to work overtime in order to maintain necessary on-duty coverage of the Fire/EMS Division.
- C. Personnel shall be compensated for overtime at a rate of one and one-half times hourly rate as specified in the current Collective Bargaining Agreement.
- D. An Overtime form shall be submitted for each individual who works overtime.
- E. Personnel who call in for a stand-by will receive a minimum of three (3) hours overtime until released by the Officer-In-Charge. Exceeding the three (3) hour time period will be assessed overtime hour per hour.

209.03 Responsibility

- A. The Fire-EMS Assistant Chief has overall responsibility for providing adequate coverage to insure that division minimum staffing policies are maintained.
- B. All personnel are responsible for completion of duties during overtime assignments just as they would a regularly scheduled duty assignment.
- C. It is the employee's responsibility to complete a payroll form and submit it to the on duty OIC whenever any overtime hours, unscheduled hours, or detail shifts are worked

209.04 Procedure

- A. When an employee places themselves unable to work, in the computerized scheduling system and with the subsequent call to the on duty Officer in Charge, the procedures established within this manual shall be followed to maintain minimum staffing level.

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- B. When coverage is needed, the following procedure shall be followed:
1. The computerized scheduling system will notify the Officer in Charge phone, as well as the appropriate Command Staff phones.
 2. The Officer-in-Charge shall notify personnel of shift openings via the approved paging system, following the current backfill procedure.
 3. Personnel may not work more than twenty four (24) continuous overtime hours.
 4. Any deviation from this policy must be approved by a member of the Fire-EMS Command Staff.
 5. A time-management form must be filled out and shall be submitted to document time worked.
 6. The full time personnel paging list shall be populated with the preferred contact number list provided by the I.A.F.F. Local.
 7. On duty personnel may be held over until such time as appropriate relief is provided, at the discretion of the Officer-in – Charge.

209.05 Officers

- A. If a Lieutenant fills an open shift, that officer shall assume the open shift position, and will not “bump” another officer of lesser seniority.