



HIGHLAND PARK FIRE DEPARTMENT

POLICY MANUAL

Policy #3



OVERTIME	EFFECTIVE	01/SEP/02
	REVISED	21/OCTOBER/2020

1.0 Purpose

- 1.1 To formalize the guidelines on the proper documentation to request overtime.

2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this policy.

3.0 Policy

- 3.1 Whenever a fire department employee requests overtime, documentation must be submitted to the deputy fire chief.
- 3.2 When overtime is requested, the following documentation should be submitted :
- 3.2.1 Late call: Overtime Request Form plus the address of the call noted on the form.
 - 3.2.2 Training: Overtime Request Form plus the computerized Attendance Training Form.
 - 3.2.2.1 If more than one employee attends training, only one overtime form needs to be submitted. It will include the name and F numbers of all fire personnel attending and the times. Also, the signatures for these employees do not need to be on the form.
 - 3.2.3 Manpower Shortage: Overtime Request Form documenting the hours worked.
 - 3.2.4 Meeting: Overtime Request Form documenting the proper times and location of the meeting.
 - 3.2.5 Public Education Given: Overtime Request Form documenting times, plus the computerized Activity Entry Sheet.
 - 3.2.6 All other overtime: Overtime Request Form with pertinent information.
- 3.3 Assignment to any overtime (class, seminar, special project, detail, etc.) is the same as assignments to duty, and all rules for timeliness and attendance (or reporting an absence thereof) does apply. It will be the responsibility of the individual to notify the proper supervisor (battalion chief, team leader, etc.) if the individual is unable to attend the assignments or will be delayed in arriving. Advanced notification of absence will be made in writing.

4.0 Reference

- 4.1 Highland Park Fire Department

Approved:  Fire Chief