Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 5.1.02

2. SUBJECT: ***Compensatory Time***

3. POLICY: It shall be the policy of the Board of Commissioners of Grant County Fire District 3 to allow employees to accrue and compile compensatory time consistent with the procedures listed herein.

4. SCOPE: This Policy and Procedure is applicable to career personnel only.

5. RESPONSIBILITIES:

   A. It shall be the responsibility of the District Fire Chief to see that accurate records are maintained of all compensatory time.

   B. It shall be the responsibility of the employees to see that they comply with the procedures indicated below.

6. PROCEDURE:

   A. Compensatory time shall be granted to employees who work greater than 40 hours scheduled in a seven-day work period.

   B. If travel time occurs during work time, the over time rate must apply. The employee would be entitled to comp time at a rate of 1 ½ times.

   C. All compensatory time shall be pre-authorized by the District Fire Chief as outlined in the current IAFF Local 4418 bargaining unit contract. The only exception is for emergency responses. Those emergencies which are dispatched prior to the end of normal work hours but extended beyond that time shall be compensated.

   D. Career personnel shall accrue no more than 24 hours maximum.