

**SOUTHERN STONE COUNTY FIRE PROTECION DISRICT**

**TITLE:** Overtime

**REVISED:** 05/15/2008

**POLICY:** # 1700.17

**APPLIES TO:** Full Time Staff

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When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.