

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

### 10.02.12 TIMEKEEPING AND OVERTIME



Adopted: 12/20/16  
Reviewed: 03/21/18  
Revised: 00/00/00

Approved: \_\_\_\_\_

A handwritten signature in black ink, appearing to read 'Tony Fisher', is written over a horizontal line.

**Purpose:** To address record keeping and overtime procedures for all exempt and non-exempt paid employees.

**References:** The Fair Labor Standards Act (FLSA)

**Procedure:**

1. The general work period is 08:00 Monday through 07:59 the following Monday.
2. All paid positions are classified as either exempt or non-exempt, based on the duties of the position.
3. Exempt Employees.
  - a) Exempt employees receive pay based on the general value of services.
  - b) Exempt employees are not paid based on hours worked.
  - c) Exempt employees shall receive a set salary for all hours worked.
  - d) Exempt employees receive no overtime pay or compensatory time.
    - i. An exception may be granted for special work assignments.
  - e) Exempt employees may flex their schedule with their supervisor's approval.
  - f) Exempt employees may be asked to record hours worked for purposes of tracking annual and sick leave, and paid holidays.
4. Non-Exempt Employees.
  - a) Non-exempt, non-fire suppression employees generally work 40 hours per week.
  - b) Non-exempt employees shall receive overtime or compensatory time at the rate of one and one-half times their regular hourly rate for hours worked beyond their standard work period.
    - i. Holiday and paid leave shall not be deemed actual hours worked when calculating overtime.
    - ii. Annual leave is deemed actual hours worked for purposes of calculating overtime.
    - iii. Advanced authorization must be received from the employee's supervisor before overtime is incurred.
  - c) Compensatory time may be accrued in lieu of approved overtime pay.
    - i. Compensatory time must be taken by December 31.
    - ii. Compensatory time will be paid at the overtime rate if not taken by December 31.
    - iii. Compensatory time cannot be carried over to the following year.

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- d) Non-exempt employees must record the number of regular and overtime hours worked each work period.
  - e) Non-exempt employees must certify by signing that all hours worked have been accounted for.
5. Paid employees who are also members of a bargaining unit shall to refer to their respective contract.