

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.02.12 TIMEKEEPING AND OVERTIME



Adopted:	12/20/16
Reviewed:	12/15/23
Revised:	12/15/23
Approved:	Lonnie J. Rash

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 exempt or non-exempt, based on the duties of the position.
3. Exempt Employees.
 - a) Receive pay based on the general value of services.
 - b) Are not paid based on hours worked.
 - c) Receive a set salary for all hours worked.
 - d) Receive no overtime pay or compensatory time.
 - i. Exceptions may be granted for special work assignments.
 - e) May flex their schedule with their supervisor's approval.
 - f) Shall record regular hours worked as well as annual and sick leave, and paid holidays.
4. Non-Exempt Employees.
 - a) Non-fire suppression employees generally work 40 hours per week.
 - b) 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 sick 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. Shall be taken by December 31.
 - ii. Will be paid at the overtime rate if not taken by December 31.
 - iii. Cannot be carried over to the following year.
 - d) Must record the number of regular and overtime hours worked each work period in the District's payroll software.
 - e) Must certify by submitting that all hours worked have been accounted for.

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.02.12
TIMEKEEPING
AND OVERTIME



Adopted: 12/20/16
Reviewed: 12/15/23
Revised: 12/15/23

Approved: *Lonnie J. Rash*

5. Paid employees who are also members of a bargaining unit shall to refer to their respective contract.