

**SCOTTS VALLEY FIRE
PROTECTION DISTRICT**



STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:	ARTICLE: I	SOP: 1124
	SECTION: 1100 Personnel	
	SUBJECT: Overtime Reporting	
	1-14-2009	
	<i>Mark P. Murray</i>	

Purpose:

To assure a proper and timely submittal of overtime paper work.

Scope:

This procedure shall be adhered to by all employees when submitting an overtime slip for payroll purposes.

Procedure:

Due to the complexity of payroll calculations that must be made each pay period, it is imperative that all overtime and call back slips be properly filled out and submitted to the administration office in a timely manner.

The on-duty Captain or Acting Captain of each station is responsible for the completion and submittal of all overtime slips covering his/her duty shift. This includes incident response overtime, overtime to cover short periods, strike teams, call-back or any other type of overtime in which the Captain or Acting Captain has supervision over.

For the Erba Station Captain or Acting Captain, these overtime slips must be completed and filed in the "Incident Reports" folder located on the wall outside the Admin Secretary's office by the end of each 24 hour shift. The Captain or Acting Captain at the Glenwood Station must also have the paperwork completed and waiting in the Glenwood out-basket by the end of each 24 hour shift. The Glenwood Captain or Acting Captain will bring all paperwork from Glenwood to Erba whenever a trip to Erba is made. He/she may also notify the on-duty Battalion Chief that there is payroll to be picked up and no timely trip to Erba is planned.

For overtime that occurs away from the station, such as attending meetings or special training that the station Captain or Acting Captain is not aware of, it shall be the responsibility of the individual receiving the overtime to complete and submit the overtime slip within 24 hours of the date the overtime was worked. If the individual is unable to physically return to the department to complete the overtime slip, he/she may phone the on-duty station Captain or Acting Captain and ask them to complete the overtime slip on their behalf.

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A Completed Overtime Form will include the following information:

1. Purpose of Overtime including the incident number and alarm time (if applicable).
2. Date
3. Time in/out recorded based on 24 hour clock
4. Signature of officer approving overtime
5. Comments to explain unusual situations

Failure to comply with the procedures outlined in this SOP may result in disciplinary action being taken.