

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

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GENERAL ADMINISTRATION

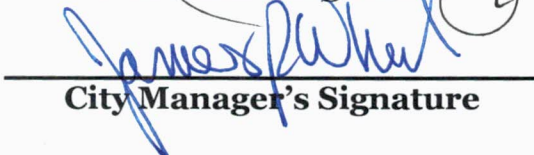
SOP#: GA 21.00

Title: Compensatory Time Policy

Effective Date: 03/14/2011

Revised Date: 12/15/2018


Fire Chief's Signature


City Manager's Signature

Compensatory Time Policy

I. PURPOSE

The purpose of this policy is to provide guidance for career personnel with regard to compensatory time earned in lieu of overtime pay.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. APPLICABILITY

All career staff

III. POLICY

Section 22.2 of the City of Poquoson Personnel Policy Manual provides us with the basis for this policy covering all personnel that are hourly and all employees who are non-exempt from the provisions of the Fair Labor Standards Act (FLSA).

It is the policy of the City of Poquoson Fire/Rescue Department that the accumulation of compensatory time will be limited to 40 hours total inclusive of the 1 1/2 times calculation. Additional hours earned after that threshold has been reached will be compensated in pay at a

rate of 1 1/2 times base pay (excluding holidays which are paid at straight time). All compensatory time earned is subject to approval of the Department Head and the City Manager.

All compensatory time earned should be taken within 60 days of accumulation and should be scheduled with the Battalion Chief accordingly. When requesting to use any vacation time, a staff member's compensatory time (if available) will be used in lieu of annual leave.

All compensatory time will be cleared out annually (June of each year) and the employee compensated for said time at their current hourly rate of pay as prescribed in Section 22.2 of the City of Poquoson Personnel Policy Manual and in keeping with Federal Law.