

**Standard Operating Procedures Manual**  
**City of Poquoson Fire and Rescue**



**City of Poquoson  
Fire and Rescue**

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**GENERAL ADMINISTRATION**

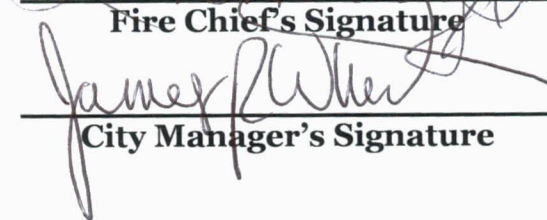
**SOP#:** GA 28.00

**Title:** Overtime

**Effective Date:** 06/01/2021

**Revised Date:** \_\_\_\_\_

  
\_\_\_\_\_  
**Fire Chief's Signature**

  
\_\_\_\_\_  
**City Manager's Signature**

**Overtime**

**I. PURPOSE**

The purpose of this policy is to provide guidance for career personnel with regard to voluntary and mandatory overtime.

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

**II. APPLICABILITY**

All career staff

**III. POLICY**

It is the policy of the City of Poquoson Fire/Rescue Department that a minimum staffing of 8 will be maintained at all times. If staffing falls below 8, overtime will be authorized to ensure adequate emergency coverage. Overtime may also be authorized at the Fire Chief's discretion for other department functions such as training, meetings, etc. with the concurrence of the City Manager.

Overtime will be considered either “mandatory” or “voluntary.” Guidance for these two categories shall be as follows:

- **Mandatory Overtime** – A need exists for immediate overtime coverage. Each shift will maintain a mandatory overtime list, based on seniority, in the Battalion Chief’s office. Mandatory overtime will be assigned to the next employee on the overtime list who meets the needed qualifications (ie: ALS, Engine Operator, etc.). Mandatory overtime must not exceed 36 consecutive hours. An exception may be made during a disaster response or long-term staffing issues. Any exceptions must be approved by the Fire Chief.
  - An employee must work a minimum of two hours of mandatory overtime to be moved to the bottom of the mandatory list.
  - If “Employee A” is assigned mandatory overtime and “Employee B” volunteers to cover it for them, “Employee A” will remain at the top of the overtime list. This situation will be considered Voluntary Overtime.
  
- **Voluntary Overtime** – A need exists for overtime coverage. Staff are made aware and an employee volunteers to work the extra shift. No adjustments will be made to the mandatory overtime list. Staff may work no more than 72 consecutive hours under voluntary overtime.