



City of Poquoson Fire/Rescue

830 Poquoson Avenue, Poquoson, Virginia 23662
(757) 868-3510 Fax (757) 868-3514

Schedule of Changes- SOP's

SOP: GA 28 Overtime

DATE: May 23, 2024

The following changes were made:

- Added direction for employees that call out to call the on-duty battalion.
- Added direction for the on-duty battalion to contact the on-coming battalion in a timely manner.

Standard Operating Procedures Manual

City of Poquoson Fire and Rescue



City of Poquoson Fire and Rescue

830 Poquoson Ave.
Poquoson, VA 23662
757-868-3510
F757-868-3514

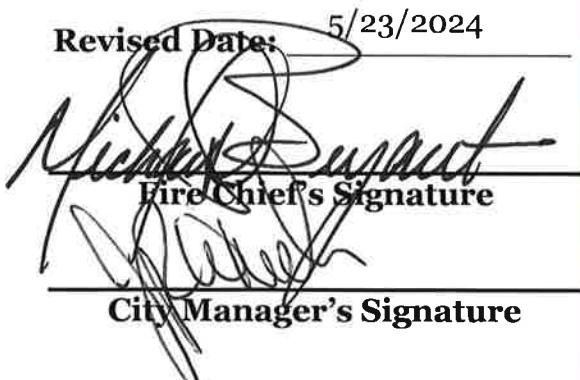
GENERAL ADMINISTRATION

SOP#: GA 28.00

Title: Overtime

Effective Date: 06/01/2021

Revised Date: 5/23/2024

 **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.

NOTIFICATIONS

When an employee calls out, they must notify the on-duty battalion by 0630 so that arrangements can be made to cover, if the absence affects minimum staffing.

If the duty battalion has not been able to find coverage for the upcoming absence, they must notify the on-coming battalion by 0700. Both on-duty and on-coming battalions should work together to ensure the absence is covered.