

Standard Operating Procedure COMPENSATORY TIME	PEORIA FIRE DEPARTMENT Administration 101.03 Rev. 9/29/04
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PURPOSE

To establish a policy for the accumulation and use of compensatory time for 56-hour non-exempt members of the Fire Department. 40-hour policy is outlined in the City's Administrative Regulations.

POLICY

Non-exempt members may elect to receive comp-time in lieu of overtime compensation for hours worked beyond their normal shift schedule. Members must elect to be credited comp-time or paid overtime at the time of assignment of the overtime duty. Once a method of compensation is chosen, changes are not permitted. Members must establish this election each time overtime duty is offered. If the member does not make an election, compensation will be in the form of overtime payment. Non-exempt members may accrue a maximum of hours as outlined in the annual or bi-annual updates to the Peoria Firefighters' Association Memorandum of Understanding (MOU).

Compensatory Time Accrual

Comp-time that is accrued and taken within the same 14 day work period will be credited and charged at an hour for hour rate. For example, a member working a 24-hour constant staffing shift will be credited with 23 hours of comp-time and would receive 24 hours time off. Comp-time that is not used within the same 14 day work period as earned will be converted to time and one-half the regular time. For example, the same member with 24 hours credited comp-time would now be credited with 36 hours of comp-time and will now have 36 hours of time off available.

Taking Compensatory Time

Members wishing to take comp-time must follow departmental vacation guidelines and procedures. As with vacation time, comp-time may be authorized if it does not unduly disrupt the operations and service delivery of the department or obligate the department to additional overtime or comp-time. Comp-time requests must be entered into Telestaff at least ten (10) days prior to the day of requested leave. However, comp-time taken within the same work period may be authorized with less than 10 work days notice as no additional overtime obligation would exist. Members are subject to the four member maximum off per shift rule. Comp-time prescheduled and covered with rovers will be honored, as with vacation, without regard to sick leave use of the day of the comp-time.

Approved:  _____ 10/5/04
 Robert McKibben, Fire Chief Date