

## **POLICY STATEMENT AND REGULATIONS**

**Number: 600.5**

### **CAREER FIREFIGHTERS - OVERTIME/ BANKED AND STANDBY TIME**

This policy applies to career firefighters but excludes the Fire Chief.

#### **CALL OUT**

1. Full-time firefighters reporting for work on the call of the Fire Department at any time other than their regular working hours will be paid a minimum of one hour per call. Overtime shall be calculated from the time the call is received by the employee until released from duty. Overtime shall be calculated in 15 minute intervals rounded up to the next nearest interval.

#### **BANKED TIME**

2. A maximum of 40 hours may be accumulated in a "Banked Time Account". Hours of banked lieu time cannot be carried forward from one year to another and will be paid out at the end of each calendar year.
3. Any requested time off from the "Banked Time Account" must be approved by the Fire Chief or his designate.

#### **DUTY OFFICER STANDBY**

4. Full-time firefighters are required to take on the responsibility of Duty Officer for a minimum of 2,928 hours per year if required and shall be paid:
  - a) 2 hours at his/her regular rate of pay for each normal work day on which the employee was on call and also worked his/her scheduled shift.
  - b) 2 hours at his/her regular rate of pay for each day of rest or statutory holiday on which the employee was on call.

Adopted: November 10, 2014