

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

<b>POLICY TITLE:</b>	<b>Hours of Work and Overtime</b>	<b>Issue Date:</b>	<b>October 16, 2020</b>
<b>POLICY NUMBER:</b>	<b>2010</b>	<b>Revised:</b>	

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- 2010.1** This policy shall apply to all non-exempt employees. All non-exempt employees shall be eligible for overtime pay. Non-exempt employees shall be paid overtime in the amount of 1½ the employee's regular hourly pay rate, or at the employee's request and with the Executive Director's approval, compensatory time off (CTO) may be accrued at the rate of 1½ hours off for each hour worked in lieu of overtime pay. (see Policy No. 2022 "Compensatory Time Off").
- 2010.2** The regular hours of work each day for non-exempt employees shall be consecutive except for interruptions for a meal period, rest period, or other time, as approved by the Executive Director, or his designee, in writing.
- 2010.3** A workweek, for overtime purposes, is defined to consist of seven (7) consecutive calendar days, Monday through Sunday. A non-exempt employee's workweek at the Authority shall consist of five (5) consecutive workdays of eight (8) hours each, Monday through Friday, unless an alternative schedule is otherwise approved by the Executive Director. The employee's regular work hours shall be 8:00 a.m. to 5:00 p.m. with one (1) hour off for lunch.
- 2010.4** Overtime shall be received for the following:
- 2010.4.1** Hours worked in excess of 40 in a workweek;
  - 2010.4.2** Hours worked on a regularly scheduled holiday.
- 2010.5** Before working any overtime, an employee shall have been authorized or required to do so by his or her direct supervisor or the Executive Director. Overtime must be pre-approved in writing by employee's direct supervisor or the Executive Director. In the case of a bona fide emergency, where it is not reasonably feasible to obtain such prior authorization, the employee who has worked overtime shall request such authorization on the next regular workday. Disciplinary action may occur if an employee works unauthorized overtime.