

	<i>FIRE RESCUE</i> ALBEMARLE COUNTY STANDARD ADMINISTRATIVE POLICY	
	Subject:	Pay and Leave
	Reference Number:	SAP-DEP-040
	Effective Date:	01 January 2010
	Last Revision Date:	16 August, 2017
Signature of Approval:	 J. Dan Eggleston, Chief	

Purpose: To establish the policy, process and guidelines for pay and leave use and accrual for some positions within the department. This policy is in addition to, complements, and/or further defines items in County Local Government Pay and Leave policy.

Background:

At the discretion of the Fire Chief, exempt personnel can be compensated for extra hours worked.

Virginia Code §§9.1-700 through 706 establish overtime compensation requirements, in addition to the requirements of the Fair Labor Standards Act, for non-exempt fire suppression and emergency medical services personnel regarding certain hours worked or in a paid leave status.

Definitions:

Policy:

1. Applicable to non-exempt fire suppression and emergency medical services personnel
 - 1.1. Work Schedules, there are three:
 - Administrative (7-day or weekly schedule)
 - Day shift (28-day schedule)
 - 24-hour shift (28-day schedule)
 - Personnel may be removed from active operations (28-day schedule) and temporarily placed on a 40-hr/wk (7-day schedule) for various reasons, such as Light Duty.
 - 1.2. Switching an employee from one schedule to another, in the payroll records system, (other than a temporary switch for staffing or other short term need) will only be allowed at the beginning of a County pay period. Schedules will only be changed in the system when the employee is to remain on the new schedule for a period longer than 30 days.
 - 1.3. Hours worked and hourly rate:
 - 1.3.1. Administrative: 2080 hours/year. Hourly rate = employee's annual salary/2080
 - 1.3.2. Day Shift: 2496 hours/year. Hourly rate = employee's annual salary/2496
 - 1.3.3. 24-hour shift: 2912 hours/year. Hourly rate = employee's annual salary/2912
 - 1.3.4. All personnel receiving a stipend(s): the hourly amount for the stipend(s) shall be added to the base hourly rate for overtime compensation calculation. The hourly amount=employee's annual stipend(s) divided by 2080, 2496 or 2916.
 - 1.4. Compensation for additional hours
 - 1.4.1. Personnel assigned to an administrative schedule shall be compensated at 1.5 times their regular rate of pay for hours worked or in a paid status for any hours over their regularly scheduled hours (40) per 7-day

cycle. Employee has the choice of being compensated by pay or comp time according to County Policy P-61.

1.4.2. Personnel assigned to the day shift (a 28-day cycle) shall be compensated at 1.5 times their regular rate of pay for hours worked or in a paid status for any hours over their regularly scheduled hours (192) per 28-day cycle. The employee has the choice of being compensated by pay or comp time according to County Policy P-61.

1.4.3. 24-hr shift personnel work, on average, 56 hours per week (2912 per year). The additional above 212 per 28-day cycle shall be compensated at 1.5 times their regular rate of pay for hours worked or in a paid status. For these hours, the employee has the choice of being compensated by pay or comp time according to County Policy P-61.

1.4.4. For all non-exempt fire suppression/emergency medical services employees, any paid leave will count towards total hours worked for overtime computations. Unpaid leave, however, does not count towards total hours worked.

1.5. Leave accrual, use and adjustments.

1.5.1. Annual leave shall be accrued at the following rates (see County Policy P-02):

- Administrative: 8 hours/month
- Day shift: 9.6 hours/month
- 24-hr shift: 11.2 hours/month

1.5.2. Annual leave will be adjusted for years of service based on County Policy (See County Policy P-84)

1.5.3. Sick leave shall be accrued at the following rates:

- Administrative: 8 hours/month
- Day shift: 9.6 hours/month
- 24-hr shift: 11.2 hours/month

1.5.4. Sick and annual leave shall be used on an hour for hour basis.

Examples:

- *24-hr employee calls in sick for an entire shift = 24 hours of sick time used.*
- *Day shift employee calls in sick for an entire shift = 12 hours of sick time used.*

1.5.5. Sick Bank

1.5.5.1. One day of sick bank leave shall equate to the number of hours accrued per month based on the assigned schedule per 5.3 above.

1.5.5.2. Sick bank hours shall be used hour for hour just as normal sick time is used.

1.6. Holidays

1.6.1. County personnel receive the benefit of 12 paid holidays per year. Day shift personnel and 24-hour personnel are compensated 12 hours for each holiday by either time off, pay or accrued leave.

2. Applicable to exempt division/battalion chief positions

2.1. Compensation for extra hours worked

2.1.1. At the determination of the Fire Chief or a deputy chief, hours worked under the following circumstances will be compensated at 1.5 times the hourly rate.

2.1.1.1. When an exempt division/battalion chief fills an operational shift for a field battalion outside of normal schedule (i.e. a weeknight or weekend shift battalion is off leaving a vacancy; the vacancy is filled by an exempt division/battalion chief).

2.1.1.1.1. Minimum training/certification/release requirements to fill the role must be met in this case.

2.1.1.2. During emergency staffing for a prolonged and/or significant event or declared state of emergency (staffing the EOC, up-staffing of the field battalion chief role, etc.)

2.1.1.2.1. When this occurs, minimum staffing requirements such as ALS for the field BC role may be waived to staff the position (a basic EMS level chief officer may be used to fill the field BC role).