



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

General Order Number: 07-01	Effective Date: January 2010
Division: Fiscal Affairs	
Chapter: Overtime/Compensatory Leave Compensation Policy	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

This General Order shall set forth the policy that all Fire/Emergency Medical Services (EMS) Department personnel will be compensated when required to perform authorized overtime beyond their established work shift/hours.

DEFINITIONS

N/A

PROCEDURES / RESPONSIBILITIES

1. Overtime Compensation

Overtime compensation shall refer to the payment of wages or the occurring of compensatory leave, and provides that Fire/EMS Department employees shall be compensated at their own option, up to and including the rank of Battalion Chief or Grade H27, when required to perform “authorized overtime” beyond their established work hours.

Exception: The Department may require, **noting in advance**, that overtime be compensated with compensatory time. In such instances, an employee has the option to agree to these terms, or not work beyond their scheduled shift.

Per Executive Order No. 18-2009 – Overtime Compensation, all Y-scale personnel will be paid at 1.5 times their rate of pay after completing scheduled productive work hours within the pay period. Pursuant to the Executive Order, “hours worked” does not include any paid hours during which no work is performed, including any paid or unpaid leave. Therefore, overtime will be paid at straight time for all hours up to their scheduled work hours. Currently, this is not applicable to H-scale personnel.

Exception: The current County policy allows reimbursable overtime for FedEx Field, call back, and court overtime to be paid at 150%.

2. Rate of Compensation

All overtime must be “authorized” in advance, in accordance with General Order 07-06, Overtime Procedures. Each hour of overtime shall be compensated as follows, as long as scheduled productive hours have been met:



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- **0-7 minutes** - No compensation
- **8-22 minutes** - One-quarter hour wages at 1.5 times
- **23-37 minutes** - One-half hour wages at 1.5 times
- **38-52 minutes** - Three-quarter hour wages at 1.5 times
- **53-67 minutes** - One (1) hour of wages at 1.5 times

3. Enforcement

It is the employees' responsibility to properly request and record overtime and compensatory time.

It is each supervisor's responsibility to verify all overtime wages or compensatory leave earned. Any violations or falsification will result in immediate and severe disciplinary action. All supervisors/command officers are directed to conduct periodic audits to verify compliance.

REFERENCES

N/A

FORMS / ATTACHMENTS

N/A