



ADVERSE WEATHER SOG

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

PURPOSE

Adverse weather and other conditions of a serious nature: Due to the nature of our public service all employees are considered essential and must report to shift as scheduled including during periods of adverse weather or other conditions,

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Mandatory Operations/Designation of Emergency Employees:

It is recognized that all SPFD operations, whether during conditions of a serious nature or emergency conditions, must continue to provide services. Therefore, the Fire Chief has predetermined and designated all SPFD emergency services as mandatory/essential operations that will remain open and designated all SPFD employees essential and to staff these operations.

Emergency closing conditions: Does not apply.

Emergency employees:

All SPFD employees and volunteer members are emergency essential.

Mandatory/Essential Personnel:

Full and part time employees and available volunteers are essential and are required to report for, or remain at work in emergency situations. All shift supervisors and officers are subject to



report; therefore it is required that they must be available for duty. **Closing announcements do not apply to Mandatory/Essential employees unless they are instructed otherwise.**

Failure of Mandatory/Essential Personnel to Report:

A Mandatory/Essential Employee's failure to report to work can result in disciplinary action and/or requiring the hours missed to be charged to leave with or without pay, as appropriate.

Exception: When conditions cause an emergency employee to arrive late, the Fire Chief or designee may determine that the conditions justified the late arrival. In such cases, the lost time will not be charged to the employee's leave balances or to leave without pay, and no disciplinary action will be taken.

Offices Open During Adverse Weather or Other Conditions of a Serious Nature:

It is the responsibility of employees to make a good faith effort to come to work during times that adverse weather or other conditions of a serious nature exist. Administrative employees not working in mandatory/essential operations, who anticipate problems in transportation should be permitted and encouraged to avail themselves of leave privileges when encountering difficulty in reporting for work or when leaving early.

Accounting for Time:

To cover absences during adverse weather or other conditions of a serious nature, employees who have not been designated as mandatory/essential may elect to:

- a) use vacation leave,
- b) use compensatory leave,
- c) take leave without pay, or
- d) make up the time in accordance with the provisions outlined below:

Employees who are on prearranged vacation leave or sick leave will charge leave to the appropriate account with no provision for make-up time.

Make-up Provisions:

Where operational needs allow, except for employees in mandatory/essential operations, the Fire Chief will make a reasonable effort to arrange schedules whereby employees will be given an opportunity to make up time not worked (either by suspension of services or voluntary action by employee) rather than charging it to leave. There are very few opportunities for such time to be made up without the employee working more than forty hours during a workweek.

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Since hours worked in excess of forty during a workweek would constitute overtime under Federal regulations for FLSA non-exempt employees, it will be necessary for make-up work by non-exempt employees to be limited to the workweek in which the time is lost or in a week when the employee has not worked a full work schedule due to such absences as holidays, vacation, sick leave, petty leave, etc. (See advisory note below for use of compensatory time.)

Advisory Note:

Non-exempt employees may use compensatory time to make up for time lost if the Fire Chief approves the overtime in response to bona fide needs for work in excess of the authorized normal work schedule or shifts. If there is no bona fide need for overtime, then the make-up time must be limited to weeks when a non-exempt employee has not worked a full forty hours due to scheduled or unscheduled absences. The Fire Chief and other supervisors must use extreme care in determining when overtime work by non-exempt employees is justified and decisions to require overtime shall be based on the same criteria as used when the serious conditions are not an issue.

Employees who volunteer to make up time on a holiday will not receive Holiday Premium Pay or equal time off with pay. The Fire Chief must approve working on holiday to make up time. Time must be made up within three (3) months from the occurrence of the absence. If it is not made up within three (3) months, the appropriate leave must be charged, or leave without pay.

When SPFD Administrative Offices have been officially closed due to inclement weather and Administrative Leave has been declared by the Board of Directors, Employees occupying a permanent full-time or permanent part-time position shall be paid for the normal hours worked for the period of time declared as Administrative leave.

Essential/Mandated personnel serving the SPFD during the declared Administrative Leave shall not be compensated extra pay for hours worked. Temporary employees, by definition, are not entitled to benefits and thereby, shall not be paid for hours not worked.

SPFD administrative offices will remain open for the full scheduled working day unless authorization for early closing or other deviation is received from the Fire Chief. All affected employees will be given sufficient advance notice of any authorized early closings. Employees who leave work before an official early closing time, as well as employees who report for work late or do not report for work at all, will be required to take leave for days or hours taken.

Overtime

The SPFD abides by all applicable sections of the Fair Labor Standards Act, as amended. The SPFD will properly record all applicable overtime accrued for each covered employee. This

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overtime policy is applicable only to employees of SPFD who are "Non-Exempt" under the Fair Labor Standards Act.

Employees are expected to work during all assigned periods exclusive of breaks and mealtimes. Due to the type of work performed by the SPFD employees may be called upon to return to work during breaks, lunch or at any time that they are not scheduled to work during their shift due to emergency. During these incidents employees will resume their breaks, lunch breaks or other work stoppage functions upon return to the station.

Employees who work excess hours in excess of their normal work shift because of an on-going emergency shall advise their immediate supervisor of the overtime worked as soon as practical following completion of the work. Based upon the provisions of the Fair Labor Standards Act, non-exempt employee work which has not been requested by management but is endured or permitted is considered work time. Therefore, when an employee voluntarily works prior to or after his regularly scheduled work day, and it is endured or permitted, it is considered overtime hours when in excess of forty (40) hours for administrative employees and 264 hours for 24 hour shift personnel. The Fire Chief is responsible for ensuring that overtime hours are authorized, recorded and properly documented for compensatory time off or overtime pay in accordance with the established record keeping forms and instructions. It will be the SPFD intend to provide compensatory time off at the times and a half rate in lieu of overtime pay.

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Sick leave, holidays and vacation time off in a work period will not count toward computing overtime hours.

It is the policy of the SPFD, in agreement with its employees, that non-exempt employees receive compensatory time off at a rate of one-and-one half (1-1/2) hours for each hour of overtime worked.

Exempt employees may receive compensatory time off at an equal amount for each hour of overtime worked only on an exceptional basis, as approved by the Fire Chief. **No compensatory time balance will be paid to exempt employees at termination of employment or otherwise.**

Nonexempt employees who work in public safety activities, emergency response activities, or seasonal activities may accrue not more than 480 hours of compensatory time for overtime hours worked after April 15, 1986. All other nonexempt employees may accrue not more than 240 hours of compensatory time for overtime hours worked after April 15, 1986.



Employees wishing to use accrued compensatory time must make a written request to their immediate shift supervisor. Use of such time will be allowed within a reasonable period following the request as long as the use does not unduly disrupt the operations of the SPFD. The station captain (Full Time Captain) will be responsible for administering compensatory policies by allowing employees to take accrued compensatory time in a timely manner so that compensatory time will not accrue to excessive levels. In situations in which compensatory time off is not practical, employees may receive monetary compensation subject to the approval of the Fire Chief.

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