



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Employee Overtime Log
Reference Number:	ADM 02-005
Effective Date:	30-Jul-04
Last Revision Date:	14-Feb-05
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this policy is to establish a standardized guideline for filling out an employee overtime log

Policy:

It is the responsibility of the employee to make sure his/her overtime log is filled out and turned in to the Assistant Chief keeping track of time prior to the end of the month.

Employees shall place his/her name, month, and year on the log prior to turning it in.

Employees will place beside the appropriate date, the time in, time out, total time, and the reason if overtime occurred.

Employees will place beside the appropriate date, the total time for sick and/or vacation, but a reason is optional.

The Assistant Chief will calculate the time and turn it into the payroll department with a copy to the Chief.

Employees should receive their paycheck by the 15th day of the next month.

Overtime is calculated on a monthly basis.