



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Employee Time Log
Reference Number:	ADM 03-005
Effective Date:	30-Jul-04
Last Revision Date:	13-Feb-22
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this policy is to establish a standardized guideline for submitting overtime hours.

Policy:

It is the responsibility of the employee to make sure his/her overtime is submitted to the Administrative Captain prior to the 3rd of the month. This should be done by submitting extra hours, preferably at the time of the hold over or shift.

If an employee misses the filing deadline, they will be paid the following month.

Employees complete the submission of overtime using the scheduling software.

The Administrative Captain 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.

Part time pay is calculated on a monthly basis.