



# ANN ARBOR FIRE DEPARTMENT



## Standard Operating Procedures

### 1.15 Administration of Equalized Overtime

#### ADMINISTRATION OF EQUALIZED OVERTIME

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Effective: July 12, 2024  
Scheduled Review: July 12, 2027  
Approved: Fire Chief Mike Kennedy

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#### I. PURPOSE

This procedure provides a process for the administration of equalized overtime. This procedure is intended to compliment the IAFF collective bargaining agreement.

#### II. PROCEDURE

Daily, the on-duty captain shall generate hard and electronic copies of the shift's daily equalized overtime file and holdover or pick list(s). An electronic file shall be saved in the designated folder on [Microsoft OneDrive](#).

If the on-duty captain discovers an error with this process, the assistant fire chief of emergency operations and the office manager shall be notified via City email.

When an employee returns to a suppression schedule after an administrative schedule, the on-duty captain shall place the returning temporarily transferred employee in the numbered position on the equalized overtime list that they were in prior to taking the temporary position by adjusting their hours accordingly.

If an employee returns to fire suppression during the weekend, the immediate regular shift, following the weekend duty day, the on-duty captain shall notify the office manager the affected employee shall be charged the maximum number of hours of overtime currently recorded within the equalized overtime system.