



# ANN ARBOR FIRE DEPARTMENT



## Standard Operating Procedures

### 1.15 Administration of Equalized Overtime

#### ADMINISTRATION OF EQUALIZED OVERTIME

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Effective: February 19, 2021  
Scheduled Review: February 19, 2024  
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). The hard copy shall be located within a designated file location in the officer report room. An electronic file shall be saved on U-drive: U:\FIREHALL\AAFD Documents\Daily Pick List.

Hard copies of daily equalized overtime files and holdover or pick list(s) shall be maintained for two (2) years<sup>1</sup>. Each January, the assistant fire chief of emergency operations will ensure the disposal of outdated records.

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.

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<sup>1</sup> State of Michigan's Records Management Services General Retention Schedule #18 Local Fire and Ambulance Departments.