

	<b>Lower Providence Emergency Medical Service Standard Operating Guidelines</b>	
	<b>Subject:</b> <i>Member Guidelines-</i> Compensatory Time	<b>SOG #101-015</b>
		<b>Initiated:</b> August 30, 2022
<b>Approved:</b> Chief Christopher J. Reynolds	<b>Revised:</b> N/A	

**Description:** The provisions of the Fair Labor Standards Act (FLSA) established a test to determine overtime exemption applied to all positions within Lower Providence EMS. Positions that do not meet the exempt test standard are classified as nonexempt. Nonexempt positions are entitled to overtime pay and must be compensated for any hours worked over 40 hours in a workweek and by Lower Providence EMS policy are not eligible for compensatory time off. Positions classified as Exempt are eligible for compensatory time off.

### Definitions:

- **Nonexempt Positions-** Positions within LPEMS where members do not meet the exemption criteria set forth by the Department of Labor and are required to be compensated overtime for any time worked over 40 hours per week.
- **Exempt Positions-** Position(s) at LPEMS where members are exempt from the FLSA, paid at least \$684 per week, and work in an administrative, professional, executive, computer, or outside sales role. Position meets the test of the Department of Labor duties to meet the exemption criteria.

**Purpose:** It is the policy of Lower Providence EMS to permit exempt members who work more than 40 hours in a given week to receive compensatory time off. There is no legal requirement for Lower Providence EMS to grant compensatory time off to exempt members. The Board of Directors may choose to grant compensatory time off to exempt members (at time of hire) who are required to work more than 40 hours per week for special events, to keep ambulance status active, attending required meetings, or during any normally scheduled time off. Compensatory time will be granted on an hour-for-hour basis.

**Procedure:** The President and/or the Board of Directors are authorized to grant compensatory time off to exempt members only. The approval of compensatory time will be in writing at the time of employment, will follow the following guideline, and will constitute the granting of the member's compensatory time. All exempt members shall record the appropriate time worked and time taken on a timesheet and report time at each monthly meeting via submitted report.

A member who has accrued compensatory time and requests use of the time must be permitted to use the time off within a "reasonable period" after making the request. The Executive Director may deny the request if the use of compensatory time will "unduly disrupt" the organization's operations. The Board President and/or Executive Director can require a member to take compensatory time off to manage the accrual limitation.

All compensatory time earned by exempt members must be taken during the anniversary year during which the compensatory time was earned with limited exemptions.

1. Exempt member may carry over a maximum of 80 hours of Compensatory time to the next year.
2. Compensatory time not used or carried over to the next year shall be paid out yearly, at the time of review, at the current hourly rate for the year it was accrued.

