

4.6 Overtime and Compensatory Time

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(i) Overtime is calculated based on hours actually worked. Any forms of paid leave—including but not limited to PTO, sick leave, and comp time—do not count as hours worked for purposes of eligibility for overtime pay. Therefore, if an employee uses any paid leave in a given day (24-hour period) or week, only the hours actually worked in that period will be considered when determining an employee's eligibility for overtime pay. **The superintendent may, at his/her sole discretion, waive the limitation on counting paid leave toward overtime eligibility, when needed, because of a water or sewer emergency, snow-removal activities, a large-scale fire incident, or other emergency that requires one or more employees to report to work.**

(j) For dual-trained employees who elect to respond to fire calls, hours actually worked will be rounded up to the nearest 30-minute increment. No minimum time will be applied to fire calls.