

OVERTIME PURPOSES

For use when coding for: EXTRA, COMP TIME EARNED, DISCRETIONARY TIME EARNED.

1. **CALL OUT:** Used when working overtime when called out from STANDBY duty
2. **MEET REQUIRED DEADLINE:** Used when working on tasks that must be completed
3. **MINIMUM STAFFING / STAFFING SHORTAGE:** Used when overtime incurred because of vacancies in dept.
4. **SPECIAL ASSIGNMENT:** Used when non-routine assignments or events are worked (e.g. software implementation; annual audit; Health Fair, etc.).
5. **MISC. OTHER:** Generic code; recommend adding a COMMENT to specify and give details.
6. **STANDBY**—used for one hour when an employee is on STANDBY duty and subject to being called out to work.
7. **RECOVERY TIME:** Used By GP&L staff only, for mandatory sleep required after working 16 hours continually in a 24-hour period, due to adverse conditions (storm power outages, etc.). Is used/allowed at management's discretion.
8. **DISPATCH—Fire 56 only:** Used by Fire employees when working overtime for 911 Dispatch duty
9. **Mandatory- Fire 56 only:** Used by Fire employees when working mandatory overtime.
10. **SWAT- Fire 56 only:** Used by Fire employees when working overtime for a SWAT events.
11. **TRAINING EXTERNAL:** Fire 56 only
12. **TRAINING INTERNAL:** Fire 56 only