

## DEFINITIONS

1. **Hours Worked** – All hours worked by *non-exempt employees* for their regular work shift.
2. **Extra** – hours worked (overtime) over the normal work shift
3. **Compensation Time Earned** – hours worked (overtime) over the normal work shift and earning time off (1.5, if eligible) in lieu of payment; *non-exempt employees only*
4. **City Business** – performing city business away from usual worksite; *non-exempt employees only*.
5. **Training** – training hours worked; *non-exempt employee only*.
6. **Limited Duty** – working but not on full duty, due to *worker's compensation injury/event*.
7. **Emergency Response** – Hours worked responding to *official emergency* declared by City Manager; *available to all employees*
8. **Emergency Response Extra** – Hours worked over the normal work shift, responding to *official emergency* declared by City Manager; *Non-Exempt employees only*
9. **Out of Capacity** – Hours worked in a job one level up from the firefighter's position (e.g. Firefighter working as Fire Driver)
10. **Out of Capacity Extra Time** - Hours worked in a job one level up from the firefighter's position (e.g. Firefighter working as Fire Driver) over the normal work shift
11. **Out of Capacity Subbing** - Hours worked subbing for another firefighter in a job one level up from the firefighter's position (e.g. Firefighter working as Fire Driver)
12. **Out of Capacity-Emergency Response** - Hours worked in a job responding to *official emergency* declared by City Manager, one level up from the firefighter's position (e.g. Firefighter working as Fire Driver)
13. **Out of Capacity-Emergency Response Extra** - Hours worked in a job responding to *official emergency* declared by City Manager, one level up from the firefighter's position (e.g. Firefighter working as Fire Driver) over the normal work shift.
14. **Subbing Not working**—used by employee not working, but having another employee “sub” for them; employee not working is paid.
15. **Subbing Working**—used by employee working (“subbing”) for someone else; employee subbing is not paid.