

# Montgomery County Fire and Rescue Service

## **FIRE CHIEF'S GENERAL ORDER**

**NUMBER: 08-10**

July 8, 2008

**TO:** All MCFRS Personnel

**FROM:** Fire Chief Thomas W. Carr, Jr. 

**SUBJECT:** Timesheet Completion and Storage

This General Order provides guidance on the completion of timesheets, and rescinds Fire Chief's General Order 07-14.

### **Recording Overtime.**

When an employee works overtime at a worksite other than their normally assigned worksite, the Index Code for the overtime worksite must be used when recording the overtime (or compensatory leave) on the employee's timesheet. In addition, employees must record the appropriate Project Code on their timesheet for all overtime work. The Project Code specifically indicates and documents the purpose of the overtime. A complete listing of all Index Codes has been provided at each worksite, and each employee's home Index Code is pre-printed on their timesheet. Index Code and Project Code information is also available on MCFRS *Quicklinks*. The "supervisor's signature" required on each timesheet must be that of an individual of higher rank in all circumstances.

### **Overtime Certification Form(s).**

All overtime must be documented on either the half sheet or multiple-entry Overtime Certification Form. Personnel must make every effort to have the supervisor (or program manager) at the worksite where the overtime occurred sign the Overtime Certification Form. If the supervisor is unavailable, the employee must have another supervisor approve the overtime using the Overtime Certification Form. Completed Overtime Certification Forms must be attached to the timesheet.

### **Recording Details.**

Personnel detailed on regular hours from one Division to perform a work assignment in another Division must record the detail work on the timesheet by using the Index Code and Project Code of the Division where the work was performed. For example, personnel detailed from the Operations Division to teach at the PSTA (Wellness, Safety, and Training Division) must *reduce* their regular hours in Operations by the number of hours worked at the PSTA.

Hours worked on detail at the PSTA will be recorded on the timesheet as regular hours, using the PSTA Index Code and the appropriate Project Code.

**Overtime Approval and Verification.**

Overtime may be approved or verified *only* by a supervisor or program manager. Supervisors must not sign Overtime Certification Forms for activities that they cannot verify. For activities such as PSTA instructor, candidate interview panel member, or other projects, the employee must have the authorizing supervisor (or program manager) sign the Overtime Certification Form. If the authorizing supervisor (or program manager) has not signed the Overtime Certification Form, the supervisor may sign the form if the supervisor has verified by other means (e.g., by a Telestaff check, or by e-mail, from the person who authorized the overtime) that the employee actually worked the overtime. The supporting verification must be *for each instance* of overtime. “Blanket” verification covering multiple overtime occurrences or future time-frames *is not acceptable*. Personnel must not sign for overtime that is not verified. Supervisors must remove unverified overtime from the affected timesheet until appropriate verification is provided.

**Responsibility.**

All personnel are responsible to ensure their timesheets and Overtime Certification Forms are properly completed. Supervisors must ensure that all information documented on timesheets and Overtime Forms is appropriate, correct, legible, and in compliance with this General Order, and all Regulations, Policies, and Procedures. Supervisors must also ensure that overtime not documented on an Overtime Certification Form is not recorded on the timesheet.

**Timesheet Storage and Maintenance.**

Effective immediately, all Department (pink) copies of timesheets must be stored individually by employee name, and *not* by pay period. This will facilitate the transition when an employee moves from one assignment to another. Timesheets must be maintained in the battalion office or supervisor’s office for one year. Timesheets that are more than one year old must be shredded.