

# Montgomery County Fire and Rescue Service

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

**NUMBER: 07-14**

June 25, 2007

**TO: All MCFRS Personnel**

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



**SUBJECT: Timesheets**

Effective July 1, 2007, Montgomery County Fire and Rescue Service (MCFRS) will implement new Index Codes and Project Codes for recording hours of work on timesheets. The new Index Codes will reflect MCFRS' organizational structure, and enhance our ability to manage the budget. A complete listing of all Index Codes will be provided at each worksite, and your new home Index Code will be pre-printed on your timesheet. When an individual works overtime at a worksite *other* than their normally assigned worksite, the Index Code for that overtime worksite must be used.

MCFRS will also implement Project Codes detailing where overtime occurred to document all overtime. *It is imperative that every occurrence of overtime be documented with the appropriate Project Code.* Attached is a list of the Project Codes that must be used when recording overtime on timesheets. The use of the Overtime Tracker will cease effective June 30, 2007.

Personnel detailed on regular hours from one MCFRS Division to another must use the Index Code and Project Code of that Division. As an example, personnel detailed from the Division of Operations to teach at the PSTA will reduce their regular hours in Operations by the number of hours worked at the PSTA. Hours worked at the PSTA will be recorded on the timesheet as *regular hours*, using the PSTA Index Code, and the appropriate Project Code for the class where they are detailed.

<b>Issued:</b>	<b>Revised:</b>	<b>Rescinded:</b>
----------------	-----------------	-------------------

Overtime will be documented with either the current Overtime Certification form, or the new multiple entry Overtime Certification form. The new form will allow for multiple occurrences of overtime on one document. Personnel must make every effort to have the supervisor approve overtime at the worksite or event where the overtime occurred. If the supervisor is unavailable, the employee must have another supervisor approve the overtime on the Overtime Certification form. A copy of the new Overtime Certification form is attached to this document.

All personnel are responsible to ensure their timesheets are correctly completed. Supervisors must review the timesheets to verify hours worked; ensure they are completed with the appropriate Index Code(s) and Project Code(s); and ensure that the appropriate Overtime documentation is completed and attached to the timesheet.

**ATTACHMENTS:**

**PROJECT CODES  
OVERTIME CERTIFICATION FORM**

