



GREATER NAPLES FIRE RESCUE DISTRICT MEMORANDUM

24-005

DATE: January 16, 2024
TO: All Personnel
FROM: Nicole Chesser, Chief of Staff
SUBJECT: Defining the Pay Period

The two week pay period begins at the scheduled start time of each employee's workday on Monday and ends at the scheduled start time of the employee's workday on the second subsequent Monday.

Example:

Employee X works a 7 am- 3 pm work schedule

The next pay period for Employee X begins at 7:00 a.m on January 22, 2024 and ends at 7:00 a.m. on February 5, 2024.

Recording On-Call Hours

If Employee X begins their on-call rotation on January 22 at 7 a.m. until January 29 at 7 a.m., the on-call employee will record the hours outside of their regularly scheduled shift on the on-call form.

Example:

Jan 22 from 1500 – 0700 16 hours (weekday)
Jan 28 from 0700 – 0700 24 hours (weekend)

In the event the on-call rotation falls on a District Holiday, the holiday on-call hours will be recorded as outlined above on the actual holiday *not* the 'recognized' day. Example: New Years Eve (12/31/23) fell on a Sunday, but was recognized on 1/2/2024. The holiday on-call hours would be recorded on 12/31/2023, not 1/2/2023.

Any overtime accrued during the employees on-call rotation will be paid out within the pay period that the overtime was incurred.

All on-call and overtime forms must be submitted by 0900 on the payroll end date.

If you have any questions, please do not hesitate to ask through your chain of command.
