

OVERTIME/SPECIAL PAY CODING FOR WILDFIRE AND NON-FIRE INCIDENTS
 (Reference OF&A, IM 2004- 022 for detailed explanation.)

<u>Employee Status</u>	<u>Incident Type</u>	<u>Hours Code</u>		<u>Code Special Pay</u>	
		110/120/121	113	Fighting Fires	Non-exempt Week 1/2
Non-exempt	Wildfire	X		Y	
Exempt in Exempt Incident Position	Wildfire		X	Y	
Exempt in Non-exempt Incident Position*	Wildfire	X		Y	Y
Non-exempt	Non-fire	X		N	
Exempt in Exempt Incident Position	Non-fire	X		N	
Exempt in Non-exempt Incident Position**	Non-fire	X		N	Y

General Information

- 110 Regular Overtime
- 120 Holiday Overtime
- 121 Sunday Overtime
- 113 Wildfire Overtime; exempt employees only; (for Regular, Sunday and Holiday OT)

Only Timekeepers have access to Special Pay Screens in Paycheck.

Non-exempt employees are always non-exempt regardless of the incident position to which assigned.
 Exempt employees must work in a non-exempt position for more than 20% of the workweek to qualify as non-exempt.

*In situations where an exempt employee works in a qualifying non-exempt position and in an exempt position during the same week, code all overtime for the work performed to HC110 and select the special pay code to indicate non-exempt for that week.

** Only applies in Presidential Declared Disasters/Emergency or when DOI determines an emergency situation exists.