



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Personnel, Policies, & Procedures
Subject:	1310 – Call Pay
Revision Date:	06/20/2006; revised 6/23/2011
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To document Call Company payroll policies and procedures so that payroll is handled consistently and in accordance with the Town’s personnel policies and State and Federal laws. The pay plan includes the following components.

- A. Base pay differential based on training level
- B. Pay for all approved training time at the firefighters normal pay rate.
- C. Longevity pay steps to reward experienced members.
- D. Special incentives for EMS licensure levels, specialty teams, and officership.

POLICY

The Scarborough Fire Department will pay all Call and Per-Diem firefighters based on a pay plan which rewards members for training, longevity, EMS licensure level, membership on specialty teams, and officership. The Fire Department call company membership will be compensated in the following manner:

- A. Responding to an incident
 - a. A Member will be paid a minimum of one (1) hour for responding to an incident.
 - b. Any Incident that lasts longer than one (1) hour, the following criteria shall be used:

0 to one (1) hour and 14 minutes	= 1 hour of hourly rate
1 hour and 15 minutes to 1 hour and 44 minutes	= 1.5 times the hourly rate
1 hour and 45 minutes to two (2) hours	= 2 times the hourly rate

 This format will continue on a per hour basis

B. Standby Coverage

When the Chief declares a standby, reimbursement will be paid on a per hour basis, regardless of the number of calls a member responds to. Separate run reports shall be generated, but only one pay sheet for the entire standby shift will be submitted.

C. Rate of Pay

The rate of pay shall be determined by the training level attained by the individual member during his/her career and their years of service with the department.

- a. Each member’s training level will be determined by the training division upon review of each members training records.
- b. Any member who does not agree with the training level determination of the training division may appeal such decision in writing to the Fire Chief.
- c. A request for review of a members pay rate shall be made in writing to the Fire Chief’s office. The request must include the Training Level Certification Form from the training division. [see form # 1510]
- d. The effective date of pay rate adjustments will be the first day of the next monthly pay period following the Fire Chief’s approval of the request.
- e. In addition to training level a call member’s pay will also be based on 5 longevity steps based on years of service with the department (see chart below). Call members who can show proof of valid experience with another department prior to starting in Scarborough will be credited ½ of those years of service towards their longevity step. Longevity steps (years of service credit) will only be changed once annually at the beginning of the fiscal year on 7/1. A member must have completed their 4th, 9th, 14th, or 19th year of service as of 6/30 to qualify for the next longevity step increase for the following fiscal year.

Training Levels	A <u>0-4</u>	B <u>5-9</u>	C <u>10-14</u>	D <u>15-19</u>	E <u>20+</u>
Rookie / Provisional	10.16				
Level 1 / Basic FF	13.07	13.70	14.31	14.93	15.53
Level 2 / Apparatus Operations	13.72	14.34	14.95	15.56	16.17
Level 3 / Advanced Firefighter	14.36	14.98	15.58	16.19	16.81
Level 4 / Officership, Command, Tactics	15.01	15.60	16.21	16.83	17.44
Level 5 / Advanced Officer	15.56	16.10	16.65	17.20	17.75

- f. When a member has attained the necessary training to advance to the next training level, they shall request a Training Level Certification Form from the training division. [see form # 1510]

- g. Special incentive pay will be added to the base pay rates as outlined on the chart below:
 - i. Membership of specialty teams includes:
 - 1. Active membership in the Extrication Team which includes compliance with the minimum annual training requirements as outlined in SOP 3620.
 - 2. Certified Haz Mat Technicians that have met their annual refresher requirements at the technician level. *Technicians who belong to other teams but are not members of the Presumpscot Valley Haz Mat team also qualify for this incentive.*
 - ii. Officer incentives will replace the semi-annual officer stipends. Administrative duties that aren't otherwise compensated may be submitted up to the maximum hours listed on the chart below each month. The submittal for administrative time shall be made along with call company payroll monthly.

<u>Special Incentives</u>	per/hr.	<i>Note: These incentives are in addition to training and longevity grade and steps</i>
Member of Specialty Team	0.50	Must meet mandatory training requirements of team in addition to department-wide mandatory classes
EMT License	0.50	Must maintain active EMS license
EMT-I License	0.75	Must maintain active EMS license
Paramedic License	1.00	Must maintain active EMS license
Lieutenant	0.50	Eliminate officer stipend - pay for administrative duties up to 5 hrs. / month based on actual time worked
Captain	0.75	Eliminate officer stipend - pay for administrative duties up to 10 hrs. / month based on actual time worked
Deputy Chief	1.00	Eliminate officer stipend - pay for administrative duties up to 20 hrs. / month based on actual time worked

PROCEDURE

- A. Each Company Captain or their designee is responsible for keeping an up to date payroll form for all members of his/her company. The form shall include the following information:
 - a. Date of incident
 - b. Run number
 - c. Times In & Out
 - d. Names of all members with employee numbers
 - e. Signature space for members to attest they were present at the call
 - f. Signature line for the Officer in charge

Upon returning from a call, the officer in charge of each company shall completely fill out a payroll form to document those members present at the call from their respective company.

- B. Each member present shall sign the payroll sheet beside his/her name to indicate they were present. The officer in charge may initial for any member that was present, but requested to be released early and did not return to the station to sign in.
- C. The payroll forms shall be retained by the company Captain or his designee until the end of the month to enter or verify the data contained in the NFIRS electronic fire reports.

- D. Payroll records must be entered electronically as part of the IMC electronic NFIRS reporting system for each call. The call company captain is responsible for verifying all payroll records for his/her company are accurate in time for monthly call company payroll processing.
- E. Monthly payroll checks will be available as close as possible to the 15th of the month. They will be sorted by company and disseminated to the company Captain who is responsible for distributing them to his members.
- F. If an error in processing payroll results in a member being paid more than the correct amount, the overpayment shall be handled as outlined in the Town of Scarborough Recoupment of Payroll Overpayments Policy.

RESPONSIBILITIES

- A. Call Company Captains or their designee are responsible for the accurate recording of all their members' time at calls for service, and for preparing the appropriate pay sheets and data entry into the IMC records management system as outlined above.
- B. The Training Division is responsible for reviewing each members training level at least annually.
- C. The Fire Chief is responsible for verifying all employees are paid the appropriate rate for their level of training and years of experience with the department.

REFERENCES

- A. Maine State Law
- B. Town of Scarborough Personnel Ordinance