



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Procedures

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Personnel, Policies, &amp; Procedures</b>
<b>Subject:</b>	<b>1311 – Per-Diem Pay</b>
<b>Revision Date:</b>	<b>06/20/2006; revised 06/23/2011</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

#### PURPOSE

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

- 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 Per-Diem firefighters based on a pay plan which rewards those members for training, longevity, EMS licensure level, and specialty team participation.

##### A. 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 initially 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. In addition to training levels a per-diem member’s pay will also be based on 5 longevity steps based on years of service with the department (see chart below). 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 4<sup>th</sup>, 9<sup>th</sup>, 14<sup>th</sup>, or 19<sup>th</sup> year of service as of 6/30 to qualify for the next longevity step increase for the following fiscal year.
- e. 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 ]
- f. The effective date of pay rate adjustments will be the first day of the next weekly pay period following the Fire Chief’s approval of the review request.

Training Levels	A	B	C	D	E
	<u>0-4</u>	<u>5-9</u>	<u>10-14</u>	<u>15-19</u>	<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

- g. Special incentive pay will be added to the base pay rates as outlined on the chart below:
  - i. Membership of specialty teams includes certified Haz Mat Technicians that have met their annual refresher requirements. *Technicians who belong to other Haz Mat teams but are not members of the Presumpscot Valley Haz Mat team also qualify for this incentive.*

<u>Special Incentives</u>		<i>Note: These incentives are in addition to training and longevity grade and steps</i>
<b>Member of Specialty Team</b>	per/hr. 0.50	Must meet mandatory training requirements of team in addition to department-wide mandatory classes
<b>EMT License</b>	0.50	Must maintain active EMS license
<b>EMT-I License</b>	0.75	Must maintain active EMS license
<b>Paramedic License</b>	1.00	Must maintain active EMS license

## **PROCEDURE**

- A. Each Per-Diem firefighter shall log into the IMC records management system and enter the total number of hours they were on duty each day they work.
- B. The time of duty shall be rounded to the nearest ¼ hour increment.
- C. All Per-Diem firefighters who are also call company members that hold over for a late call shall record their extra time on the Per-Diem payroll form. They shall not sign a call company payroll so that all hours are reflected on one pay sheet.
- D. Any deviation from the standard scheduled hours shall be clearly explained on the note tab of the employee activity data entry screen.
- E. The pay week runs from Sunday through Saturday. Pay checks are available on the next Friday.
- 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. Per-Diem employees are responsible for accurately entering their hours on duty in the IMC records management system.
- 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.

## **REFERENCES**

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