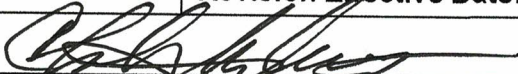




Pine-Strawberry Fire District Employment Practices 2-4

Subject: Wage and Compensation	Page: 1 of 3
Board Approval Date:	Effective Date:
Revision Approval Date:	Revision Effective Date: 9/1/2023
Board Chair Signature & Date: 	

I. POLICY:

The Pine-Strawberry Fire District policy is to provide a wages that attracts the best employees and encourages employees to stay with the District within the budget capacity of the District.

II. PURPOSE:

The purpose of this policy is to delineate the wages and compensation provided to members of the District.

III. HOURS/COMPENSATION:

- A. For non-exempt, general members, the work period is 40 hours within a seven-day cycle.
 - 1. Hourly pay rates are administered according to approved wage scale.
 - 2. The work period for part time members is as specified in the job description for the position.
 - 3. The period will normally be calculated within a seven- day cycle.
- B. For non-exempt, 7(K) public safety employees (shift personnel), the work period, as defined by the U.S. Department of Labor regulations, Fair Labor Standards Act (FLSA), is 106 hours in a 14 day cycle.
 - 1. Hourly pay rates are administered according to approved wage scale.
 - 2. Shift personnel work a 48 hour on duty, 96 hours off duty rotation.
 - 3. The period will normally be calculated within a fourteen day cycle.
- C. Reserves: Reserves do not normally have a defined work schedule.
 - 1. They are normally called in for emergencies or to fill in for career personnel.
 - 2. When working shifts as coverage for career firefighters, hours and work periods shall be the same as those spelled out for career 7(K) personnel.

IV. COMPENSATION:

A. Paychecks: All regular wages, including paid-on-call wages, are paid bi-weekly on the day of the week specified by the District.

1. All hours worked, not including the exceptions specified below, are to be recorded in quarter hour increments.
2. When hours worked do not fall exactly on the quarter hour, they are to be rounded up to the next quarter hour increment.

B. Overtime: For Shift personnel and Firefighter Reserves, overtime is paid for any hours over 106 hours, which are classified as hours worked in a 14 day period.

1. Non-Exempt General members will receive overtime pay for any hours worked over 40 during the seven-day work period.
2. All overtime is paid at one and one half times the regular hourly rate.

C. Emergency Call Back Pay: When called back in for emergency staffing, career members will be paid a minimum of two hours pay at their current pay rate.

1. When required to stay beyond the initial two hour period, employees will be paid at their current pay rate, in quarter hour increments.
2. Call back pay is not applicable to employees already on duty or being paid by the District for other activities.

V. WAGE SCALE:

A. The Pine-Strawberry Fire District Fire Board shall set and publish the pay scale annually, as part of the budget process.

B. Cost of living increases are addressed through annual adjustments, these adjustments should be based upon either the Federal Cost of Living Index or a regional based market inventory of similar Departments/Districts

C. A wage scale study may be completed annually, but no less than every two years.

1. This study will be completed by two members whom the Chief selects.
2. The study will be presented to the Board as part of budget preparation.

VI. ATTENDANCE:

A. Members are expected to be in attendance and ready to perform assigned duties during normal scheduled work hours.

1. Shift normally start at 0730 and end at 0730.

B. Tardiness: While it is recognized that occasionally a member may have a good reason for being late for work, excessive or habitual tardiness is not permitted.

1. Any member who is not in the work area at the normal starting time of the work period is considered to be late.
2. When possible, the member must notify the appropriate supervisor as soon as the member knows it will not be possible to report to work on time.
3. This notification must include the reason for reporting late and the member's estimated time of arrival to work.
4. Excessive tardiness may result in disciplinary action.