

CHAMPIONS EMERGENCY SERVICES DISTRICT

District Policies

DP-001

Payroll, Compensation, and Stipends

1.0 PURPOSE

- 1.1 To establish base pay rates and benefits, define work periods, and establish a regular pay schedule. However, the following is not intended to be interpreted as a promise, create a contract, or alter the employment at will relationship in any way, but is for information purposes only and may be changed by CESD in its sole discretion, and without notice.

2.0 POSITIONS AND JOB TITLES

- 2.1 The Fire Chief, Assistant Fire Chief, and Deputy Chiefs shall be considered salaried positions and not subject to overtime.
- 2.2 All other positions shall be considered hourly positions and subject to overtime.

3.0 BASE AND INCENTIVE PAY RATES

- 3.1 The following defines the District's **Pay Rate**:
- A. The base **Pay Rate** is the starting rate for a specified position as defined by the current CESD Base Rate Schedule
 - B. An annual adjustment of 1.75% will be extended to each employee on their anniversary date for every year of continuous employment with CESD, with a cap after twelve (12) years. For example, after one year of continuous service, an employee's base Pay Rate will be increased by 1.75%. The employee's **Pay Rate** will then be increased by 1.75% for every year of continuous service thereafter, up to a maximum of 12 years.
- 3.2 Incentive amounts will be added to an employee's **Pay Rate**. Incentive amounts are currently based on the following TCFP certifications and may be adjusted by the District without notice:
- A. Intermediate Firefighter: Pay Rate + 4%
 - B. Advanced Firefighter: Pay Rate + 8%
 - C. Master Firefighter: Pay Rate + 12%

For example, a Firefighter who holds an Intermediate Firefighter certification will receive their regular **Pay Rate**, plus an additional 4% incentive amount. A Firefighter who holds an Advanced Firefighter certification will receive their regular Pay Rate plus an additional 8% incentive amount. A Firefighter who holds a Master Firefighter certification will receive their regular Pay Rate, plus an additional 12% incentive amount. The regular **Pay Rate** plus the incentive amount will be referred to as the "**Combined Pay Rate**"

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- 3.3 The **Pay Rate** for weekend shifts will be 8.33% above an employee's **Combined Pay Rate**.
- A. A weekend shift is defined as Friday night shift, Saturday day and night shift, Sunday day shift.
- 3.4 The **Pay Rate** for a Captain shall be 11% above that employee's **Combined Pay Rate**.
- 3.5 The **Pay Rate** for a Senior Captain shall be 15% above that employee's **Combined Pay Rate**.
- 3.6 Any employee who does not hold the rank of Captain or Senior Captain, but who is assigned to the role of Engine Company Officer shall be compensated at a **Pay Rate** of 11% above that employee's **Combined Pay Rate**. Any employee assigned to the role of Tower Company Officer shall be compensated at a Pay Rate of 15% above that employee's **Combined Pay Rate**. Any employee assigned to the role of District 10 shall be compensated at a Pay Rate of 19% above that employee's **Combined Pay Rate**.
- 3.7 Employees with **Pay Rates** that exceed the parameters of this section due to previous pay scales and structures will remain frozen at their higher rate until such time as they are within the parameters of this scale. Employees will not receive a reduction in pay based on adjustments to the pay scale.

4.0 RETIREMENT

- 4.1 TCDRS: The District participates in the Texas County and District Retirement System. Each year, the District sets the contribution rate for employees and the District.
- 4.2 ICMA-RC: The District participates in the International City Manager's Association Retirement Corporation. Each year, the District sets the contribution rate for the District toward a full-time employee's benefit package.

5.0 WORK PERIODS

- 5.1 Fire Fighters: The work period for a firefighter shall be 14 days. Based on Department of Labor guidelines, the first 106 hours during the work period will be paid at the regular Base Rate. Any amount of time worked above 106 hours during the work period shall be considered overtime and paid at a 1½ times the regular Base Rate. The work period for a firefighter employee shall be Friday 7am to the second following Friday at 7am, for a total of 14 days or 336 hours.
- 5.2 Non-Fire Fighters: Hourly compensation for non-firefighting employees shall be calculated at the regular Base Rate for the first 40 hours during a work week. Any time worked above 40 hours during the work week shall be considered overtime and compensated 1½ times the regular Base Rate. The work week for non-firefighting

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employees shall be Friday 7am to the following Friday at 7am, for a total of 7 days or 168 hours.

6.0 PAY SCHEDULE

6.1 The regularly scheduled pay days shall be the Thursday following the end of the pay period or pay week as defined above. (Example: 2021 first pay period is January 8 at 7am and ends January 22 at 7am, paid January 28).

7.0 HOLIDAY / INCENTIVE PAY

7.1 Employees who work on the following Holidays will be paid at a rate of three times (3x) their regular **Combined Pay Rate**. Shifts indicated as day shift are 7am to 7pm. Shifts indicated as night shift are 7pm to 7am.

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|--|-------------------------|
| A. New Year's Day (January 1): | Day Shift / Night Shift |
| B. Thanksgiving (date varies): | Day Shift / Night Shift |
| C. Day after Thanksgiving (date varies): | Day Shift / Night Shift |
| D. Christmas Eve (December 24): | Day Shift / Night Shift |
| E. Christmas Day (December 25): | Day Shift / Night Shift |
| F. New Year's Eve (December 31): | Day Shift / Night Shift |

7.2 Employees who work on the following Holidays will be paid at a rate of two times (2x) their regular **Combined Pay Rate**. Shifts indicated as day shift are 7am to 7pm. Shifts indicated as night shift are 7pm to 7am.

- | | |
|---|-------------------------|
| A. Easter Sunday (date varies): | Day Shift / Night Shift |
| B. Memorial Day (date varies): | Day Shift / Night Shift |
| C. Independence Day (July 4): | Day Shift / Night Shift |
| D. Labor Day (1 st Monday in September): | Day Shift / Night Shift |

7.3 Volunteers will receive an additional \$25, for a total of a \$75 stipend for working on one of the holidays identified in section 6.1 and 6.2 above.

8.0 DECLARED DISASTER PAY & STAFFING

8.1 The Fire Chief will monitor situations that may result in Disaster Declarations by federal and state authorities and ensure that staffing is adjusted to meet any anticipated needs of the disaster, in advance of the actual need whenever possible. Staffing will be

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increased based upon an assessment of current and future needs during the declared disaster time period.

- 8.2 Employees will be paid a rate of 1.5 x their **Combined Pay Rate** during periods declared disaster events.
- 8.3 The Fire Chief will determine when to activate Disaster Staffing and will determine when demobilization to regular staffing will occur following the event.

9.0 EMPLOYEE RETENTION PAY

- 9.1 Employee retention pay may be awarded in December of each year subject to the District's review and approval.

10.0 VOLUNTEER STIPENDS

- 10.1 Stipends may be adjusted at any time by the District.
- 10.2 To qualify for a stipend, a volunteer firefighter must have completed an SFFMA (Basic or FF1) or TCFP Basic firefighter course. Volunteer firefighters with out-of-state experience and certifications but no Texas certification may be approved for a stipend by the Fire Chief on a case-by-case basis.
- 10.3 Stipends will be awarded to qualified District volunteers at the rate of \$50 for each duty shift served, with an annual maximum of \$9,800 per person. This is not intended to be considered compensation in any way, but intended to represent a nominal fee for the services provided and to reimburse for expenses incurred (*e.g.*, meals and transportation)
 - A. An additional stipend of \$10 for a total of \$60 will be awarded to qualified District volunteers for each weekend duty shift served. A weekend shift is defined as Friday night shift, Saturday day and night shift, Sunday day shift.
- 10.4 There will be a maximum of two stipend volunteer positions staffed at any one time.
 - A. Any volunteers wishing to fill a duty shift when there are two stipend positions already scheduled may do so but may not be compensated.
 - B. If there are part-time vacancies for a given shift, the Fire Chief may authorize additional stipend positions to fill in to bring staffing to adequate levels.

11.0 INSURANCE AND BENEFITS

- 11.1 The District may offer the following insurance benefits to District employees:
 - A. Life Insurance
 - B. Worker's Compensation Insurance

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- C. Accident and Supplemental Health Insurance
 - D. Accidental Death & Dismemberment Insurance (AD&D)
 - E. Medical / Health Insurance (Full-Time Employees only)
 - F. Dental Insurance (Full-Time Employees only)
 - G. Vision Insurance (Full-Time Employees only)
- 11.2 Life Insurance
- A. The District may provide Group Term Life Insurance to its employees, including volunteers and ESD Commissioners.
- 11.3 Worker's Compensation Insurance
- A. The District shall provide Worker's Compensation insurance to all employees, including volunteers and ESD Commissioners.
- 11.4 Accident and Supplemental Health Insurance
- A. The District may provide supplemental Accident and Health Insurance to its employees, including volunteers and ESD Commissioners.
- 11.5 AD&D
- A. The District may provide AD&D Insurance to its employees, including volunteers and ESD Commissioners.

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