




# Pine-Strawberry Fire District Employment Practices 2.4

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Board Approval Date: 08/17/2023	Effective Date: 09/01/2023
Revision Approval Date: 04/17/2025	Revision Effective Date: 05/02/2025
Board Chair Signature & Date:  4/17/2025	

## I. POLICY:

The Pine-Strawberry Fire District (PSFD) policy is to provide a wage that attracts the best members and encourages employees to stay with the District, within the budget capacity of the District.

## II. PURPOSE:

The purpose of this policy is to describe 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 7-day cycle.

1. Hourly pay rates are administered according to the 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 7-day cycle.

B. For non-exempt, 7(K) public safety members (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 an approved wage scale.

2. Shift personnel work a 48-hour on-duty, 96-hour off-duty rotation.
  3. The period will normally be calculated within a 14-day cycle.
- C. Reserves do not normally have a defined work schedule.
1. Reserves 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.
- D. Overtime for special events will be approved by the Fire Chief.

#### **IV. COMPENSATION:**

- A. 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. 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 7-day work period.
  2. All overtime is paid at one-and-one-half times the regular hourly rate.
- C. When called back in for emergency staffing, career members will be paid a minimum of 2 hours pay at their current pay rate.
1. Members who are called in are required to remain on duty for the initial hour.
  2. When required to stay beyond the initial 1-hour period, members will be paid at their applicable pay rate, in quarter-hour increments.
  3. Call-back pay is not applicable to members already on duty or being paid by the District for other activities.

**D. Administrative All-Hazard Disaster Compensation:**

1. All-hazard disaster compensation provides exempt personnel overtime for work hours outside their normal work schedule.
2. All-hazard disasters include local, state, and federally declared emergencies.
3. Additionally, where local wildfire incidents exceed 1 operational period, an exempt member would be eligible for overtime.

**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.
  1. 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 2 years.
  1. This study will be completed by 2 members whom the Fire 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 starts at 0730 and ends at 0730.
- B. 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 at work.
4. Excessive tardiness may result in disciplinary action.