

POLICY AND PROCEDURES  
BLOOMFIELD GENOA CITY  
FIRE & RESCUE

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**PAYROLL SCHEDULE**

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ACCEPTED DATE:	REVISED DATE:
01-01-03	01-31-2008
POLICY NUMBER:	NUMBERS OF PAGES
9	3
ACCEPTED BY:	

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**PURPOSE:**

To establish a pay schedule for members and employees (not on shift) of Bloomfield-Genoa City Fire & Rescue responding to call alarms, attending regularly scheduled trainings, and attending approved specialty trainings, or approved classes.

**Definition:**

Employee (not on shift) – Any employee who is not at the time of call working as a 3<sup>rd</sup> person, duty shift or a contract person.

**POLICY:**

1. Members will receive pay a bonus for training sessions, and or classes approved by the Chief or the Board of Directors per the pay schedule. Employees may receive the bonus pay only with written permission from the Chief. Travel time will not be paid. Mileage will only be paid for travel when the passenger vehicle is unavailable. Mileage will be paid at the current pay rate for mileage. To receive reimbursement the following must be met by the member.
  - A. Proof of insurance
  - B. Printed expense form in excel format
  - C. Correct odometer reading. Mileage will not be paid above the mileage stated by Map Quest unless a list of indifferentist can be provided.
2. Members and employees (off shift) responding to call alarms will be paid per the pay schedule. After the first 1/2 hour pay will be in 1/4 hour increments..
  - Members and employees (off shift) on stand-by, calls or trainings must be released by the officer in charge.

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•Members and employees (off shift) responding to calls may not receive pay if deemed tardy by the officer in charge. The officer in charge will take nature of call and staffing into consideration.

•Members and employees (off shift) may be asked to perform miscellaneous work details after all equipment, and vehicles are put back into service following a call. This will be at the discretion of the officer in charge if time is needed to fulfill the minimum time requirements of call time.

•Members will not receive pay for attending meetings in house or otherwise. No meetings are to be interpreted as training sessions

•Trips to view apparatus or equipment will not be paid unless approved by the Chief or the Board of Directors.

•A request to the Chief must be made and approval granted to receive pay for any unusual circumstances that may arise.

•Chiefs and or officers salary is for administrative duties. They will be paid for training sessions and paid on call.

Courses listed below will be paid to members as a bonus for successfully completing the course and not hourly, all other approved trainings/courses will be paid a minimum of (2) two hours per session. Sessions lasting more than (2) two hours, of active time, will be paid in ¼ hour increments for the remaining time.

To receive bonus pay, a requisition form will need to be properly completed. A copy of the certification or license must be attached to requisition form.

**Bonus Courses:**

First Responder	\$275.00
EMT Basic	\$900.00
EMT Basic IV Tech.	\$475.00
EMT Basic Refresher	\$200.00
EMT Basic IV Tech. Refresher	\$100.00
CPR Instructor	\$100.00
Firefighter I	\$650.00
Firefighter II	\$425.00
Hazmat OPS	\$150.00

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Fire Officer I \$375.00

Fire Officer II \$275.00

Approved and department trainings/courses shall be paid at the current pay rate for trainings as outlined in section one (1) of this policy.

Fire and EMS calls shall be paid at the current pay rate for calls as outlined in section two (2) of this policy.

The Chief or Board of Directors may deviate from this policy if special circumstances apply.