



Scarborough Fire Department

Scarborough, Maine



Standard Operating Guidelines

Book:	Organization
Chapter:	Personnel, Policies, & Procedures
Subject:	1311 – Per-Diem Firefighter Pay
Revision Date:	06/20/2006; revised 06/23/2011; revised 01/01/2022
Approved by:	<i>Richard Kindelan, Fire Chief</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 rate
- B. Special incentives for certifications, EMS licensure levels, and officer positions.
- C. Shift differentials for weekend hours and 8-day rotation assignment.
- D. Annual longevity steps and Cost of Living Adjustment based on published Employment Cost Index.

POLICY

The Scarborough Fire Department will pay Per-Diem firefighters according to the following established pay plan:

- A. Base rate of pay is established at the beginning of each fiscal year and does not include incentives for certification or EMS Licensure levels.
- B. Special Incentives are stipends added to the hourly base rate for the following:
 - a. Certifications
 - i. Basic Fire School/Interior Certified/FF I \$0.50
 - ii. Certified FF 2 \$1.00
 - b. EMS Licensure
 - i. EMT Basic \$0.50
 - ii. A-EMT \$0.75
 - iii. Paramedic \$1.00
 - c. Officer
 - i. Lieutenant \$0.50
 - ii. Captain \$0.75
 - iii. Deputy Chief \$1.00

C. Longevity Step

- a. Employees in good standing will receive an annual 1.25% step increase each year effective the first pay week after 7/1. Employees are also eligible for an annual cost of living adjustment (COLA) based on the Employer Cost Index (ECI) for government employees. To be in good standing employees must:
 - i. Be fully compliant with mandatory training requirements
 - ii. Be complaint with valid respiratory clearance including fit test and gear check
 - iii. Be compliant with working the minimum of 12 shifts (120 hours) during the preceding fiscal year.

D. Shift Differential

- a. An additional \$2.50/hour differential is applied for hours worked as follows:
 - i. Hours worked between 0800 and 2000 hours on a Saturday or Sunday
 - ii. Hours worked between 0800 and 2000 hours for employee’s working their assigned 8-day-rotation schedule.

E. Advanced EMS Provider (AEMS Position)

- a. A Per-Diem AEMS position has been established to provide an EMS provider assigned to a front-line ambulance daily between 0800-2000 hours. Per-Diem employees licensed as Advanced EMT or Paramedic, and authorized to work the AEMS position shall be compensated as follows:
 - i. A-EMT rate \$21.00/hour
 - ii. Paramedic rate \$25.00/hour

Year	1	2	3	4	5	6	7	8	9	10	11	12
Base Pay Rate for Rookie / Provisional	15.00	15.19	15.38	15.57	15.76	15.96	16.16	16.36	16.57	16.77	16.98	17.20
With COLA adjustment on 7/1												
Year	13	14	15	16	17	18	19	20	21	22	23	24
Base Pay Rate for Rookie / Provisional	17.41	17.63	17.85	18.07	18.30	18.53	18.76	18.99	19.23	19.47	19.71	19.96
With COLA adjustment on 7/1												
Year	25	26	27	28	29	30	31	32	33	34	35	36
Base Pay Rate for Rookie / Provisional	20.21	20.46	20.72	20.98	21.24	21.51	21.77	22.05	22.32	22.60	22.88	23.17
With COLA adjustment on 7/1												

PROCEDURE

- A. Each employee shall log into the department's payroll records management system and accurately enter their daily attendance to include the total number of hours worked and any applicable special pay codes (differential).
- B. The time of duty shall be rounded to the nearest ¼ hour increment.
- C. Per-Diem employees who are “held over” on an emergency incident shall record that time in an additional entry with the incident number indicated in the **Attendance Comments** field.

- D. Any deviation from scheduled hours shall be clearly explained in the **Attendance Comments** field.
- E. The pay week runs from Sunday through Saturday. Funds are available through direct deposit on the following Friday.
- F. Employees have access to payroll information through an online service accessed through the municipal website (Scarborough employee self service).
- G. 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.
- H. Employees owed back pay for hours worked are to submit a back-pay request form to the administrative staff.

RESPONSIBILITIES

- A. Per-Diem employees are responsible for accurately entering their hours worked on duty, and any applicable shift differentials, in the department's payroll records management system.
- B. Career supervisors are responsible for monitoring compliance of on-duty personnel in accurately entering time worked.
- C. The Fire Chief, and/or his designee, is responsible for verifying all employees are paid the appropriate rate.

REFERENCES

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