



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Guidelines

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Personnel, Policies, &amp; Procedures</b>
<b>Subject:</b>	<b>1310 – Call Pay</b>
<b>Revision Date:</b>	<b>06/20/2006; revised 6/23/2011; revised 12/1/2021</b>
<b>Approved by:</b>	<i>Richard Kindelan, Fire Chief</i>

#### PURPOSE

To document Call Company payroll policies and procedures so that payroll is handled consistently and in accordance with the Town’s personnel policies and State and Federal laws. The pay plan includes the following components.

- A. Base pay differential based on years of service with the department.
- B. Pay for all approved training time at the firefighter’s normal pay rate.
- C. Special incentives for Firefighter Certifications, EMS licensure levels, and officership.

#### POLICY

The Scarborough Fire Department will pay all Call and Per-Diem firefighters based on a pay plan which rewards members for longevity, EMS licensure level, and officership. The Fire Department call company membership will be compensated in the following manner:

- A. Responding to an incident
  - a. A Member will be paid a minimum of one (1) hour for responding to an incident.
  - b. Any Incident that lasts longer than one (1) hour, the following criteria shall be used:
 

0 to one (1) hour and 14 minutes	= 1 hours of hourly rate
1 hour and 15 minutes to 1 hour and 44 minutes	= 1.5 times the hourly rate
1 hour and 45 minutes to two (2) hours	= 2 times the hourly rate
This format will continue on a per hour basis	

**B. Standby Coverage**

When the Chief declares a standby, reimbursement will be paid on a per hour basis, regardless of the number of calls a member responds to. Separate run reports shall be generated, but only one pay sheet for the entire standby shift will be submitted.

**C. Rate of Pay**

The rate of pay shall be determined by the individual’s years of service with the department.

- a. Members in good standing will receive an annual 1.25% step increase each year effective the first pay week after 7/1. Members are also eligible for an annual cost of living adjustment (COLA) based on the Employer Cost Index (ECI) for government employees.
- b. To be in good standing all employees must have a valid respiratory clearance and be fully compliant with all mandatory training requirements. Call members must have responded to a minimum of 12 calls during the preceding fiscal year.

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												

- a. Special incentive pay will be added to the base pay rates as outlined on the chart below:
  - i. Officer incentives will replace the semi-annual officer stipends. Administrative duties that aren’t otherwise compensated may be submitted up to the maximum hours listed on the chart below each month. The submittal for administrative time shall be made along with call company payroll monthly.

**Special Incentives**

*Note: These incentives are in addition to the base wage scale above*

<b><u>Certifications</u></b>		<b><u>EMS Licenseure</u></b>		<b><u>Officer Incentive</u></b>	
Basic Fire School / Interior Certified / FF I	0.50	EMT License	0.50	Lieutenant	0.50
Certified FF II	1.00	A-EMT License	0.75	Captain	0.75
-		Paramedic License	1.00	Deputy Chief	1.00

## **PROCEDURE**

- A. Each Company Captain or their designee is responsible for keeping an up to date payroll form for all members of his/her company. The form shall include the following information:
- a. Date of incident
  - b. Run number
  - c. Times In & Out
  - d. Names of all members with employee numbers
  - e. Signature space for members to attest they were present at the call
  - f. Signature line for the Officer in charge

Upon returning from a call, the officer in charge of each company shall completely fill out a payroll form to document those members present at the call from their respective company.

- B. Each member present shall sign the payroll sheet beside his/her name to indicate they were present. The officer in charge may initial for any member that was present, but requested to be released early and did not return to the station to sign in.
- C. The payroll forms shall be retained by the company Captain or his designee until the end of the month to enter or verify the data contained in the NFIRS electronic fire reports.
- D. Payroll records must be entered electronically as part of the IMC electronic NFIRS reporting system for each call. The call company captain is responsible for verifying all payroll records for his/her company are accurate in time for monthly call company payroll processing by the 5<sup>th</sup> of each month.
- E. Monthly payroll checks will be available as close as possible to the 15<sup>th</sup> of the month. 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.

## **RESPONSIBILITIES**

- A. Call Company Captains or their designee are responsible for the accurate recording of all their members' time at calls for service, and for preparing the appropriate pay sheets and data entry into the IMC records management system as outlined above by the 5<sup>th</sup> of each month.
- B. The Fire Chief is responsible for verifying all employees are paid the appropriate rate for their years of service with the department.

## **REFERENCES**

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