	RULES AND REGULATIONS	Compensation and Overtime
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	Kevin Ward Board Chairman	Britt Clark Fire Chief

Purpose

To outline the District's policies on compensation and overtime.

General

It is District Policy to pay District employees fairly and to ensure that their pay is consistent with the amount of work and degree of responsibility required in their jobs. The District has established job classifications with salary ranges and steps for classified and exempt hourly and salaried employees to provide different pay rates for positions requiring a different amount of responsibility. In addition to an established employee performance/merit system will permit individual employee consideration, so that each person is paid according to his or her responsibilities and rewarded for differences in individual ability and performance. A compensation schedule shall be adopted and amended from time to time as determined necessary by the District. In all occasions, the amount of salary change will ultimately be determined by the anticipated effects on the District budget.

Compensation

Compensation of full-time and part-time employees shall be pursuant to properly adopted compensation schedules.

Staff: Administration has both exempt and non-exempt positions:

1. Exempt: The positions of Chief, Deputy Chief, Fire Marshal, Finance Director, EMS Division Chief, Logistics Division Chief, and Wildland Divisions Chief are classified as administrative or executive, and are considered exempt salaried positions. Exempt staff are not eligible for overtime compensation.

2. Non-Exempt: The positions of , Office Manager, Office Technician, Training Captain, Fire Warden, and Deputy Fire Marshals, and Fire Inspectors are considered non-exempt, and are eligible for overtime or compensatory time as outlined in this policy.

Line: Line has both exempt and non-exempt positions:

1. Non-Exempt: Battalion Chiefs, Captains, Engineers, and Firefighters are

classified non-exempt, and are eligible for overtime compensation. All non-exempt line personnel are paid for actual hours worked, based on 91 hours in a 12-day work period.

2. Part-time personnel are considered non-exempt, and compensated for actual hours worked, based on 106 hours in a 14-day work period.

Call Back: Non-exempt employees who return to work due to a District call back, after completing their regular work period, shall be given a minimum of two hours compensation.

Compensable Time Record Keeping

CrewSense is used to generate a roster/schedule for each respective shift. All time worked by the employee including overtime, approved leave, absence, and related information is to be recorded on CrewSense. CrewSense is then used to generate a timecard for use in determining appropriate compensation.

Merit Pay Adjustments

Merit pay adjustments shall be based upon weighted performance factors to include job knowledge, job skills, training participation, quality of work, cooperation, customer service, dependability/reliability, safety and risk management, attendance & punctuality, and personal appearance, as the above factors are applicable and general overall job performance. In all occasions, the amount of salary change will ultimately be determined on the anticipated effects on the District budget.

New Merit Employees:

New Merit Employees may be eligible for a merit increase to their starting salary, provided they are retained as an employee and have successfully completed one full continuous year of full-time employment and has achieved an acceptable performance appraisal from their supervisor, and the merit increase has been approved by the Chief.

Annual Merit Adjustments:

Merit employees may be eligible for an annual merit increase on their anniversary date of hire or promotion if they have achieved an acceptable performance appraisal (SOG 2011.00, *Performance Evaluations for Performance Personnel*) and the merit increase has been approved by the Chief. Salaries shall not be increased beyond the established salary range for the position.

An employee that is not approved for a merit increase will be re-evaluated in six months. Merit increases approved on re-evaluation shall not apply retroactively.

Payroll Change Processing:

The Finance Director shall oversee payroll processing and the implementation of approved compensation changes. Payroll entry and preparation may be performed by an employee designated by the Fire Chief. All compensation changes must be supported by the required approval and documentation and submitted before the applicable payroll processing deadline. Approved merit increases shall be effective as of the employee's applicable merit date and processed on the following payroll, including any retroactive adjustment due.

Payroll Review and Approval:

Payroll preparation and final payroll approval shall be performed by different individuals. The employee who enters or prepares payroll shall not serve as the final approver of that payroll. Before payroll is released, the Finance Director or another reviewer designated by the Fire Chief shall review the payroll for accuracy, supporting documentation, approved compensation changes, and required supervisor approvals of employee time.

If the Finance Director prepares payroll, another reviewer designated by the Fire Chief shall perform the final review and approval. Approval of an employee's time or overtime by a supervisor does not replace the independent payroll review and approval required by this section. Payroll review and approval shall be documented.

Cost of Living Adjustments

In order for employees to maintain constant buying power in the face of either economic inflationary or recessionary periods, the compensation plan shall be reviewed and adjusted as deemed appropriate by the Board. Any adjustments approved shall be effective on the date approved by the Board. This shall not relate to merit pay adjustments. The amount of salary change will ultimately be determined on the anticipated effects on the District budget.

Overtime

Overtime shall be administered in accordance with the Fair Labor Standards Act (FLSA) and applicable Utah law. Employees classified as non-exempt under the Compensation section of this policy are eligible for overtime compensation as provided in this policy. Employees properly classified as exempt under that section are not eligible for overtime compensation, except for deployment compensation expressly provided elsewhere in this policy.

All Battalion Chief overtime must be approved by the Operations Deputy Chief or another Administrative Officer designated to act in the Operations Deputy Chief's absence, subject to the emergency overtime authorization provisions below.

Overtime Requests and Authorization

All non-exempt employees must request and obtain authorization from their supervisor through CrewSense before working overtime beyond their approved regular work

schedule. Requests must identify the reason for the overtime and the anticipated hours needed. The supervisor must review and approve the request in CrewSense before the additional work begins, except when verbal authorization is provided under emergency overtime provisions below.

Non-exempt employees shall not authorize or approve their own overtime under any circumstances, regardless of their rank, position, supervisory responsibilities, or access permissions in CrewSense. Entering hours, assigning themselves to a shift or incident, or having access to approval functions does not constitute authorization to work overtime. If the employee's supervisor is unavailable, approval must be obtained from another supervisor designated by the Fire Chief. Existing requirements governing who may approve Battalion Chief overtime remain in effect.

Employees must accurately record all hours worked in CrewSense and submit their overtime hours for supervisor review and approval. The supervisor shall verify the hours worked and the reason for the overtime before approving the entry. This requirement applies whether the additional hours are compensated through overtime pay or compensatory time.

Working unauthorized overtime or approving one's own overtime may result in disciplinary action. All hours actually worked must still be accurately reported and compensated as required by applicable law. Lack of authorization shall not be used to withhold compensation otherwise owed.

Emergency Overtime Authorization

When an emergency requires immediate action, the employee's supervisor or the Incident Commander may verbally authorize overtime before the work begins without prior approval in CrewSense. The employee must notify their supervisor as soon as practicable if authorization was provided by the Incident Commander. The employee shall record all hours worked in CrewSense, identify who verbally authorized the overtime, and submit the entry to their supervisor for review and approval as soon as practicable, no later than the applicable payroll submission deadline. Emergency conditions do not permit employees to authorize or approve their own overtime.

For non-exempt staff employees, all hours actually worked in excess of 40 hours in the District's established workweek are overtime. Authorization to work additional hours is governed by the overtime request and approval requirements above.

For full-time non-exempt line employees, overtime is calculated based on an annual compensation of 2912 hours (2762 hours of straight time and 150 hours of overtime). Full-time firefighters will be compensated for 107 hours at straight time and 5 hours of overtime 22 times each year and 102 hours at straight time and 10 hours of overtime 4 times per year based on the Payday Schedule. *If sick leave is used in the period, any overtime, for an equal number of hours, is paid at straight time. Vacation leave is counted as hours worked and will not reduce overtime. Firefighting employees assigned to 24-

hour shifts cannot accrue compensatory time.

*Exception being overtime worked to attend compensated or billable training.

Part-time employees are covered by the same FLSA regulations as full-time employees and will be compensated at time and one-half for any hours over 106 hours in a 14-day work period.

Promotion

Employees promoted to a rank/position of a class of a higher salary range than the class from which they were promoted, shall receive the salary of the next step of the range for the new rank/position for which the compensation is greater.

Holiday Pay

The District has Twelve recognized holidays each year. Compensation for holidays is outlined in District Rules and Regulations 200.03, *Holiday Compensation*, and 200.13, *Vacation Leave*

Compensatory Time

Qualifying employees may be eligible to receive paid time off (comp time) in lieu of cash for hours worked, as outlined in Rules and Regulations 300.01, *Compensation Time*. All overtime entries must be submitted to the employee's supervisor for review and approval in accordance with the Overtime section of this policy. Employees shall not approve their own overtime entries.Wildland Deployment National Interagency Fire Center (NUIFC) Deployments:

Exempt administrative personnel, including Chief/Administrator, Deputy Chief, Battalion Chief, Wildland Division Chief, EMS Division Chief, Logistics Division Chief, and Fire Marshal may work on assignments under an MOU with the State of Utah. While on these assignments, they will be paid their standard rate during any regularly scheduled work hours. Any hours outside of regularly scheduled work hours will be paid at the maximum rate allowed by the MOU contract for the position being filled.

Non-exempt personnel deployed on incidents under MOU agreements with the State of Utah will be paid their regular rate of pay for times they are regularly scheduled to be on duty with the District. For all worked hours outside of their regularly scheduled shifts they will be paid at a rate of one- and one-half times their regular rate of pay.

Emergency Management Assistance Compact (EMAC) Deployments:

Exempt administrative personnel, including Chief/Administrator, Deputy Chief, Wildland Division Chief, EMS Division Chief, Logistics Division Chief, and Fire Marshal deployed on EMAC orders will be paid their regular rate for regularly scheduled work hours. All hours worked over their regularly scheduled work hours, will be paid at the maximum allowed rate under EMAC contract documents, not to exceed one-and-one-half

times their regular rate of pay. All shifts worked by exempt administrative personnel to backfill deployed personnel will be paid at the maximum rate allowed by the EMAC contract documents, not to exceed one-and-one-half times their regular rate of pay.

Non-exempt operational personnel deployed on EMAC orders will be paid their regular rate of pay for hours during their regularly scheduled shift. All hours worked outside of their regularly scheduled shift will be paid at a rate of one-and-one-half times their regular rate of pay. All shifts worked by non-exempt operational personnel to back-fill deployed personnel will be paid at a rate of one-and-one-half times the regular rate of pay for the employee filling the shift.

Payment Upon Termination of Employment

Employees who leave the District for any reason shall receive all pay that may be due them with the following qualifications:

An employee who owes money to the District at the time of separation shall have their debt deducted from their final paycheck. Any remaining debt shall be sought through invoicing or through legal remediation.

Compensation due to the employee, and any unused accrued vacation time, shall be paid to the employee. Unused vacation time shall be paid at their regular hourly rate at the time of termination. Upon an employee's death, such compensation shall be paid to qualified beneficiaries as designated by the employee. Or, if beneficiaries were not designated, any remaining compensation will go to the employee's estate.

Employees severing employment may be due compensation of unused sick and vacation, as outlined in Rules and Regulations 300.02, *Compensation at Termination.*

Payroll Deductions

Automatic payroll deductions from the employee's paycheck may include Federal, State, Social Security, and Medicare Taxes, and/or court-ordered garnishments or disbursements.

Employees may voluntarily choose to participate in other authorized deductions allowed by Federal and State Laws, as provided and identified by the District (retirement plans and loans, union dues, health plans, internally approved purchases, etc.).