

FARMINGTON HILLS FIRE DEPARTMENT

PERSONNEL PROCEDURE

PRIORITY: 3

COMPENSATION

No: 410.0

EFFECTIVE: 07/01/04

(Rescinds version: 11/15/02)

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FIRE CHIEF APPROVAL:

A handwritten signature in black ink, appearing to read "R. J. ...", is written over a horizontal line.

PURPOSE

To establish guidelines for remuneration of Paid-on-Call personnel when performing within the scope of their job.

PROCEDURE

Personnel shall be paid for responses to incidents or calls for assistance as directed by dispatch, the officer in charge, and for all pre-approved non-incident activities.

I. Incident Response

- A. Members shall be paid a minimum of one hour from the time of the first activation of their station tones with the exception of specific instances outlined in this procedure.
 1. Pay for emergencies lasting more than one hour shall be paid in one-hour increments.
 2. Dispatch errors corrected immediately (one minute or less) will not be paid.
 3. Instances where an incident number has been issued and an incident report required, will be considered eligible for pay under this procedure.
 4. Members who do not respond to the station or scene within 10 minutes shall not be paid one hour. Based upon their time of arrival, they will be paid in increments to the nearest 15-minute segment up to the completion of the first hour based upon the original time of dispatch.
 5. If the incident involves multiple hours, all subsequent time will be paid by the hour as outlined above.
 6. All members shall be released from the station as soon as the station and equipment are restored after an incident, assigned details are completed, and the station is ready for the next response. In cases where the incident report is the only detail required completing the incident, only the member completing the report and the Officer in Charge shall be paid for additional time required beyond the time approved for the incident.
 7. Members who do not make the scene shall be released after one hour unless directed otherwise by the on scene Officer in Charge. The Officer in Charge may, at his discretion, request members to remain available at the station for an additional period of time. The senior member at the station shall contact the Officer in Charge of the scene prior to the completion of the hour (and subsequent hours) to receive direction.

8. The senior member at the station shall track the arrival of all personnel not on apparatus or responding to the scene.
9. Members not on the scene of the incident are expected to perform tasks around the station within reason based upon time of day and condition of station and equipment. These can include station apparatus or vehicle maintenance, skill practice, equipment familiarization, or any other activity that is part of the station or member responsibilities. Members shall also be ready to respond in the event that the Officer in Charge requests their response or a subsequent incident occurs.
10. Members from stations other than the dispatched station or stations shall not be paid for response unless authorized by the Officer in Charge and/or the Battalion Chief.
11. Any changes to the responders list after completion of the report, must be approved by the Chief, Deputy Chief, Battalion Chief, District Chief, or Inspectors.

II. Non-Incident Activities

- A. Members will be paid for activities other than incidents such as:
 1. Station Standby
 2. Training
 3. Certain public education programs
 4. Other programs authorized by the Chief
 5. Physical and other authorized medical procedures (2 hours maximum)

III. Members shall be paid for all approved activities *except* activities specifically identified as voluntary. The below lists are not intended to be all-inclusive.

- A. Voluntary Activities – No Pay
 1. Parades
 - a. Memorial
 - b. Founders Festival
 2. Uniform Pick-up
 3. Promotional
 - a. Interviews
 - b. Testing
 4. Physical Fitness Activities
 5. Department Photography Sessions
 6. Study/Practice Outside of Classroom Hours
 7. Charitable Activities
 - a. Goodfellows
 8. The Department shall not pay for any study or practice time needed to complete course work or maintain skills. Pay will also be denied in cases where prior approval has not been granted.

IV. Standby Pay Rate

- A. Special Event – Personnel shall be paid at their incident rate of pay

B. Standby occurring on a listed holiday – Pay in accordance with Section VI.

V. Shift Work

A. Members working shift work shall be paid at their rate. Paid-on-Call members shall be paid one and one-half times their normal rate when they work beyond the shift in any given day or in excess of 42 hours with prior approval of the Fire Chief in any given work week. The Department will pay overtime for all time worked in excess of 212 hours in the 28-day pay period. This is the only overtime provision in this policy and is not intended to imply overtime in other sections of this procedure.

VI. Holiday Pay/Station 5

A. Members working a shift (Holiday) at Station 5 shall receive holiday pay in accordance with the following table:

Time and One-half (1½)	Double Time (2)
New Year's Day Washington's Birthday Memorial Day Labor Day Veterans Day Christmas Eve Day New Year's Eve Day Martin Luther King's Birthday	Independence Day Thanksgiving Day Christmas Day

B. A holiday shift shall be determined by its starting time and all hours worked during the shift shall receive holiday pay.

C. Paid-on-Call members responding to incident calls on Independence Day, Thanksgiving Day, and Christmas Day shall be compensated at double time for actual hours worked. Payroll shall be completed per procedure with the hours to be paid doubled to accomplish the intention of this section. The holiday shall be from 12:01 a.m. until midnight.