



SOUTH LYON FIRE DEPARTMENT

Manual of Procedures 116

COMPENSATION

Issued: December 20, 2013

Revised: July 1, 2017

Approved: Chief Mike Kennedy

I. Purpose

Establish the compensation package for SLFD employees below the rank of fire chief.

II. PAY CLASSIFICATIONS

Pay classifications do not necessarily equal a separate rank. Each pay classification has a corresponding procedure providing detail on the classification such as qualifications, education and training, and essential job requirements. If the employee has prior experience to be at a higher classification, then at the fire chief's discretion, the time limit for each classification below may be shortened.

Each pay classification may or may not be filled at sole discretion of fire chief.

Trainee I	\$9.25
Trainee II (Firefighter I & II or EMT)	\$9.98
Firefighter / EMT	\$15.33
Engineer	\$16.50
Aerial Apparatus Operator	\$17.69
Master Firefighter	\$18.74
Lieutenant	\$21.22
Captain	\$22.39
Deputy Chief	\$23.58

III. ELIGIBILITY FOR PAY

Pay for employees who respond to a toned out incident shall be a minimum of one hour and in increments of fifteen (15) minutes after. If multiple incidents occur during the same time period, employees shall receive only one rate of pay. At no time will employees be paid multiple, concurrent pay rates.

All other paid activities shall be in fifteen minute increments with no minimum. Employees will be paid for conducting official fire department business including but not limited to: day shift, hydrant inspections/painting, station maintenance/cleaning, apparatus maintenance/cleaning, public fire education/community relations events, approved training, and fire inspections. For non-incidents, employees will be paid to the nearest quarter hour increment.

Examples

- Station maintenance lasting thirty (30) minutes shall be paid .5 hours
- Public education lasting one (1) hours and ten (10) minutes shall be paid 1.25 hours

All firefighters must receive authorization from a fire officer prior to conducting a paid activity.



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Employees shall make their set hourly pay while conducting assigned, scheduled, official department business, or other related activities. Regardless of the function they are performing or how many incidents the department receives during a given time, employees shall not be paid for multiple functions/incidents during the same time period.

A pay sheet must be completed for all activities that employees are requesting payment. Hours shall be documented using military time only. Original pay sheets shall be printed on green paper to distinguish them for record keeping purposes. Upon completion, the pay sheet shall be placed into the drop box outside of the radio room.

If some personnel are working beyond one hour, e.g., providing a driver for HVA, while other personnel are released from the station, those personnel leaving at the one (1) hour mark shall write the time they signed out in the "Time Out" column of the pay sheet. The pay sheet shall be left out until the last employee from the incident returns to the station and has completed all necessary reports and clean-up activities. The "End Time" shall be the time that the last employee signed out. Personnel shall not complete an additional pay sheet for driving HVA rigs.

All pay sheets must be submitted within the pay period during which the time was worked. All pay sheets must indicate the officer in charge (incidents) or officer authorizing the paid activity. Failure to document the officer in charge or authorizing officer will result in forfeiture of pay for that event.

IV. Overtime

Pay shall be one and one half times the hourly rate for hours worked in excess of forty (40) hours in a work week. A work week shall be a seven (7) day period starting at 12:00 AM on a Friday to seven (7) days later at 12:00 AM on a Friday.

Pay period example:

12:00 AM, Friday, June 3, 2011 through 12:00 AM, June 10, 2011.

V. HOLIDAY PAY

If an employee responds to an incident on a declared holiday, the employee will receive time and one-half his/her regular hourly rate. This holiday pay applies to incident response only and day shift.

This extra pay rate does not apply to parades, public education events, day, or any other non-incident activity. If an employee is working a non-incident activity and an incident occurs, the employee will make the higher rate for the incident time only.

Declared Holidays:

New Year's Day

Easter Sunday

Memorial Day

Fourth of July

Labor Day



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Thanksgiving Day
Christmas Eve (December 24th)
Christmas Day

VI. Pay Periods

Pay periods shall be a fourteen (14) day period starting at 12:00 AM on a Friday to fourteen (14) days later at 12:00 AM on a Friday. Pay periods may be effected by official City of South Lyon holidays.

VII. ACCIDENTAL DEATH AND DISMEMBERMENT

The City shall furnish employees with an on-duty Accidental Death Indemnity and Accidental Dismemberment policy of \$50,000.00 through the National Union Fire Insurance Company of Pittsburgh, P.A. (VFIS).

VIII. EMS LICENSURE REIMBURSEMENT

The fire department will reimburse the employee the State of Michigan renewal fee for the level of emergency medical service licensure that the fire department is licensed to. The employee must present a renewed license and receipt of payment to be eligible for the reimbursement.

IX. 457 ACCOUNT

Employees shall have access a to voluntary 457 account for the employee to contribute up to the IRS allowed annual contributions.

X. PERSONAL PROPERTY REIMBURSEMENT

The City will reimburse an employee for any personal property belonging to an employee that is damaged during the course of the employee's duties. The maximum reimbursement amount will be no more than two hundred fifty dollars (\$250.00) each calendar year. Employees must document the loss and provide receipts for the purchase of replacement items.

XI. AUTOMOTIVE INSURANCE DEDUCTIBLE

In the event of an automotive accident where an employee is operating a private vehicle in response to an incident, the employer will pay a maximum of \$750.00 towards any insurance deductible not waived by his auto insurance, provided, however, this provision shall not apply in the event the employee is charged with a misdemeanor or felony arising out of the occurrence or the employee was in violation of a SLFD procedure or directive.

Approved by
/s/ Chief Mike Kennedy