



# **SOUTH LYON FIRE DEPARTMENT**

## **Manual of Procedures 116**

### **COMPENSATION**

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Approved: Chief Robert Vogel

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#### **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	\$9.44
Trainee II (Firefighter I & II or EMT)	\$10.18
Firefighter / EMT	\$15.64
Engineer	\$16.83
Aerial Apparatus Operator	\$18.04
Master Firefighter	\$19.11
Lieutenant	\$21.64
Captain	\$22.84
Deputy Chief	\$24.05

#### **III. ELIGIBILITY FOR PAY**

Pay for employees who respond to a toned-out incident shall be paid 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. An employee will receive pay for the full incident if they respond to the incident within 15 minutes from the time of tone and remain for the duration of the incident. Any employee who responds to an incident after 15 minutes but before 30 minutes from the time of tone shall sign in at their arrival time and be paid from that time until the end of the incident and will receive credit for the incident. Any employee that responds to an incident lasting longer than 1 hour may sign in at their arrival time and will receive run credit and pay from their sign in time. If an employee responds to an incident lasting 1 hour or less greater than 30 minutes from the tone time, they will receive pay from their sign in time. Run credit will not be received. Run credit may be given from the officer in charge on a case-by-case basis. For incidents lasting less than 1 hour, the officer in charge (highest ranking) may keep staff up to 1 hour from the tone time to complete the report, training, station maintenance, cleaning, or any other tasks deemed necessary by the officer in charge. Staff may sign out with officer permission. This should



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not be considered a routine practice. Signing out prior to being on the incident for 30 minutes will result in the loss of run credit for that incident.

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.

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:



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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

Thanksgiving Day

Christmas Eve (December 24<sup>th</sup>)

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.



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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 Robert Vogel