

Campbell County Fire Department Policy

General Administration

Pay Procedures



900.304

PURPOSE:

The Fire Department pays employees by check or direct deposit on a regular basis and in a manner so that the amount, method, and timing of such wage payments comply with any applicable laws or regulations.

SCOPE:

This policy applies to all career employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. Employees are normally paid on a bi-weekly basis. If the regular payday falls on a holiday, employees will be paid on the preceding day.
- B. Employees on each payday receive an itemization showing gross pay, deductions, and net pay. Local, state, federal, and Social Security taxes will be deducted automatically. Other deductions will be made only when required or allowed by law, contract, or employee obligation. Upon approval of the Joint Powers Fire Board, additional voluntary deductions may be taken when authorized in writing by the employee.
- C. Employees who discover a mistake in their pay, believe that a deduction was improperly taken, lose their paycheck, or have a paycheck stolen should notify the payroll department immediately. In the case of a mistake, the error will be remedied promptly. In the case of loss or theft, the payroll department will attempt to stop payment on the check and reissue a new one. However, the employee will be solely responsible for the monetary loss, and the Fire Department will not be responsible for the loss or theft of a check if payment on the check cannot be stopped. For policies and procedures governing pay upon termination refer to Policy 900.211, Termination of Employment.
- D. Non-exempt employees will receive compensation at the rate of one and one-half times their regular hourly rate (overtime) when such compensation is required by the provisions of the Fair Labor Standards Act. Compensation will be in the form of overtime pay or when mutually agreed upon by the employee and the employer, compensatory time-off at the rate of one and one-half times the number of overtime hours worked in place of overtime pay. Paid, non-working hours will not be considered as time worked in the calculation of overtime or compensatory time. When total hours paid exceed the total base scheduled hours due to paid benefit time, any extra hours paid at straight time will be labeled as straight time overtime.

Initial Approval: 3/28/07; 3/24/10
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Page 1 of 2

Sam Saunders, Chairman

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- E. Non-exempt employees employed by the Fire Department and working 24-hour rotating shifts will receive compensation at their regular hourly rate of pay for 17 hours per 24-hour shift. They will not be compensated for 7 hours of sleep time except when they are called out on an emergency response. Employees will be compensated at the rate of one and one-half times their regular hourly rate for all emergency responses during that 7-hour period. In addition, if they are not ensured of receiving a minimum of 5 hours of sleep during that seven hour period, they will be compensated at the rate of one and one-half times their regular hourly rate for the entire 7 hours.

- F. All other non-exempt employees receive compensation at the rate of one and one-half times their regular hourly rate for time worked in excess of 40 hours in a one week period.

- G. Employees requesting the use of compensatory time off will be granted time off within a reasonable period provided the time off does not unduly disrupt the Fire Department's operations. Employees may request payment of earned compensatory time at anytime. Payment will be made through normal payroll cycles. The total number of compensatory hours carried over from one calendar year to the next by any employee may not exceed sixty (60) hours. The Fire Department may set a lesser maximum if appropriate for their operations. Compensatory hours in excess of the maximum will automatically be paid out during the month of December each calendar year. Compensatory hours in excess of the limit established under FLSA will automatically be paid out on the next payroll cycle.

- H. In the event of excused absence, employees will be made to use paid leave hours to make up their scheduled hours on a daily basis unless arrangements have been made to modify the employee's base scheduled hours in advance of the absence. The appropriate paid leave absence will be used. Employees are required to indicate the type of paid leave hours they wish to use when making a request for time off. In the case of unexpected absences, employees are required to notify their supervisor no later than the beginning of their scheduled shift. The notification should include the type of pay being requested for the absence. If no indication is made regarding the type of pay being requested, available banks of paid time off will be applied in the following order: 1) vacation 2) compensatory 3) holiday. Once paid out, no retroactive adjustments will be made to accrual balances.

- I. Exempt employees will not have deductions made from their salary except as allowed by law. Complaints about improper deductions should be made to the Comptroller.

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Page 2 of 2

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