

**ORDINANCE RECORD**

**VILLAGE OF NEWBURGH HEIGHTS, OHIO**

**ORDINANCE NO. 2022-69**

INTRODUCED BY: Mayor Traore

**AN ORDINANCE AMENDING PERSONNEL POLICY MANUAL SECTION 401 ENTITLED "EMPLOYEE BENEFITS", AND DECLARING AN EMERGENCY.**

WHEREAS, the Village wishes to clarify that part-time firefighters are not eligible to receive a uniform allowance benefit; and

WHEREAS, the nature of the full-time firefighters shift schedule necessitates that certain employee benefits be specifically tailored to apply to firefighters, in order to ensure that the firefighters receive benefits on-par with other full-time employees;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL FOR THE VILLAGE OF NEWBURGH HEIGHTS, COUNTY OF CUYAHOGA AND STATE OF OHIO, THAT:

Section 1. The Village of Newburgh Heights hereby amends Personnel Policy Manual Section 401 entitled "Employee Benefits" to read in its entirety as set forth in Exhibit A, which is attached hereto and incorporated herein by reference as if fully rewritten.

Section 2. This ordinance and the amendments set forth in Exhibit A hereof shall be controlling over any previously enacted ordinance in conflict herewith.


Section 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in such formal action occurred in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

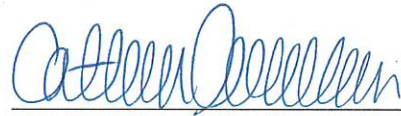
Section 4. This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the Village and for the further reason that it is necessary to clarify eligibility for the uniform allowance benefit prior to the end of the calendar year; wherefore, provided it receives the affirmative vote of at least two-thirds (2/3) of all members elected to Council, this Ordinance shall be in full force and effect from and immediately upon its passage and approval by the Mayor, otherwise it shall take effect and be in force after the earliest period allowed by law.

PASSED: December 6, 2022

Approved as to Form

Solicitor

  
Gigi Traore, Mayor  
Village of Newburgh Heights, Ohio

  
Cathleen Nagorski, Fiscal Officer  
Village of Newburgh Heights, Ohio

1<sup>ST</sup> Reading: 12/6/22  
2<sup>ND</sup> Reading: 12/6/22  
3<sup>RD</sup> Reading: 12/6/22

## 401 EMPLOYEE BENEFITS

Eligible employees of the Village of Newburgh Heights are provided a wide range of benefits. A number of the programs (such as Social Security, pension, workers compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your Department Head can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee PPM.

The following benefit programs may be available to eligible employees:

- Group Life Insurance
- Health & Hospitalization Insurance
  - Vision Insurance
  - Dental Benefits
- Vacation Benefits
- Holidays
- Workers Comp and Unemployment Insurance
- Sick Leave Benefits
- Time Off to Vote
- Bereavement Leave
- Family Leave see 701
- Jury Duty Leave
- Witness Duty
- Leave Without Pay see 703
- Military Leave see 705
- Uniform Allowance
  - Except as otherwise provided herein, part-time firefighters and part-time lieutenants shall not be eligible for any uniform allowance or clothing allowance. The Assistant Chief will be eligible for a clothing allowance, whether part-time or full-time.
- Paid Parental Leave see 709

Due to the nature of the shift schedule for full-time Firefighters and full-time Lieutenants, certain employee benefits must be specifically tailored to equitably apply to firefighters. Full-time firefighters should refer to the Fire Department Standard Operating Procedures (the "Fire Department SOP") for additional information about benefits for full-time firefighters. Certain benefits and/or applicable time periods set forth in the Fire Department SOP may conflict with the terms and conditions of this Personnel Policy Manual. To the extent any terms and conditions of the Fire Department SOP and this Personnel Policy Manual differ or are in conflict, the Fire Department SOP shall be controlling.

*provided the SOP has been previously approved by council.*

<b>No: 108.00</b>	<b>Newburgh Heights Fire Department</b>	Issue Date: 07/26/21
<b>Standard</b>	<b>Management &amp; Administration</b>	Revised Date: 10/18/22
<b>Operating</b>	<b>Subject: Staffing &amp; Shift</b>	Revised By: Chief Higginbotham
<b>Procedures</b>	<b>Scheduling Procedures</b>	Approved By: Chief Higginbotham

## Staffing & Shift Scheduling Procedures

**PURPOSE:** The purpose of this policy is to provide guidance and direction as it pertains to the scheduling and staffing of the Newburgh Heights Fire Department. Our Department Goal is to have three (3) firefighters in station twenty-four (24) hours a day, seven (7) days a week. To meet this goal, the following are the policies and procedures for scheduling time off for our department.

### **POLICY:**

- A. It is the policy of the NHFD to schedule and deploy firefighters to ensure a maximum degree of protection and delivery of Fire and EMS services to the residents, businesses, and visitors to the Village of Newburgh Heights.
- B. This policy is designed as a supplement to employment provisions outlined in the Village of Newburgh Heights Personnel Policy Manual (NHPPM).
- C. This SOP is intended to define the normal hours of work, execution of the (current) Fire Department Compensation Ordinance & the Newburgh Heights Personnel Policy Manual (NHPPM) for the Fire Department. Several policies outside the scope of these documents are addressed herein

### **PROCEDURE:**

#### **I. Overview of Staffing**

- A. When the NHFD is at twelve (12) full time firefighters with four (4) firefighters per shift, the schedule is designed to sustain a minimum staffing of three (3) on duty, 24 hours a day, 365 days a year.
  1. It is understood there may be brief, limited or otherwise very short durations where only two (2) firefighters are on shift.
  2. The minimum deployment of two (2) firefighters on shift shall not exceed one (1) hour or unless otherwise directed or approved by the Fire Chief or the Fire Chief's designee.
  3. A Part-time Firefighter/Lieutenant is allowed to fill a shift to bring our minimum staffing back to three (3).
- B. Firefighters on shift are not permitted to leave or end their tour of duty until such time as they have been properly relieved or unless otherwise authorized to leave by the Fire Chief or the Fire Chief's designee.
- C. Firefighters shall complete all their assigned duties, reports, and related activity prior to the end of their shift unless prior authorization is given by the Fire Chief or the Fire Chief's designee.
- D. All firefighters are required to make sure that the NHFD Daily Log and all required entries (training, daily chores, apparatus checks etc....) have been completed in Emergency Reporting for each shift worked. This must be completed in its entirety by the end of the shift.
- E. Firefighters may not change or trade shifts without prior consent by the Fire Chief or the Fire Chief's designee. Changes must be submitted in Aladtec Scheduling Program fourteen (14) days prior to the trade request. An emergency trade requested can only be approved by the Fire Chief or the Fire Chief's designee.

## **II. Hours Of Work/Overtime:**

**A. Hours Of Work/Overtime for a New Hire Full-Time Firefighter :** The scheduling of full-time firefighters will be at the discretion of the Fire Chief. Assignment of shifts will be based upon seniority and/or the needs of the fire department.

1. This SOP is intended to be used as the basis for computing overtime and shall not be construed as a guarantee of work per day, per week or per pay period. Each employee's work schedule shall be determined by the Village.
2. New Full-Time Firefighters hired for the Fire Department will be on a 40-hour work week for their orientation training period. This orientation training period will be for four (4) to eight (8) weeks depending on the firefighter's experience level and completing our Fire and EMS operations checklist in their orientation book.
3. Full-Time Firefighters on 40-hour work week will receive their normal bi-week pay. The (current) Fire Department Compensation Ordinance states *"Full-Time Firefighter Annual Salary will be broken down into 26 equal Bi-Weekly Pays."*
4. Full-Time Firefighters assigned to their orientation training period, is not available for overtime.

**B. Hours Of Work/Overtime for Regular Full-Time Firefighters / Lieutenants:** The scheduling of regular Full-time Firefighters & Lieutenant will be at the discretion of the Fire Chief. Assignment of shifts will be based upon seniority and/or the needs of the fire department.

1. After completing the orientation training period, the normal work schedule for regular full-time firefighters shall consist of twenty-four (24) hour shift on duty and forty-eight (48) hours off duty.
2. Regular full-time firefighters are on a fifty-three (53)-hour work week with a nineteen (19)-day cycle for FLSA Day (K-Day).
3. Regular full-time firefighters shall work six (6) twenty-four (24) hour shifts every nineteen (19) days, for a total of one hundred forty-four (144) hours.
4. How do members accumulate hours for FLSA Day (K-Day)? We are on a 3-platoon system: "A" ; "B" ; "C" – 24 hours on duty and 48 hours off duty. Over a 3-week period a member will work 168 hours (7 - 24 hours shifts) and only paid for 159 hours (53 hrs. x 3 weeks), therefore accumulating 9 hours towards your FLSA Day (K-Day).
5. The regular full-time firefighter after working eight weeks will have accumulated twenty-four (24) hours for their FLSA Day (K-Day).
6. If applicable, the educational bonus shall be included, on a pro rata basis, with other forms of compensation required by the Fair Labor Standards Act to be included in the calculation of the "regular" rate of pay. This "regular" rate of pay will be used to calculate a member's overtime rate of pay.

## II. Hours Of Work/Overtime (cont.):

### B. Hours Of Work/Overtime for Regular Full-Time Firefighters / Lieutenants (cont.):

6. Regular full-time firefighters / lieutenants are eligible for overtime compensation, or accrual of compensatory time pursuant to the NHPPM.
  - a. Overtime Rules in the law as set forth in the regulations under FLSA.
  - b. Scheduled overtime for training and shift fill shall have a minimum of four (4) weeks advanced approval from the Fire Chief or the Fire Chief's designee otherwise this may be denied.
  - c. Shift overtime shall be voluntary and not required except in situations which are deemed necessary by the Fire Chief or the Fire Chief's designee. Mandatory overtime shall be used to maintain minimum staffing levels if no member volunteers to cover a shift.
  - d. A Department Overtime List will be maintained by the OIC's that will include hours worked and hours pasted for Overtime for every member.
  - e. Unscheduled overtime does not require prior approval from the Fire Chief or the Fire Chief's designee, but notification should be made as soon as practical by the firefighter or OIC. Examples would be working beyond scheduled shift due to activity, emergencies, member calls off sick before the start of their shift or other unforeseen circumstance.
  - f. In the case of members who have a work period of at least 7 but less than 28 consecutive days, overtime compensation is required when the ratio of the number of hours worked to the number of days in the work period exceeds the ration of 212 hours to 28 days.
  - g. Member's working their scheduled shifts and their scheduled benefit time (Vacation Time, Holiday Time, Holiday Paid Time Off, Personal Time, & Comp. Time) counts as hours worked.
  - h. Sick Time - does not count as hours worked. If a member takes sick time, the amount of sick time used will deduct from your hours worked in each 28-day cycle.

Example: A member is assigned to "B" shift. That member works 24 hours overtime on August 16<sup>th</sup> which is a "C" shift. That same member the following week takes 24 hours sick time on August 24<sup>th</sup> which is their scheduled "B" shift. The overtime they worked on August 16<sup>th</sup> will now be paid as straight time.

Example: Pay Period #1 & #2 is our first 28-day work cycle for Overtime for 2022.

7. To help reduce Overtime Cost for the Fire Department, a regular full-time firefighter can be scheduled (floated) to change their shift and work on another shift in each work cycle to reduce overtime costs.

Example: The following is the work schedule for a member moving (floating) from their normal shift which has four (4) members scheduled to work, to a shift that has only two (2) members scheduled to work.

Example: A regular full-time firefighter works their normal "C" shift (24 hrs.) on July 5<sup>th</sup>. The members normal "C" shift on July 8<sup>th</sup> is now moved to "A" shift (24 hrs.) on July 9<sup>th</sup> to bring the staffing level back up to three (3) firefighters. Then the member returns to their normal "C" shift on July 11<sup>th</sup>. Therefore, the needed for overtime has been eliminated.



### III. Benefit Time off for Regular Full-time Firefighters / Lieutenants:

#### A. General Information:

1. The Fire Department online schedule website, Aladtec, is located at the following web address: <https://secure7.aladtec.com/newburghoh/>. All Benefit Time Off, Shift Trades or other changes in scheduling must be submitted in this scheduling program.
2. Benefit time off accrued by Full-time Firefighters / Lieutenants is pursuant to the (current) Fire Department Compensation Ordinance and NHPPM.
3. Benefit time off that is scheduled in advanced is "Vacation Time", "Holiday Time", "Holiday Paid Time Off", "Personal Time", & "Compensatory Time".
4. Sick time is considered Benefit Time off that is usually not scheduled. The only time Sick Time can be scheduled and would be allowed by following the rules under the NHPPM Section 701 701 Family and Medical Leave Policy (FMLA).
5. Shift Trades is not considered benefit time. Shift trades are scheduled time trades between two (2) members.
  - a. The Fire Chief or the Fire Chief's designee shall grant the request for any two (2) members to exchange hours or tours of duty or days off.
  - b. A member may be allowed to trade days off with another member only when such trades do not interfere with the operations of the Fire Department or create any additional cost to the Village.
  - c. Shift Trades can occur but must be paid back by the end of each year.
  - d. Shift Trades are to be requested and completed in our Aladtec Schedule. Pre-approved by the Fire Chief or the Fire Chief's designee is required before the Shift Trade can take place.
  - e. Coverage Responsibility - The member initially scheduled to work the shift or day in question shall be held responsible for ensuring that his assigned shift is covered.
  - f. Under no circumstances will overtime pay be given to member(s) for time worked during the shift trade.
6. Shift trades or other changes in scheduling are disallowed unless otherwise approved in Aladtec Scheduling Program at least fourteen (14) days in advance by the Fire Chief or the Fire Chief's designee. As a rule, these will only be permissible on a very infrequent basis to meet the scheduling needs of the fire department.
  - a. Firefighters / Lieutenants shall only use benefit time they have accrued. Firefighters / Lieutenants are responsible for monitoring their balance of benefit time.
  - b. Accrued compensatory time off can be used by full-time firefighters provided their absence does not require overtime.
  - c. Scheduled compensatory time off may be canceled by the Fire Chief depending on the scheduling needs of the fire department. This will be done in cases where there is insufficient shift coverage, emergencies, or other circumstances where the need for deployment of firefighters outweighs the request for compensatory time off.

20 A Shift	
Career NHFD	
Lt. Greg Jordan	R 08:00-08:00
Dave Mordarski	↔ 08:00-08:00
Stephen Zadd	R 08:00-08:00
Trades	
Dave Mordarski	08:00-08:00
For Scott Nemet	

### **III. Benefit Time off for Regular Full-time Firefighters / Lieutenants (cont.):**

#### **B. Rules for Scheduling Benefit Time Off**

1. Firefighters / Lieutenants must pick their FLSA Days (K-days), Vacation, Holidays, Holiday Paid Time Off Days, & Personal Time for the following year by December 15<sup>th</sup> of the year prior.
2. After all accrued FLSA Days (K-days), Vacation, Holidays, Holiday Paid Time Off Days, & Personal Time has been placed on the calendar, Firefighters / Lieutenants can also use any Compensatory Time that will be carried over to the next year and place that on the calendar by December 15<sup>th</sup> of the year prior as well.
3. When picking time off, only one (1) member assigned to a shift may request the shift day off.
4. Requests for change in benefit time off, comp time, or personnel time shall be approved by the date submitted or by seniority if two members simultaneously submit for a specific day or day(s) off. Changes will be approved or denied by the Fire Chief or the Fire Chief's designee.
5. Unless there are exigent circumstances, no time off requests of less than fourteen (14) days' notice will be accepted.
6. No comp time, or personnel time off is approved during days of regional or department training when the training dates are posted 90 days in advance

#### **C. FLSA Day (K-Day):**

1. Scheduling of FLSA Days (K-days) will be placed on the calendar first before any other benefit time. FLSA Days (K-days) can be used on Holidays.
2. Firefighters / Lieutenants must pick their FLSA Days (K-days) in every cycle for the whole year.
3. Picking will be done by members that are OIC's and seniority. Most senior OIC member will pick a FLSA Days (K-days) in every cycle, then give the calendar to the next OIC member in seniority for that member to do the same. This is done until all members have placed their FLSA Days (K-days) in every cycle on the calendar.

#### **D. Vacation Days:**

1. Scheduling of Vacation Days is the next benefit time to be placed on the calendar. Vacation time must be picked in twenty-four (24) hour shift days. Vacation Days can be used on Holidays.
2. When a member has less than 24 hours of vacation time, member must use additional personal time to make up the difference to get the whole shift off.  
Example: A member posts (16) hours vacation time and (8) hours personal time to get the whole shift of (24) hours off.
3. Picking will be done by seniority. Most senior member will pick two (24) shift days of vacation on the calendar. Then give the calendar to the next member in seniority for that member to do the same. This is done until all members have placed their first two (24) shift days of vacation on the calendar. This process will repeat until all members have placed their vacation time on the calendar.



### **III. Benefit Time off for Regular Full-time Firefighters / Lieutenants (cont.):**

#### **E. Holidays:**

1. Scheduling of Holidays is the next benefit time to be placed on the calendar. Holiday time must be picked in three (3) twenty-four (24) hour shift days and one (1) eight (8) hour time slot.
2. Holidays cannot be used on Holidays.
3. Picking will be done by seniority. Most senior member will pick two (24) hour shift days of holiday time on the calendar. Then give the calendar to the next member in seniority for that member to do the same. This is done until all members have placed their first two (24) hour shift days of holiday time is on the calendar.
4. Most senior member will then pick one (24) hour shift day and one (1) eight (8) hour time slot of holiday time on the calendar. Then give the calendar to the next member in seniority for that member to do the same. This is done until all members have placed their holiday time on the calendar.

#### **F. Holiday Paid-Time-Off**

1. Full-time fire department employees shall be paid the equivalent number of hours of paid Holiday time for each holiday based on a 12-hour shift schedule. For example, a full-time member who normally works a twenty-four-hour shift on a holiday will receive twelve (12) hours of paid Holiday Time as Holiday Paid-Time-Off in addition to their normal compensation for the twenty-four shift.
2. Full-time fire department employees who work New Year's Day (January 1), Martin Luther King Jr. Day (third Monday in January), Memorial Day (last Monday in May), Juneteenth Holiday (June 19<sup>th</sup>), Independence Day (July 4), Labor Day (first Monday in September) will earn Holiday Paid-Time-Off. This Holiday Paid-Time-Off must be scheduled by September 15<sup>th</sup> and used before the end of the year.
3. Full-time fire department employees who work Thanksgiving Day (fourth Thursday in November), Friday after Thanksgiving, Christmas Eve (December 24), or Christmas Day (December 25) can carry over their Holiday Paid-Time-Off to the following year but must use it by March 31<sup>st</sup>.
4. Scheduling of Holiday Paid-Time-Off is the next benefit time to be placed on the calendar. Holiday Paid-Time-Off must be picked in twelve (12) hour time slots.
5. Holiday Paid-Time-Off cannot be used on Holidays.
6. Picking will be done by seniority. Most senior member will pick all their Holiday Paid-Time-Off that was carried over on the calendar. Time must be picked in twelve (12) hour time slots on the calendar before March 31<sup>st</sup>. Then give the calendar to the next member in seniority for that member to do the same. This is done until all members have placed all their Holiday Paid-Time-Off on the calendar.

#### **G. Compensatory Time:** Falls under Section 407 Overtime. Currently for Employees may accumulate up to and maintain eighty (80) hours of unused Compensatory Time.

1. Scheduling of compensatory time is the next benefit time that can be placed on the calendar.
2. Compensatory Time cannot be used on Holidays.
3. Members do not have to place compensatory time on the calendar for the following year by December 15<sup>th</sup> of the year prior if they choose not to.
4. If members want to place compensatory time on the calendar, picking will be done by seniority.
5. Most senior member will pick compensatory time and must use a minimum of 4-hour increments up to a full 24 hours on their shift day. Then give the calendar to the next member in seniority for that member to do the same. This is done until members no longer want to place time on the calendar.
6. Prescheduled compensatory time cannot be used if it will bring the shift staffing below three (3) members.
7. Prescheduled compensatory time that has been approved and another member calls of sick on that day, overtime will be used to bring the shift back up to three (3) members due to the sick call off.

### **III. Benefit Time off for Regular Full-time Firefighters / Lieutenants (cont.):**

#### **H. Personal Hours:** Personal Hours in NHPPM falls under Section 405 Holidays.

1. Scheduling of Personal Hours is the next benefit time to be placed on the calendar.
2. Personal hours used by a member must use a minimum of 4-hour increments up to a full 24 hours on their shift day.
3. Picking will be done by seniority. Most senior member will place Personal Hours on the calendar. Then give the calendar to the next member in seniority for that member to do the same. This is done until all members have placed their Personal Hours on the calendar.
4. During the year, prescheduled Personal Hours can be moved and the Fire Chief or the Fire Chief's designee shall grant the request so long as it does not bring shift staffing below three (3) member minimum.
5. Fire Chief or the Fire Chief's designee shall grant the request for use of prescheduled Personal Hours to be moved to cover for a personal or family emergency. This will be done on a case-by-case basis and maybe granted even if it may cause overtime. Upon returning to the station the member using Personal Hours must provide documentation and a reason for use of these hours.

#### **I. Emergency / Unforeseen Shift Coverage:**

1. In the event of an emergency, the Fire Chief or the Fire Chief's designee may issue a direct order for full-time and part-time Firefighters/Lieutenant to report for duty. Part-time Firefighters/Lieutenants may be excused from this order if they are currently on duty at another employer or within twelve (12) hours of scheduled work at their full-time/other employer.
2. In the event of a short-notice unfilled shift or emergency, Shift OIC is to try and fill the shift with either overtime or part-time personnel.
3. In the event no full-time or part-time personnel is willing or able to cover the shift, the full-time firefighter may be ordered into work. This would be at the discretion of the Fire Chief or the Fire Chief's designee.
  - a. Full-time firefighters / lieutenants ordered to work overtime will be done so in reverse seniority list.
  - b. Once a full-time firefighter / lieutenant is ordered to work, the next lowest ranking full-time firefighter / lieutenant will be next to be ordered into work. Such list will be maintained by the Fire Chief or the Fire Chief's designee to ensure fairness.
  - c. The OIC of the shift shall contact the Fire Chief or the Fire Chief's designee and make notification of a vacant shift and how it was filled.
4. Full-time firefighters / lieutenants who are ordered to work must report for duty as soon as possible as ordered by the Fire Chief or the Fire Chief's designee.
5. If there is a catastrophic event or other large-scale emergency all NHFD personnel shall immediately report for duty without having to be called. This may be due to times where the Fire Chief or administrative personnel are unavailable.

#### **J. Bereavement Leave:** in NHPPM falls under Section 409

1. Bereavement Leave of three (3) days off for the death of a family member (as listed in NHPPM) is three (3) Calendar Days not three (3) Shift Days for members.
- b. If a member needs their scheduled shift day off for Bereavement, the member will receive sixteen (16) hours of Bereavement Pay and eight (8) hours of unpaid bereavement leave for their shift.
- c. A member maybe allowed to use any Benefit Time (Personal Hours, Vacation, Compensatory Time, etc..) to cover the eight (8) hours of unpaid bereavement leave.
- d. A member with the Fire Chief or the Fire Chief's designee's approval, may use any available paid leave for additional bereavement time off as necessary from their scheduled shift days.

### **III. Benefit Time off for Regular Full-time Firefighters / Lieutenants (cont.):**

#### **K. Time Off to Vote:** in NHPPM falls under Section 408

1. Since Firefighters / Lieutenants work a 24-hour shift, Firefighters / Lieutenants working on Election Day should request time off to vote at least three (3) shift days prior to the Election Day.
2. Advance notice is required so that the necessary time off can be scheduled at the beginning of your work shift.
3. Members coming off duty will be held to cover while the Firefighters / Lieutenants vote and then report to work for their shift.
4. Firefighters / Lieutenants must submit a voter's receipt upon returning to station to the OIC to qualify for one (1) hour of paid time off to vote.

### **IV. Shift Duties as related to Payroll and Daily Log.**

#### **A. Time Clock:**

1. All Firefighters / Lieutenants are required to use the time clock to punch in and out to log their respective hours.
2. It is understood there may be occasion where shift activity or other emergencies exist where this may not be possible. If such were to be the case the firefighter shall notify the OIC's of such instance. This must be done no later than the end of the firefighter's shift.
3. If a firefighter forgets to clock in or out, they are to submit a general request noting their actual hours worked.
4. It is expected these will be infrequent occurrences with the understanding they may happen. If a firefighter continually fails to punch in or out or it happens on a regular basis as determined by the Assistant Chief or Fire Chief, disciplinary action may be imposed upon the firefighter.

#### **B. Payroll**

1. The firefighter / Lieutenant assigned as the OIC is responsible that all firefighters working on shift, firefighters that are scheduled off, firefighters that are on training, must be entered into the Daily Log on Emergency Reporting.
2. The Fire Chief or the Fire Chief's designee will post the payroll periods (in Aladtec). Pay periods are determined by Village Hall Bi-Weekly Pay Period Schedule.
3. Full-time Firefighter / Lieutenant pay period starts Sunday morning at 0800 hrs. and continues for two weeks ending Sunday morning at 0800 hrs.
4. OIC is responsible to make sure all entries are correct in Emergency Reporting Program.
5. OIC is responsible to enter in Emergency Reporting Program the correct payroll code, a description of the assignment, hours worked, and any benefit time off taken by firefighters / lieutenant. This is to be done each Shift Day.
6. At the end of the payroll period, the OIC on the Thursday shift, the OIC on the Friday shift, & the OIC on the Saturday shift, must check their shifts payroll for that bi-weekly pay period. After completing their checks, the OIC's will print out their shift's payroll report and submit it to the Assistant Chief.

#### **C. Fire Department Payroll Report is due the Monday morning after the payroll period ends.**

1. Assistant Fire Chief or Fire Chief will check payroll reports submitted by the OIC of each shift.
2. If any corrections are needed, the Assistant Fire Chief or Fire Chief will make these corrections and submit FD payroll report to Fiscal Officer at Village Hall.
  - a. Following our Continuous Improvement Policy, if corrections were made, the Assistant Fire Chief or Fire Chief will follow-up with the shift OIC to review the issues found.

## **V. Responsibility:**

- A. Each member has the responsibility to follow these guidelines for staffing and scheduling of time off.
- B. Making Trades to the Shift Schedule:
  - 1. If you have agreed to work a shift day for another member, it is your responsibility to cover that shift.
  - 2. When the trade is completed, the member assigned to that shift is getting paid for the day, the member working is not. The member that received the pay, now owes the member the number of hours they worked for them.
- C. Members must complete the appropriate request in Aladtec Scheduling Program when submitting changes in benefit time off requests. Benefit Time off requests must be submitted in Aladtec to be considered and approved.
- D. The Fire Chief or the Fire Chief's designee will have the responsible to oversee the scheduling and time off entered by members on the schedule.
- E. The Fire Chief will do periodical audit checks to make sure this SOP is being followed and that we have three (3) members assigned each day to meet our minimum staffing levels.
- F. If you want consideration in changes in benefit time off from shift due to a personal issue, the member must contact the Fire Chief or the Fire Chief's designee for approval. Approval may or may not be granted depending on the reason for the consideration.