

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Policy	E102
	Authorized by:  Fire Chief Chris Barron	Effective: 6-13-2018 Rescinds: Reference: Application: FT/PT/VOL FF Personnel
Compensation for Extra-Duty Assignments		

I. Purpose

To establish policy on the reimbursement of personnel performing duties on behalf of the Department outside of their regularly assigned duties as well as how payment for time is determined for training assignments.

II. Background

It is not uncommon for smaller organizations to have members that are given responsibilities above and beyond their primary assignment in order to fulfill various business needs of the department. Paid employees of the organization are entitled to compensation for these activities. This policy defines the assignment of extra-duty responsibilities and how compensation is determined for those activities.

III. Policy

A. **Assignment of extra-duty responsibilities.** Extra-duty assignments are determined by and authorized by a Chief Officer. This responsibility may be exercised directly by a Chief Officer or specifically delegated to another member for a specific task. Members performing extra-duty assignments without the authorization of a Chief Officer are not eligible for compensation. Extra-duty assignments may be classified in two general categories:

1. **Standing assignments.** Some duties are standing assignments, delegated by a Chief to an individual to oversee a particular duty. Some assignments include, but are not limited to, SCBA maintenance, medical coordinator, training coordinator, etc. Typically, these are open-ended assignments with time commitments that vary depending on department business needs.
2. **Ad-hoc assignments.** Ad-hoc assignments are assigned as needed by a Chief to accomplish a one-time task. Examples of ad-hoc assignments may include picking up medical supplies, delivering an apparatus to a vendor or the radio shop, or assisting with projects such as community events or internal training courses. Additionally, personnel that have been delegated standing assignments may be authorized by a Chief to solicit ad-hoc assistance for their areas of responsibility as needed.

- B. **Compensation for extra-duty responsibilities.** Full-time and part-time employees will be compensated at their base hourly rate. Time will be recorded to the next 15-minute increment (example: if a member logs 1 hour and 6 minutes of extra-duty time, it would be recorded as 1.25 hours). Overtime will be paid for extra-duty assignments in accordance with timekeeping policy on productive time within a work cycle. Volunteer members will record their time as listed above and will be paid their stipend rate per department policy.
- C. **Responsible use.** All members performing extra-duty assignments shall perform these duties efficiently and in good stewardship of the District's funds. Members that can perform their assignments during their regularly assigned shift should do so as long as it does not adversely affect company operations or the timely and thorough completion of the task. Abuse of this privilege or falsification of records may result in revocation of extra-duty privileges or disciplinary action.
- D. **Timekeeping for extra-duty responsibilities.** Any extra-duty assignment timekeeping will be recoded in When to Work under the "Station Event" or "Special Event" position and a note will be placed in the description field as to the nature of the assignment (i.e., "deliver E501 to radio shop", "picking up medical supplies", "teaching DO class").
- E. **Compensation for training assignments.** How a member is compensated for attending training assignments is determined based on whether the training is Department mandated or if it was a request from the member or offered as optional/voluntary training by the department.
1. **Department mandated training.** If a member is mandated to attend a training session by the department, the member will be paid to the next quarter hour for actual time in the course. Overtime will be paid for extra-duty assignments in accordance with timekeeping policy on productive time within a work cycle.
 2. **Member requested training.** If a member requests to attend a training class and is granted permission to attend by the Department, they will receive paid leave to attend the training during their regularly assigned shift. The leave granted will not count against their personal leave balance. No additional salary compensation shall be provided. Additional compensation may be provided per Policy F301: External Training for items such as tuition, mileage reimbursement, lodging, and per diem.
 3. **Productive time for training leave.** Any leave granted for training assignments will be considered productive time for the purposes of calculating overtime pay in the work cycle where the training leave occurred.
- F. **Deployment assignments.** If a member has been approved by the Department to deploy as a part of ESD5's contribution to a TIFMAS deployment, they will be compensated for their time in accordance with the current edition of the TIFMAS business manual. At minimum, members will be compensated for the time they would normally be on duty in ESD5 and any additional hours considered "on-duty" during the deployment. If the deployment is eligible for portal-to-portal compensation per TIFMAS, ESD5 will compensate deployed members portal-to-portal (including the 2-hour mobilization period

and 2-hour demobilization period upon return). The member in charge of deployed ESD5 assets and personnel will be responsible for maintenance of crew timekeeping records and ICS-214 unit logs during the deployment.