

**SUBJECT:** PAYROLL**SECTION:** 103.03**REVISED:** MARCH 1, 2008**PAGE(S):** 2

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**PURPOSE**

To familiarize all members with the procedures that applies to payroll.

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**POLICY**

- A. It is the City of Reading Council's responsibility to establish the rate of pay for all Fire Department personnel (full-time/ part-time/ paid-on-call).
- B. The Fire Chief is responsible for checking and submitting payroll.
- C. Full-time members entering incident reports will record in Firehouse Software off-duty personnel response for Fire and EMS incidents for pay-roll purposes.
- D. Shift supervisors will record crew on-duty, trade, sick, or other vacation and holiday status of all appropriate members for payroll.
- E. The Assistant Chief is responsible for recording training payroll in Firehouse Software.
- F. No member may amend, or otherwise change any payroll record within the Firehouse Software without the approval of the Fire Chief.
- G. Members are responsible for filling out proper overtime slips for miscellaneous overtime and signing attendance reports.

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**PAYROLL: FULL-TIME**

- A. Pay period, work hours, wages, overtime, and bonuses shall be as defined in the current payroll contract (see ordinance).
- B. Any discrepancy in payroll shall be brought to the attention of the Fire Chief.

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**PAYROLL: PART-TIME**

- A. Pay period, work hours, wages, overtime, and bonuses shall be as defined in the current payroll contract (see ordinance).

- B. Any discrepancy in payroll shall be brought to the attention of the Fire Chief.

## **PAYROLL: PAID-ON-CALL**

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- A. Payroll will normally cover a 30 day period, the dates to be determined by the City of Reading Payroll Clerk (generally around the 16<sup>TH</sup> of month).
- B. Members shall be paid for attendance and participation in drills. If a member misses any part of a drill for any reason he shall receive pay for only the part he was in attendance. If the officer in charge of the drill determines that the member did not satisfactorily participate in the drill, the officer will so inform the member and indicate on the attendance record that pay will not be earned.
- C. If a member responds to an emergency during a drill he will receive pay for responding to the emergency and not for the concurrent (missed) drill time.
- D. If a squad run is received while on a fire run, the squad person shall sign the fire report and sign the squad report "no pay". Only an officer may add a member's name to fire report.
- E. Pay can only be earned by responding to an emergency or scheduled drill and signing the appropriate attendance sheet. Pay will not be earned while participating in other department meetings or schools unless specifically authorized by the Fire Chief.
- F. Any discrepancy in payroll shall be brought to the attention of the Fire Chief.