



# **FRESNO COUNTY FIRE**

## **PROTECTION DISTRICT**

### **PAID-CALL FIREFIGHTER POLICY & PROCEDURE HANDBOOK**

**POLICY NO.:** 200-17

**SUBJECT:** RECORDING AND SUBMISSION OF WORK TIME

**EFFECTIVE DATE:** April 1, 2011

**REVISION DATE:** July 1, 2014

**RESPONSIBILITY:** Fresno County Fire Protection District  
Paid-Call Firefighter

#### **POLICY/PROCEDURE:**

#### **PURPOSE:**

To provide an overview of the procedure(s) to follow when recording work time and completing timesheets and pay documents for all Paid-Call Firefighters (PCF) who serve the Fresno County Fire Protection District.

#### **POLICY:**

It shall be the policy of the Fresno County Fire Protection District to require all PCF Firefighters to keep an accurate record of their hours worked. This may include time spent on emergency incident response, training, or any other duties assigned to them by a superior officer of the Department. Timesheets will be completed by each individual PCF electronically, using the District's approved timekeeping program. Each PCF will be issued a User Name and Password, which the PCF is required to keep secure and not reveal to anyone for security purposes.

Each PCF is required to enter their time for each call responded to, or any other approved activity (see Policy 200-16 #7 for list of approved activities) on the day of such activity and immediately following the end of the call or approved activity. This can be accomplished three (3) ways: 1) by returning to their assigned station and using the dedicated PCF computer to access their electronic time sheet; 2) using any other computer (personal) to access the internet and their electronic time sheet; or 3) using their personal smart phone and accessing their timesheet using the available mobile application on their phone. The District would prefer each PCF use the District provided computer at the PCF's assigned station. If the PCF decides to use their personal mobile device (smart phone, laptop, or ipad) or desktop computer, please note the District is not financially responsible for these items. In other words, the District will not pay for any PCF's mobile device, including but not limited to their monthly service plan for said mobile device or any internet charges; their personal laptop, ipad, or desktop computer or any monthly fees associated with the PCF's personal internet or phone service plans. Options #2 and #3 above, are offered solely for the each PCF's convenience.

All timesheets are to be completed and submitted for approval within two days from the end of the pay period, and shall be reviewed and approved by the appropriate Station Captain and Battalion Chief within 10 days from the end of the pay period.

Accurate time keeping shall be the responsibility of each individual PCF Company member. Each PCF shall be charged with the responsibility of ensuring a complete and accurate accounting of time is being reported. Station Captains will audit each time sheet to ensure a complete and accurate recording of incident numbers, times and authorizations as needed.

Each time sheet must be electronically signed by the individual PCF Firefighter for which the time is being kept; the Station Captain reviewing the time sheet for its completeness and accuracy; and by the Battalion Chief who is authorizing the document for payment.

Worker's Compensation insurance regulations require that each Station Captain and/or PCF Company Officer are to maintain an up-to-date PCF Company membership roster. These roster updates are required to be completed once each month and are to be turned in to the District Administrative Officer with the monthly timesheets.

**The willful submission of an inaccurate timesheet will result in adverse action up to and including termination.**

## **PROCEDURE:**

### **Fire District Responsibility**

1. The Fire District's Monthly Electronic Timesheet must be completed by all PCF Firefighters who have performed work for the Fire District during the month, which must reflect all compensable work time during the period.
2. The PCF Company Member will enter all time worked in the timesheet appropriately, with correlating incident number or Battalion Chief authorizing time. (see Exhibit 200-17.1)
3. PCF Company Members will be compensated utilizing the appropriate hourly rate for emergency incident response, training and/or when directed to provide ancillary duties (i.e., equipment shuttle, equipment maintenance, station maintenance, etc.) by a superior officer of the Department.
4. PCF Company Members will sign the appropriate run sheet at the fire station, or report their response to the appropriate fire station personnel within 12 hours of the incident occurrence.
5. Each PCF Company Member **shall** review and electronically sign off on their own time sheet within 2 days after the end of the pay period, confirming that the hours posted are correct. A failure to electronically sign off on the timesheet will delay processing and timely payment of wages by District Finance.

## **POLICY RESPONSIBILITY:**

Board of Directors, Fire Chief, District Administrative Officer, Division Chiefs, Battalion Chiefs, Station Captains, Paid-Call Company Officers, Paid-Call Fire Apparatus Operators, Paid-Call Firefighters.