



Pinion Pine Fire District

Standard Operating Procedure

| | | | |
|-----------------------|--|-----------------|------------------|
| Policy Title: | Reserve Volunteer Stipend Program | | |
| Policy Number: | 135.10 | Created: | 2003 |
| Section: | Admin | Revised: | June 2018 |

Purpose: *To define the proper steps for the Reserve/Volunteer stipend program and applying for days*

Scope: *Reserve/Volunteer Employees*

Reserve/Volunteer Stipend

Reserve/Volunteer firefighters/EMTs who are eligible for stipend fill in shifts must submit their days on the whiteboard calendar at Station No. 52 and on the department website under the shift calendar. Each eligible employee may apply for (2) shifts per week from the 1st-15th for the following month, first come first serve but also be respectful of other people. After the 15th, any other available days are open to be picked up (max of 4 per week).

The shift will be a 2 part blocks

- First block will be a 12 hour shift from 7:00-19:00 at the present accepted block rate
- Second block will be a 24 hour shift from 7:00-7:00 at the present accepted block rate

Emergency Stipend

The emergency stipend is intended to offset the costs to a reserve/volunteer firefighter for their response to the fire district during an emergency incident. Eligible personnel will receive an Emergency Stipend at the present accepted rate for responding to the fire district upon an emergency page.



Pinion Pine Fire District

Standard Operating Procedure

Eligibility

Eligibility for both the Reserve/Volunteer stipend and Emergency stipend are obtained after successful completion of the Probationary Packet (Task Book) and 6 months of activity and good standing order with the fire district.

** Both stipend programs are a privilege and may be revoked by the Fire Chief if the program is being misused.

** Employees are expected to work their scheduled days. If a personal emergency arises, approval from an officer or Chief has to be given for compensation of that work block.

** If an employee needs to drop a scheduled day, a written document must be submitted to the Chief 24 hrs before that scheduled day. **Email and text are acceptable.**