



# Pinion Pine Fire District

## Standard Operating Procedure

**Policy Title:** Employee Pay Steps

**Policy Number:** 145.10

**Created:** June 2018

**Section:** Admin

**Revised:**

**Purpose:** *To define the criteria for which an employee's pay step is determined*

**Scope:** *Paid Employees*

The pay step for a full time or part time employee shall be based on four criteria areas.

**1 - Time with the fire district (*Max of 10*)**

A full time employee will accrue 1 point for every two years of full time employment.

FULL TIME										
YEARS	0-2	2-4	4-6	6-8	8-10	10-12	12-14	14-16	16-18	18-20
POINTS	1	2	3	4	5	6	7	8	9	10

A part time employee will accrue 1 point for every four years of part time employment.

PART TIME										
YEARS	0-4	4-8	8-12	12-16	16-20	20-24	24-28	28-32	32-36	36-40
POINTS	1	2	3	4	5	6	7	8	9	10

If an employee has worked in both the full time and part time capacity, the accrual rate will be based on the amount of time worked inside each

*Ex. Employee "X" worked full time for 5 years and has part time for 7 years, they would accrue 5 points.*



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### 2 - EMS and structural firefighter qualification (*Max of 3*)

- A full time or part time employee who possesses a *valid EMT license will be awarded 1 point.*
- A full time or part time employee who possesses a *valid CEP license will be awarded 1 point. (plus EMT point)*
- A full time or part time employee who possesses a *valid FF I & II certification will be awarded 1 point.*

### 3 - AAS Fire Science and/or Training Officer (*Max of 1*)

- A full time or part time employee who possesses an Associate's of Applied Science in Fire Science degree and/or the fire district training officer will be awarded 1 point.

### 4 - Fire District Rank (*Max of 6, cumulative*)

- A full time or part time employee who possesses the rank of Fire Engineer and/or NWCG Firefighter Type 1 Qualification will be awarded 1 point.
- A full time or part time employee who possesses the rank of NWCG Engine Boss will be awarded 2 points.
- A full time employee who possesses the rank of Fire Captain will be awarded 1 point.
- A full time employee who possesses the rank of Chief Officer will be awarded 1 point.
- A full time employee who possesses the rank of Fire Chief will be awarded 1 point.

*\* A part time employee can not exceed the rank of Fire Engineer.*