

## CITY EMPLOYEES WORKING AS PAID ON-CALL FIREFIGHTERS

The City of Grand Rapids recognizes the value of having regular, full-time employees also serve as paid on-call firefighters for the fire department. Therefore, the City encourages and supports membership of regular, full-time employees as paid on-call staff.

As City employees, the best interests of Grand Rapids' residents, businesses, and visitors, and respect for the democratic process must guide our work and be placed at the forefront of everything we do. Working as a paid on-call firefighter requires commitment and sacrifice. However, it also provides the opportunity to serve the community and its residents when they need it the most.

These employees may also respond to emergency calls during regular, full-time hours under certain circumstances, ~~and it~~ is in the City's best interest to compensate employees who meet the qualification of paid on-call firefighter in order to have adequate:

- City operations; and
- Staffing levels 24 hours a day in order to support the needs of area departments providing fire protection.

A permanent part-time or full-time City employee who is also a firefighter with the Grand Rapids Fire Department (GRFD) can expect the following compensation:

1. When responding to an emergency call outside of their regular City employment hours, employees shall be paid per hour per call ~~as a paid on-call Firefighter~~ for responding to emergency calls for service and attending meetings, drills and other special details required by the Fire Chief and his/her designee. All hours worked shall be rounded up to the next full hour for purposes of determining compensation.
2. When responding to an emergency call during their regular employment shift, payment of regular department pay will continue for the time spent during the regularly scheduled shift responding to an emergency call. The employee will not have to make up any lost time in the permanent position.
3. Generally, permanent City employee(s) have the ability to sign out of their regular position in order to respond to emergency calls. An immediate supervisor may deny an employee's request to leave their regular position in order to respond to an emergency call if the employee is performing an essential job function that must be completed timely in order for city business to run efficiently. The City Administrator has final authority.
4. If an Employee is a member of the Grand Rapids Police Department working in the capacity of law enforcement, the Employee may respond to the emergency call as a Police Officer during their regular working hours, ~~and receive credit towards the call. The Employee must resume law enforcement duties upon adequate staffing by fire fighters to the call.~~

Formatted: Strikethrough

Formatted: Strikethrough

5. An employee has the ability to report in late to the employee's regular position with the City due to responding to an emergency call. Timely notice must be given to the employee's immediate supervisor prior to responding to the emergency call. Employees may receive compensation from the GRFD or other community fire department when reporting to work as a part-time firefighter before the employee's regularly scheduled shift with the City. Regular city pay will be paid once the regularly scheduled city shift starts.
6. Overtime will be calculated as per the applicable labor agreement and/or the Fair Labor Standards Act. (See Attachment A)
7. Any overtime incurred as a result of an emergency call will be coded to the Fire Department for accounting purposes.
8. Employees who respond to a paid on-call emergency during non-regular working hours\* will report those hours on the employee's fire timesheet and be paid at the applicable paid on-call rate. Employee must note start and end time of calls ~~be paid at the applicable paid on-call rate and that time will be reported on the employee's fire timesheet, with the time noted on when the call was worked (i.e. 5:30 – 7:30 PM).~~ Any time worked by the employee as a paid on-call firefighter beyond the employee's regularly scheduled shift with the City, will be paid by GRFD or other community fire department.
9. Under no circumstances will time reported for responding to a paid on-call emergency be reflected on both the employee's regular timesheet and the employee's fire timesheet.
10. All applicable benefits and leaves shall also continue to accrue without regard to time spent on emergency calls.

Formatted: Strikethrough

If an employee is a fire fighter on another community fire department and they are authorized to leave their regular shift with the City to go on a fire call, they do not have to take FTO or make up the hours missed.

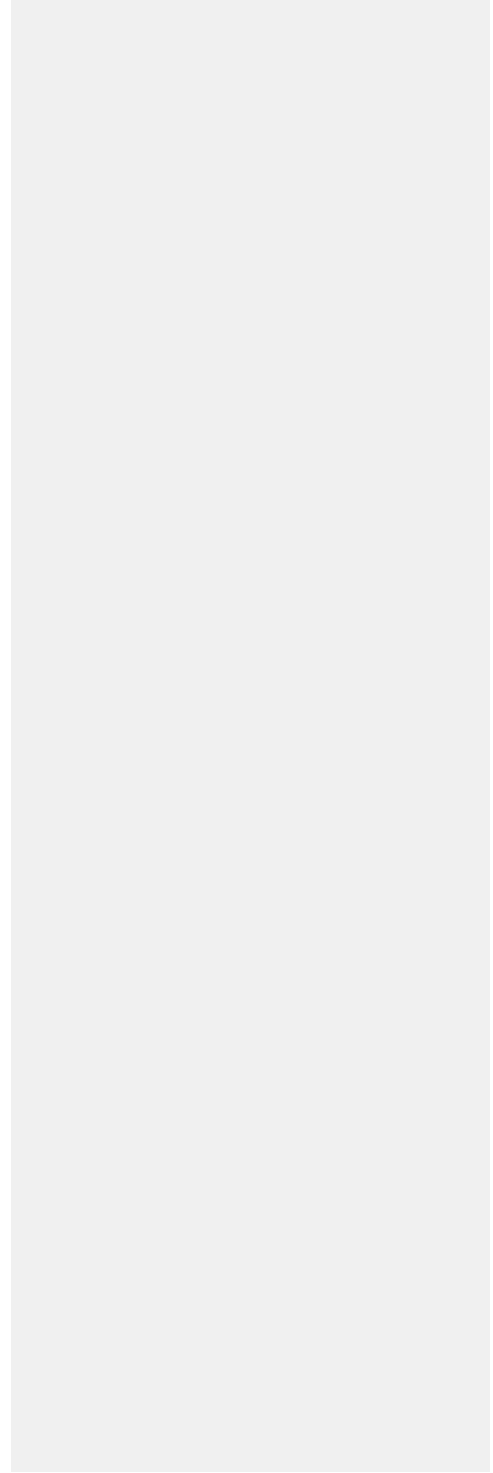
If an employee is found in violation of this policy the employee will be subject to discipline, up to and including termination.

*\*Non-regular working hours include Flexible Time Off (FTO), Holidays, and after scheduled hours (i.e. Saturdays and Sundays).*

*Adopted January 11, 2016*

*Amended date:*

|



## ATTACHMENT A

### Exempt Employees (Salary based)

- No overtime is collected
- No ~~Firefighter~~ pay during regularly scheduled work hours ~~(credit for calls)~~
- Regular Fire ~~Hall~~ ~~firefighter~~ pay after regular working hours and weekends
- Receives regular Fire ~~firefighter~~ ~~Hall~~ pay on Holidays and FTO days off

Formatted: Strikethrough

### Non-Exempt Employees (Hourly)

- ~~Work week is Sunday – Saturday~~
- ~~No Firefighter pay during regularly scheduled work hours (credit for calls)~~
- ~~Fire Hall overtime is collected if the employee has worked 40 hours within the scheduled work week.~~
- ~~FTO used, comp hours used, and holidays are not considered to be worked hours worked.~~
- ~~Receives regular Firefighter pay on holidays and FTO days off No pay during regularly scheduled work hours (credit for calls)~~
- ~~Regular Fire Hall pay for hours missed during the regularly scheduled work week~~
  - ~~a. (ex. If employee takes 8 hours FTO during the week, the first 8 hours of Fire Hall firefighter pay during that week will be at regular Firefighter Hall pay)~~
- ~~Firefighter overtime is paid only after the Firefighter has worked 40 hours within the scheduled work week~~
  - ~~Receives regular If the employee takes 8 hours FTO during the workweek or there is a holiday, the first 8 hours of Fire Hall firefighter pay will be at regular Firefighter pay on holidays and FTO days off (would be overtime if the employee has reached over the number of hours needed at regular pay)~~
    - ~~a. Any additional fire hours over FTO used or holiday pay during the week are at overtime.~~

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Normal, No bullets or numbering

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: No underline

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Strikethrough

Formatted: Strikethrough

**City of Grand Rapids**

*Agreement for Employees that perform two different types of work  
at different rates of pay*

\_\_\_\_\_ (hereinafter Employee) has primary employment in a full-time capacity with the City of Grand Rapids (normal work week of 40 hours) at an hourly rate established by the Employees labor agreement and/or rate approved by the City Council. Employee also has a position as a paid on-call firefighter with duties that are separate from and unrelated to his/her primary employment at a different rate of pay.

Employee agrees that s/he shall be paid during any overtime hours at a rate of one and one-half times the hourly non-overtime rate established for the type of work s/he is performing during such overtime hours. This agreement has been made pursuant to 29 C.F.R. §77.419.

~~*For example, a Public Works department employee for the city also serves as a paid on call firefighter. The employee works 40 hours in his/her primary employment at \$25/hour, then, in the same work week, works an additional 6 hours as a paid on call firefighter at \$18/hour. The 6 hours over the 40 hours will be paid at a rate of \$27.00/hour (\$18 x 1.5).*~~

\_\_\_\_\_  
Employee's Printed Name    Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Department Head Signature    Date