

PEWEE VALLEY FIRE DEPARTMENT

INCENTIVES AND INCENTIVE PAY POLICY

POLICY BACKGROUND:

The purpose of this policy is to provide the details of incentive pay made payable to the members of the Pewee Valley Fire Department ["PVFD" or "the Department"]. This policy will provide for quarterly incentive pay [paid in the month subsequent to the end of the calendar quarter] based on a points system as further discussed below.

SCOPE OF POLICY:

This policy applies to all Members, which includes the Command Staff, Officers, Firefighters, Auxiliary Members and Board of Trustee Firefighter Representatives.

MONIES ALLOCATED TO INCENTIVE PAY:

Each fiscal period, the Board of Trustees will review the recommendation for the monies to be allocated for incentive pay, which will be made during the annual budgetary process. The Treasurer, assisted by the Chief of the Department, will provide for the recommendation and is subject to change as necessary by the Board of Trustees.

POINTS SYSTEM:

Points will be awarded as follows:

	<u>Points Per Instance</u>	<u>Required Documentation</u>
<u>Runs:</u>		
Fire Run	1	Sign In Sheet
EMS Run	1	Sign In Sheet
<u>Training:</u>		
Regularly Scheduled Wednesday Training [AM or PM]	1	Sign In Sheet
External Training	1	Certificate
Fire Schools [e.g., JCFS]	2	Certificate
<u>Public Relations:</u>		
Public Education Seminar or Demonstration *	2	Sign In Sheet
<u>Other:</u>		
External Meetings or Events [e.g., OCFCA, OCFIA] #	1	Sign In Sheet
Severe Weather Standby	1	Sign In Sheet
Board of Trustee Meetings	1	Minutes

Points will accumulate beginning on the first day of the calendar quarter. To qualify each instance for points, the aforementioned documentation must be obtained and submitted to the appropriate parties [e.g., training certificates to the Training Officer]. The documentation must be submitted within 2-weeks of the activity for consideration. The activity must be inputted into Firehouse Software, which will be completed on a quarterly basis by an individual designated by the Chief. In the event documentation is not submitted within this 2-week period, the event will not qualify for point accumulation.

For points to be accumulated for the items noted above with an asterisk [*], those events must receive pre-approval from the Chief to be considered. This approval [documented via an email from the Chief or a signature from the Chief on the documentation] should be submitted as additional consideration along with the required documentation as noted above.

For points to be accumulated for the items noted above with a pound [#], those Members must be the appointed designee with that organization [which is determined by the Chief] to be considered.

The compilation of the points by Member will be completed by an individual as appointed by the Chief of the Department. Once the compilation of points has been completed, this individual will submit the summary schedule to the Chief for his approval, which must be completed prior to the payment of incentive pay.

CALCULATION OF INCENTIVE PAY:

It should be noted that the Chief and the Deputy Chief are not eligible for incentive pay and for purposes of calculating the incentive pay for other Members, their accumulated points would be excluded from the total number of points accumulated.

By way of example, the incentive pay per point [after the exclusion of the Chief and the Deputy Chief's accumulated points] will be calculated as follows:

Annual budgeted monies for incentive pay	\$	40,000.00
Number of calendar quarters		4
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Quarterly incentive pay total	\$	10,000.00
Number of points accumulated in Q3 201X		750
Number of points accumulated in Q4 201X		800
Number of points accumulated in Q1 201Y		1,000
Number of points accumulated in Q2 201Y		600
Incentive pay per point in Q3 201X	\$	13.33
Incentive pay per point in Q4 201X	\$	12.50
Incentive pay per point in Q1 201Y	\$	10.00
Incentive pay per point in Q2 201Y	\$	16.67

The incentive pay per point for each quarter is then multiplied by the number of points accumulated by the Member to calculate the incentive pay per Member. This amount would represent the gross incentive pay, which is then submitted to a third-party payroll processor for purposes of calculating required payroll taxes.

The net incentive pay will be issued to each Member and reported on Form W-2 on an annual basis for purpose of individual tax purposes. Form W-2s will be mailed to all Members using the address on file for the Member. It is the Member's responsibility to update their personal records with the Chief or his designee to ensure they receive their Form W-2. All payroll taxes to governmental agencies will be the responsibility of the Department.

MINIMUM POINT REQUIREMENT:

To ensure that all Members contribute to the overall mission of the Department, each Member is required to accumulate at least 15 points per quarter. Members that do not achieve 15 points per quarter in two consecutive quarters must schedule a meeting with the Chief.

It should be noted that members on formal leave of absences [which are approved by the Chief of the Department] are not subject to the minimum point requirement considerations as noted herein. However, Members of formal leaves of

absence also cannot be considered for incentive pay once their leave has been granted. If the Member takes a leave during the quarter they will receive their points and related incentive pay for the time in which they were in an active status. They will not be penalized for not making the minimum required points.

MONITORING OF MINIMUM POINT REQUIREMENT:

The monitoring of the minimum point requirement is ultimately the responsibility of the Chief of the Department.