

Function: Community & Protective Services - 02
Department: Fire Services - 040
Policy #: 014



Remuneration – Fire Services Members (Firefighters, Cadet/Junior Firefighters and Fire Guardians)


Effective Date: March 9th, 2017

Review Date: March 9th, 2022

References:

Cancel: Policy 733: Remuneration – Fire Services Members
(Firefighters, Cadet/Junior Firefighters and Fire Guardians)

Resolution #: 122-17

CAO Signature: 

Purpose: To reflect remuneration processes for Lac Ste. Anne County Firefighters, Cadet/Junior Firefighters and Fire Guardians.

Policy Statement: Consistent payroll practices with established rates of pay for Fire Services Members (Firefighters, Cadet/Junior Firefighters, and Fire Guardians) assists with recruitment and retention in each of these employment categories.

Scope: This policy applies to all Firefighters, Cadet/Junior Firefighters and Fire Guardians within Lac Ste. Anne County Fire Services.

Guidelines: 1. That Firefighters and Cadet/Junior Firefighters be remunerated on an hourly basis through the following documentation and processes:

- Emergency response to an incident scene based on the compilation of an Incident Report from their respective Fire Station and authorized by their respective Senior Station Officer or designate that includes a breakdown of the hours attending to that incident scene and post-call servicing,

- Instructor hours for any Fire Services training courses approved by the County Fire Chief,
- Attendance hours, including travel time, to Fire Chief's meetings and Fire Training Officer meetings for those who are expected to attend,
- Fire Station interior and exterior housekeeping hours as per current policies in place, as approved by respective Senior Station Officer,
- Duties outside of the expected volunteer requirements of Fire Services as directed by the Senior Station Officer, and approved by the County Fire Chief. These duties may include, but are not limited to, meeting with contractors and suppliers, apparatus shuttling for repair purposes, special parts pick-up and delivery,
- Casual daytime coverage duties from Monday to Friday, 8:30a.m. to 4:30p.m., with daily tasks to be performed at appointed Fire Stations, as directed by the County Fire Chief or designate,
- Completed Federal and Provincial TD1's must be on file with Fire Services Headquarters for payroll purposes. **It is the responsibility of the Firefighter or Cadet/Junior Firefighter to provide new completed Federal and/or Provincial TD1's whenever personal payroll situations change,**
- A completed Direct Deposit Form must be on file with Fire Services Headquarters for payroll purposes. **It is the responsibility of the Firefighter or Cadet/Junior Firefighter to provide a new completed Direct Deposit Form whenever personal banking situations change,**
- A signed employment letter will be on file with Fire Services Headquarters,
- A T-4 will be provided as required through Canadian payroll legislative requirements,
- Remuneration will occur with regular quarter pay periods as follows:
 - January 1 to March 30, paid in May;
 - April 1 to June 30, paid in August;
 - July 1 to September 30, paid in November;
 - October 1 to December 31, paid in February of the next year;
 - Quarterly deadline and cut-off for time sheets and incident reports to Fire Services Headquarters is the third day (or next closest business day) of January, April, July, and October;
 - Pay is to be received by the tenth day (or next closest business day) of February, May, August and November, through direct deposit where available.

2. Fire Guardians are remunerated on an hourly basis through the following documentation and processes:

- Attendance hours, including travel time, to Fire Guardian meetings at the County office or other County facility,
- A monthly time sheet that is reconciled against Fire and Fireworks Permit records and approved by the County Fire Chief,
- Completed Federal and Provincial TD1 forms must be on file with Fire Services Headquarters for payroll purposes. **It is the responsibility of the Fire Guardian to provide new completed Federal and/or Provincial TD1's whenever personal payroll situations change,**
- A T-4 will be provided as required through Canadian payroll legislative requirements,
- Fire Guardian Time Sheets are due on the third day of the following month (or next closest business day) to allow time for processing and reconciling Fire Guardian Hours,
- Remuneration will occur once monthly, based on received time sheet, on the tenth day (or the next closest business day) of the following month, and will be made through a payroll remuneration (cheque), delivered by mail.

3. Hourly rates of pay for Fire Services Firefighters, Cadet/Junior Firefighters and Fire Guardians will be reviewed and approved by the County Manager in accordance with established operating budgets.