



MEMORANDUM

TO: Eric Stuckey, City Administrator

FROM: Kevin Townsel, J.D., Human Resources & Risk Management Director

DATE: January 23, 2024

RE: Fire Step-Up Pay Program

Effective August 23, 2023, the Fire Department's Step-Up pay policy was updated with new eligibility requirements. This memo is to provide clarity for continued implementation and application of this pay program.

Previous Eligibility Requirements (Effective July 1, 2021)

- Acting in a higher classification for three 24-hour shifts per fiscal year
 - Ex: Working 18 hours in a higher classification would not qualify as a Step-Up, while working 26 hours in a higher classification would qualify as a Step-Up
- Step-Up payment starts with the 4th Step-Up (not retroactive to the first Step-Up)
- Employees must meet the requirements of the position they are “stepping up” for
 - Ex: A Firefighter would not be qualified to act as a Fire Captain, but would be qualified to act as a Fire Engineer or Fire Lieutenant

Previous Payment Requirements (Effective July 1, 2021)

- Paid in 24-hour increments for hours worked at or above 24 hours
 - Ex: Working 20 hours in a higher classification does not receive Step-Up pay, while working 29 hours in a higher classification would result in Step-Up pay for all 29 hours
- Paid at established Step-Up rates for appropriate classification

Updated Eligibility Requirements (Effective August 23, 2023)

- Acting in a higher classification for any combination of 12-hour shifts, equaling 72 hours per fiscal year
 - Ex: Working 9 hours in a higher classification does not qualify as a Step-Up, while working 14 hours in a higher classification would qualify as a Step-Up
- Step-Up payments start with 4th Step-Up (not retroactive to the first Step-Up)
- Employees must meet the requirements of the position they are “stepping up” for
 - Ex: A Firefighter would not be qualified to act as a Fire Captain, but would be qualified to act as a Fire Engineer or Fire Lieutenant

Updated Payment Requirements (Effective August 23, 2023)

- Paid in 12-hour increments for hours worked at or above 12 hours
 - Ex: Working 8 hours in a higher classification does not receive Step-Up pay, while working 15 hours in a higher classification would result in Step-Up pay for all 15 hours
- Paid at established Step-Up rates for appropriate classification



MEMORANDUM

Employees are required to utilize UKG and Telestaff for all timekeeping purposes to ensure payroll records are accurate and employees receive correct payments.

The cycle for determining eligibility for Step-Up pay will start each year coinciding with the first pay period dates for the first payroll in July. To be clear, at the start of each fiscal year, an employee's count starts over at the beginning of the 28-day cycle.

The following are the established pay rates associated with each classification:

Classification	Hourly Rate	Application	Overtime
Battalion Chief	\$3.38/hour	Added to employee's base pay	Counts towards hours worked for OT and eligible for OT
Captain	\$2.88/hour	Added to employee's base pay	Counts towards hours worked for OT and eligible for OT
Lieutenant	\$2.38/hour	Added to employee's base pay	Counts towards hours worked for OT and eligible for OT
Engineer	\$2.08/hour	Added to employee's base pay	Counts towards hours worked for OT and eligible for OT

Approved By:

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 2/28/2024
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 Eric Stuckey, City Administrator

DocuSigned by:
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 Glenn Johnson, Fire Chief

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 1/23/2024
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 Kevin Townsel, J.D.
 Human Resources & Risk Management Director