

ANDERSON CITY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES

PAY FOR TEMPORARY ADDITIONAL DUTIES
SECTION I, 2.6
August 8, 2006

PURPOSE:

Due to temporary vacancies it may be necessary for personnel to have to serve at a higher level of responsibilities than specifically itemized in an individual AFD's Position Description. It is expected that short-term fill-in duties are normal and personnel will perform these additional duties as assigned. However, when assigned additional duties are long-term in nature AFD personnel may be compensated in accordance with this SOG. This SOG is consistent with *Anderson City Personnel Policy and Procedure II, 100. C.*

PROCEDURE

1. When personnel of a subordinate rank are assigned a higher rank that requires significant other duties for more than two consecutive work cycles, that individual will receive a 5% pay differential from the beginning of the third pay cycle until the individual is no longer assigned additional duties.
 - a. The additional duties must be assigned on consecutive work days.
 - b. Approved leave does not result in break of consecutive work days assigned.
2. Ranks specifically affected by this policy are Firefighters, Engineers, and any ranks performing Battalion Chief, Assistant Chief, Administrative Assistant, or Fire Chief Position Descriptions.
3. The Battalion Chief / Shift Commander is responsible for reporting to the Administrative Assistant any personnel who are entitled to additional pay under this SOG so that compensation due is payable in current pay period. The attached form will be used to document additional duties and will be attached to the top of the timesheets that are submitted to the Assistant Chief
4. This SOG is dependent upon available funding and may be suspended at any time by the Fire Chief or City Manager.

ANDERSON CITY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES

TO: PAYROLL

FROM: ANDERSON CITY FIRE DEPARTMENT

RE: PAY FOR TEMPORARY ADDITIONAL DUTIES

DATE S OF PAYROLL: _____ THROUGH _____

PLEASE GIVE A 5% SALARY INCREASE TO THE FOLLOWING FIRE DEPARTMENT PERSONNEL FOR THE HOURS LISTED:

Name	Reason	No. of Hours

Consistent with *Anderson City Personnel Policy and Procedure II*, 100. C, the Anderson City Fire Department Standard Operating Guidelines, Section 1, 2.6 states:

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 - a. The additional duties must be assigned on consecutive work days.
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Battalion Chiefs must turn this form in with the last Daily Work Sheet for your shift at the end of the Pay Period.

Battalion Chief

Date

This SOG does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SOG I, 2.6

Revised November 13, 2006