



MANAGEMENT POLICY

POLICY NUMBER:
103.02

SUBJECT:

Salary Plan

EFFECTIVE DATE:
5/24/2010

REVISED DATE:

I. Purpose

To provide a competitive compensation system that provides for employee growth and retention.

II. Scope

The policy applies to all employees of the Rio Verde Fire District.

III. Policy

This policy establishes the salary plan and defines the procedures for ongoing management of the plan for the Rio Verde Fire District.

IV. Procedure

A. General

1. The Fire Chief, with the approval of the Board of Directors, will assign each position within the District to a specific salary range.
2. Except as otherwise provided, all District employees shall be paid a salary within the range to which their position is assigned.
3. The Fire Chief shall review the salary plan annually and make adjustments for Board of Directors approval based on the following:
 - a) Position salary study
 - (1) Based on comparable positions in the competitive market
 - b) Cost of Living Adjustment (COLA)
 - (1) Annual Social Security Administration adjustment information
 - (2) Department of Labor statistics
 - (3) Consumer Price Index

B. Salary Plan Entry Rate

1. Except as specified below, all new employees shall be paid at the first step of the range to which their position is assigned.
 - a) Unless the Fire Chief or designee determines that qualified applicants are not available at the first step of the range for the position.
 - b) Unless the Fire Chief or designee determines that a particular applicant has special qualifications that justify a salary higher than the first step of the range.

C. Promotions

1. An employee who is promoted shall receive a salary that is at least the same or higher than the salary received at the former range.
2. Increases greater than 5% will require Board of Directors approval.

D. Reclassification/Salary Surveys

1. An employee whose position is reclassified/surveyed to a position in the same pay range shall receive the same salary as before the reclassification.
2. An employee whose position is reclassified/surveyed to a position in a higher pay range shall receive the same salary as before the reclassification,

unless this salary is less than the first step of the new pay range, in which case the employee shall receive the salary of the first step of the new pay range.

3. An employee whose position is reclassified/surveyed to a position in a lower range shall receive the same salary as before the reclassification, unless this salary is higher than the top step of the new pay range, in which case the employee's salary shall be frozen until the salary range of the new pay range reaches the level of the employee's salary.

E. Demotion

1. An employee who is demoted for disciplinary reasons shall be paid at the highest step in the lower pay range that is at least 10% lower than the employee's salary prior to the demotion. The employee will be placed on disciplinary probation for a minimum of ninety (90) days, but not more than 1 year.

2. An employee who requests demotion shall be within the new salary range at a rate recommended by the Fire Chief. A voluntary demotion may only occur if the intended position is currently existing and vacant.

3. An employee demoted for District convenience will receive the highest salary in the new pay range.

F. Assignment Pay

1. The Fire Chief, with approval of the Board of Directors, will establish assignment pay schedules to compensate employees for technical skills that are above and beyond the requirements of their rank/position.

2. The District has a defined number of assignment pay positions available for employees with special skills.

a) Assignment pay will be provided for open positions only

b) Employees may be required to apply and test for an assignment pay position.

3. Approved assignment pay skills include;

a) Paramedic

b) Fire Marshal

4. Assignment pay rates for paramedic and Fire Marshal shall be calculated as 15% of mid range step four (4) Engineer position pay.

5. To receive or maintain assignment pay the employee shall:

a) Complete required continuing education

b) Maintain certification

c) Maintain skill performance level

G. Salary Schedule

1. Approved by the Board of Directors April 27, 2010

Regular Pay Plan

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Administrative Manager	\$ 39,006.24	\$ 40,956.55	\$ 43,004.38	\$ 45,154.60	\$ 47,412.33	\$ 49,782.94	\$ 52,272.09
Firefighter	\$ 44,235.00	\$ 46,446.75	\$ 48,769.09	\$ 51,207.54	\$ 53,767.92	\$ 56,456.31	\$ 59,279.13
Engineer	\$ 48,658.50	\$ 51,091.43	\$ 53,646.00	\$ 56,328.30	\$ 59,144.71	\$ 62,101.95	\$ 65,207.04
Captain	\$ 55,957.28	\$ 58,755.14	\$ 61,692.90	\$ 64,777.55	\$ 68,016.42	\$ 71,417.24	\$ 74,988.11

Rio Verde Fire District Paramedic/Fire Marshal Pay Plan Ranges/Steps*							
Step 1	Step 2	Step 3					
\$ 6,104.58	\$ 7,181.86	\$ 8,449.25					

PSPRS (1.97% Reduction)

Rio Verde Fire District PSPRS Buyback Pay Plan Ranges/Steps (1.97% Reduction)							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Firefighter	\$ 43,363.57	\$ 45,531.75	\$ 47,808.34	\$ 50,198.75	\$ 52,708.69	\$ 55,344.13	\$ 58,111.33
Engineer	\$ 47,699.93	\$ 50,084.92	\$ 52,589.17	\$ 55,218.63	\$ 57,979.56	\$ 60,878.54	\$ 63,922.46
Captain	\$ 54,854.92	\$ 57,597.67	\$ 60,477.55	\$ 63,501.43	\$ 66,676.50	\$ 70,010.33	\$ 73,510.84

Rio Verde Fire District PSPRS Buyback Paramedic/Fire Marshal Pay Plan Ranges/Steps (1.97%) Reduction*							
Step 1	Step 2	Step 3					
\$ 5,984.32	\$ 7,040.38	\$ 8,282.79					

PSPRS (7% Reduction)

Rio Verde Fire District PSPRS Buyback Pay Plan Ranges/Steps (7% Reduction)							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Firefighter	\$ 41,138.55	\$ 43,195.48	\$ 45,355.25	\$ 47,623.01	\$ 50,004.16	\$ 52,504.37	\$ 55,129.59
Engineer	\$ 45,252.41	\$ 47,515.03	\$ 49,890.78	\$ 52,385.32	\$ 55,004.58	\$ 57,754.81	\$ 60,642.55
Captain	\$ 52,040.27	\$ 54,642.28	\$ 57,374.40	\$ 60,243.12	\$ 63,255.27	\$ 66,418.04	\$ 69,738.94

Rio Verde Fire District PSPRS Buyback Paramedic/Fire Marshal Pay Plan Ranges/Steps (7% Reduction)*							
Step 1	Step 2	Step 3					
\$ 5,677.26	\$ 6,679.13	\$ 7,857.80					

Reserve Hourly

Reserve Firefighter Hourly Pay Schedule			
EMT Firefighter I&II		\$ 15.00	
Driver /Operator		\$ 16.50	
CEP Firefighter I&II		\$ 17.50	
Driver/Operator		\$ 18.98	