

RESOLUTION No. 2017-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE NORTH TOOEELE FIRE PROTECTION SERVICE DISTRICT TO APPROVE THE NEW 48/96 PAYROLL ADMINISTRATION CONVERSION

WHEREAS, the North Tooele Fire Protection Service District (NTFD or the District) is transitioning to a 24/7-365 days per year 3-platoon system (reference NTFD Resolution 2016-25), and

WHEREAS, the current payroll procedures need to be amended in order to administer the new 48/96 schedule, and

WHEREAS, the new 48/96 payroll administration was discussed during an open board meeting on February 23, 2017 and is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the North Tooele Fire Protection Service District, to approve the new 48/96 payroll administration as outlined in Exhibit A effective on March 18, 2017.

This resolution shall take immediate effect upon its adoption and approval.

ADOPTED AND APPROVED this 23rd day of February, 2017.

AYES: Faye Hall, Russell Yates, Ken Aldridge, Rick Pollock, Lance Davis

NAYES:

ABSENT:

ATTEST:



Cassandra Ray
Assistant Chief/District Administrator
North Tooele Fire District



Faye Hall
Board Chair
Board of Trustees

Exhibit A

**NORTH TOOELE FIRE DISTRICT 48/96
PAYROLL ADMINISTRATION CONVERSION**

- Begin the new 48/96 schedule on March 18, 2017
 - Coincides with the end of the current FLSA section 207(k) work period for overtime calculations.

- Change the current FLSA section 207(k) work period of 28 days to a 24 day work period
 - The work period for firefighters will be a 24 day cycle under the FLSA 207(k) exemption defined for fire departments. For payroll purposes, the 24 day cycle will begin on March 18, 2017 at 7:00 AM and end after 24 consecutive days.
 - A shift shall be defined as one, 24 hour day. A shift shall begin at 7:00 AM and end at 7:00 AM the following day.
 - Full-time firefighters will be assigned to work two consecutive shifts (48 hours) followed by 96 hours off.
 - A work period divisible by 6 gives more uniform pay calculations for a 48/96 shift schedule.
 - A 24 day work period for a 48/96 shift schedule aligns with industry standards.
 - Overtime will be paid for hours worked in excess of 182 hours per 24 day work period.
 - On the 48/96 schedule, full-time firefighters will be scheduled to work 192 hours in a 24 day work period. Of those 192 hours worked, 182 will be paid as straight time and 10 hours will be paid at the overtime rate of 1 ½.
 - On the 48/96 schedule, part-time firefighters may be scheduled up to 29 hours per week; overtime will be based on the 24 day work period.
 - PTO will not be counted as time worked for FLSA purposes.

- Change the full-time firefighter PTO accrual rates to adjust to a 24 hour shift
 - Maintains an equitable leave rate for shift work.
 - PTO will be accrued and deducted on a 1:1 ratio (hour for hour).
 - PTO covers both vacation and sick days.
 - Aligns with other fire agencies.

Years of Employment	PTO Earned Annually	PTO Earned Per Bi-Weekly Pay Period
Less than 5 years	240 hours (10 days)	9.23 hours
5 - 9 years	264 hours (11 days)	10.15 hours
10 - 15 years	312 hours (13 days)	12 hours
16+ years	348 hours (14.5 days)	13.38 hours

- Change the number of holiday hours paid each pay period from 3.5 to 5.5
 - Full-time firefighters are expected to work the scheduled shift even if it falls on a holiday.
 - NTFD observes 12 holidays each year.
 - 5.5 hours per pay period is the equivalent of 12 hours per holiday.

- Sleep time will be paid
 - Each shift will be paid 24 hours.
 - No time will be deducted for sleeping.

- Payroll will continue to be processed on a bi-weekly basis
 - Each 24 hour shift will be recorded on the time sheet on the day the shift starts.

- Timesheets will need to be revised to calculate overtime based on the new 24 day work period
 - Will need to go back to the old two sheet system.