


# East Lake Tarpon Special Fire Control District

	<b><i>SOG 105 Wages</i></b>	
	<b>Implementation Date: 11/2000</b>	<b>Revision Date(s): 01/23/2018, 02/26/2019</b>
		<b>Reviewed Date(s): 1/22/2019</b>
	<b>Forms or Attachments: None</b>	

**Base Pay Plan:**

Management and administrative personnel, not subject to an employment contract, will receive base pay increases at the discretion of the Fire Chief.

Management and administrative personnel subject to an employment contract will be compensated based upon the terms and conditions of their employment contract. The Fire Chief’s contract is subject to a majority vote of the Board of Fire Commissioners prior to execution.

To determine the base pay increase recommendation for management and administrative personnel, whether or not an employment contract is in place, the Board of Fire Commissioners and the Fire Chief will use available market salary information. The Fire Chief will submit his/her recommendations for wage increases to the Board of Fire Commissioners for their approval at the August board meeting as part of the overall budget presentation process.

The Department will use the following base pay ranges as guidelines for the management and administrative personnel.

**Base Pay Ranges**

Fire Chief	\$100,000 / \$130,000
Deputy/Assistant Chief	100,000 / 120,000
Division/District Chief	90,000 / 110,000
Public Education Officer	40,000 / 60,000
Office Manager	40,000 / 60,000
Financial Administrator	60,000 / 80,000

Longevity awards and educational incentives as described in SOG 106 and SOG 113 are not applicable to management and administrative personnel.

### **Continuing Education and Re-Certification:**

Although educational incentives are not applicable to Chief-level positions, the requirements for continuing education and re-certification are still in effect. To ensure a high level of proficiency, employees in the Emergency Medical Service must comply with the continuing education as recommended by the County Medical Director. Failure of the Paramedic or EMT to comply with the continuing education as recommended will cause the Paramedic or EMT pay to be lost until proof of compliance can be furnished to the Department. A grace period of seven (7) days following the last scheduled class will be allowed for the employee to make up the class before the Paramedic/EMT pay is suspended. It shall be the Fire Chief's responsibility to see that compliance with this section is carried out.

In the event certification is forfeited, the Department reserves the right to reconsider continued employment of the employee.

The Fire District shall reimburse administrative staff members for reasonable expenses incurred while attending job-related professional/educational programs, seminars or conferences. Included in the reimbursement are tuition, books, travel and/or mileage expenses when applicable, lodging and meals. Any written materials become the property of the District.

Administrative staff shall be granted administrative leave for professional and educational development.

### **Overtime:**

Any actual overtime worked by non-exempt administrative employees will also be paid at time and one-half of their effective hourly rates in accordance with FLSA guidelines.

### **Evaluation Cycle:**

For purposes of determining achievement and progress percentages, management and administrative personnel will have a standard and consistent appraisal cycle. The Fire Chief's performance appraisal will be completed by and presented to the Board of Fire Commissioners at the August board meeting. Requests for changes in base pay will be presented to the Board of Fire Commissioners at the August board meeting.