

**CITY OF AUBURN HILLS  
FIRE DEPARTMENT  
PERSONNEL GUIDELINE**

<b>SUBJECT:</b> Paid-Call Time Card Guidelines	<b>NUMBER:</b> 130
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<b>EFFECTIVE DATE:</b> September 1, 1994	<b>REEVALUATION DATE:</b> September 1, 1995
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**PURPOSE**

To significantly reduce the time required by clerical staff to process payroll and allow the processing of paid-call personnel checks on a monthly basis instead of quarterly.

**GUIDELINE**

In order to process monthly pay-roll for all Paid-Call personnel more efficiently new activity records in the format of "Time Cards" have been created. Essentially, the process of completing the time cards is the same as previously done with the pay sheets except that personnel are responsible for completing their own time cards, and the time to process payroll will be significantly reduced. Time card racks have been installed at each fire station. Paid-Call personnel will be issued one (1) ivory time card to record all station activity which includes emergency/non-emergency incidents, stand-by incidents, special details, public education, fire prevention week activities, weekly station/equipment checks, assists to other departments, department/station training and time in court on department cases.

Assisting staff with station rounds, fire prevention, vehicle/equipment maintenance, building maintenance, clerical duties, etc. Time cards shall not be removed from fire stations for any reason.

**FIREFIGHTERS RESPONSIBILITIES**

It will be each members responsibility to correctly fill out their time card following each incident, drill or any other activity identified above. The required information includes the date, start/finish time, incident number or activity code, firefighter initials and the initials of the incident commander. Activity codes and descriptions can be found on page 3, Appendix - A.

When personnel initial their time card they are acknowledging that the information contained on that line of the time card is factual, and the service indicated was provided.

## **INCIDENT COMMANDER/STAFF RESPONSIBILITIES**

The incident commander, officer or senior firefighter is responsible for signing his/her initials in the appropriate column, following each incident and/or activity. Their initials indicate that the information written on the time card for the activity are accurate.

## **DEPARTMENT CLERK RESPONSIBILITIES**

The last regular work day of each month fire department staff will replace time cards in each station with new cards for the upcoming month. Time cards will be forwarded to the department clerk for calculation of total hours worked. Time cards must also be checked to assure that each line in all columns contains required information and initials of appropriate individuals. Once this is complete time cards will be forwarded to the Fire Chief for review and his/her signature.

Once the entire process is completed time cards will be forwarded to the Finance Department for final processing of payroll.

## **SUMMARY**

Since this is an entirely new way of processing payroll, there may be a few changes necessary to the system in the future. After implementation of this guideline, please notify staff of any suggestions you may have that could further improve this guideline. Your cooperation is appreciated.

**AUBURN HILLS FIRE DEPARTMENT  
ACTIVITY CODES  
APPENDIX - A**

Activities paid at individual prevailing hourly rate:

<b><u>CODE</u></b>	<b><u>DESCRIPTIONS</u></b>
S (INCIDENT#)	Suppression Related Incident
M (Incident #)	Medical Related INcident
ST	Suppression Training
MT	Medical TRaining
VM	Vehicle Maintenance
VC	Vehicle Checks
BM	Building Maintenance
O	Other