

**ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

**CHAPTER 2
INCIDENT PAYROLL**

Fire personnel time is kept on Form OF-288, Emergency Firefighter Time Report. For regular State employees, a signed Form OF-288 is the mandatory backup for out-of-Area assignments and must be turned in with the regular State timesheet. All time must match between the two forms. A checklist will be maintained showing receipt of signed timesheets/OF-288s with follow-up as needed.

All DOF personnel record regular fire time to incidents supported. Holiday and leave hours (7.5 hours) are coded to N9999 on the state time sheet. For actual hours worked, the incident or function code and LDP will be recorded on the timesheet.

Hiring Employees of Other State Departments

Persons employed by the State in Divisions other than Forestry or Departments other than Natural Resources, can work on an incident after their regular daily work schedule. However, if they work during their regular work hours, an RSA must be in place. Contact the Regional Administrative Officer so an RSA can be established as needed. Employees of other Departments in State government cannot take leave from their regular job to work for the Division of Forestry.

Chugachmiut or Tanana Chiefs Contract Crews

OF-288s from these contract crews (cooperative agreements), are backup documentation and must be given to the crew members to be handed into their home office. If OF-288s have not been given to the crew, they must be sent to their home office. Call to find out how they prefer timesheets sent/faxed:

Chugachmiut
Forestry and Fire
1840 Bragaw St. Suite 110
Anchorage, AK 99508
Phone: 907-562-4155 Main
Fax: 907-563-2891
robert@chugachmiut.org
nathan@chugachmiut.org

Tanana Chiefs
Human Resources
122 First Avenue
Fairbanks, AK 99701
Phone: 907-452-8251

University of Alaska Fairbanks Agency Crew

This Agency crew consists of Emergency Fire Fighters (EFF). Time will be recorded on Crew Time Reports (CTRs) and OF-288s. Finance at the incident will give signed OF-288s to the crew members to return to their home unit (the Regional Office in Fairbanks) to process. OF-288s for the Superintendent, Assistant Superintendent and two squad bosses are back up documentation and must be given to the employee to take to their home unit. If OF-288s are left at the incident, please scan to:

Bryan Uher
4280 Geist Rd
Fairbanks, Alaska 99709
bmuhher@alaska.edu
Phone: (907) 474-2613

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Pay Administration for State Employees

Workweek

For overtime computation purposes, the workweek begins Monday morning at 12:01 AM (0001) and ends Sunday night at 12:00 midnight (2400), unless the workweek is otherwise defined by union agreement. Overtime is paid per applicable bargaining unit rules for regular State employees. Crew EFF are paid no less than 8 hours of work per day except first and last day. Non-crew EFF only receive pay for actual hours worked. Mandatory days off are uncompensated for all employees.

Shifts and Daily Work/Rest Ratio

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio must have written justification from the Incident Commander or Agency Administrator. No work shift should exceed 24 hours. If extenuating circumstances, such as initial attack, dictate an excessive shift, incident personnel must resume 2:1 work/rest ratio as quickly as possible.

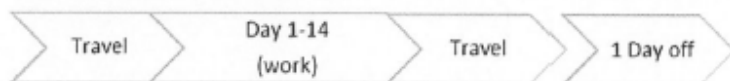
Mandatory Day Off/Fatigue Management

(See Appendix E)

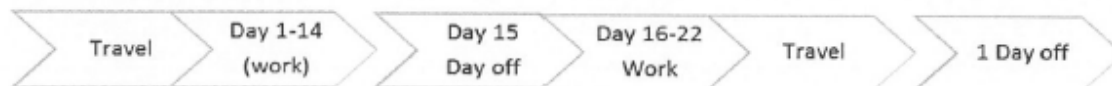
- For non-routine activity, on station activity, or in-State assignments, 1 day of rest is required in 21 days.
- Assignments outside of Alaska: Travel days will not count towards the days off policy. The first shift at an assignment, including staging and preposition periods, will start the clock for calculating days towards the work-rest policy. See examples below of 14, 21, and 30-day assignments outside of Alaska.
- A Regular or Mandatory day off is a calendar day, not a 24-hour period. Exception: the 24-hour break in work option can only be used to reset your days off before departing on a new resource order assignment. An employee may not be in pay status.
- If the 37.5-hour workweek threshold has been met, employees may elect to use personal or annual leave, overtime conversion, or unpaid time off for a mandatory day off that falls on a regularly scheduled workday.
- Employees should identify the date(s) and time(s) of the applicable mandatory day off in the comment section on their timesheet.
- A workweek consists of 37½ hours in pay status within a maximum of five days in accordance with SU, ASEA, and LTC bargaining unit agreements.
- An employee cannot be placed on standby (it's considered work status) when taking a mandatory day off.
- When on assignment in-state or out-of-state, and assigned a day off, that day will be uncompensated. State employees and EFF must show zero hours on State timesheets and/or the OF-288 for that calendar day.

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An assignment begins at check-in (day 1) at the requesting unit or reporting location and ends on the last day worked exclusive of travel.



14-Day Assignment exclusive of travel: 1 day off upon return



21-Day Assignment exclusive of travel: 1 day off at 15 and 1 day off upon return.



21-Day Assignment exclusive of travel: 2 days off upon return.



30-Day Assignment exclusive of travel: 2 days off at 22-23 and 2 days off upon return.

Length of Commitment

Normal length of commitment from initial dispatch is 14 days, excluding travel. This commitment may be extended in 7-day increments if **pre-approved** by the individual’s home unit supervisor.

Compensable Travel Time

Compensable travel time begins at time of departure from residence or duty station to airport or incident. Travel time from the lodging site to the work site is compensable (i.e., from a hotel to a Dispatch Center). Travel time from a “pick up point” to the work site is compensable (i.e., from fire camp to a drop point by bus). Time spent at an individual’s residence preparing for an assignment is not compensable.

Overtime Calculation

- Emergency Firefighters (EFF) – Employees who regularly work a 40-hour workweek shall receive overtime for hours worked more than 40 hours of work per week at the rate of one and one-half (1½) times the appropriate rate of pay. Mandatory day(s) off DO NOT apply to meeting the 40-hour threshold for overtime calculation purposes.
- General Government Unit (GGU) - Overtime eligible members who regularly work a 37½ hour workweek shall receive overtime for hours worked more than 37½ hours of work per week at the rate of one and one-half (1½) times the appropriate rate of pay. Mandatory day(s) off, leave hours, and paid non-worked holidays DO NOT apply to meeting the 37½-hour threshold for overtime calculation purposes. Hours worked on a holiday do apply toward meeting the threshold for overtime calculation.

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- Supervisory Unit (SU)-Overtime Eligible Members - All work performed by members of the bargaining unit more than forty (40) hours worked in a workweek is considered overtime and shall be paid at the rate of one and one-half (1½) times the appropriate regular or shift rate of pay. Mandatory day(s) off, leave hours, and paid holidays DO NOT apply to meeting the hours worked threshold for overtime calculation purposes. All hours worked on a holiday by an overtime eligible employee will be compensated at 1½ times the members' regular hourly rate (Article 25.7). All work performed more than 37½ hours but less than 40 hours in pay status per week is paid at the appropriate regular or shift rate of pay which is recorded in the OT Straight column on the timesheet.
- Overtime Ineligible Employees
Provisions for working on fire activities, DNR all-risk response activities; compensation 17-GG-197, (see Appendix A).

Provisions for working on fire activities, DNR all-risk response activities; compensation 17-SS-198, (see Appendix B). SU provisions for working on fire activities have not yet been determined past 6/30/2018; please see your Area Admin.
- Public Employees Local 71 (LTC) - The employee shall be paid overtime for all work more than eight (8) hours in any one day and forty (40) hours in any one week, at one and one-half (1½) times the basic rate of pay. Mandatory day(s) off, leave hours, and holiday hours worked DO NOT apply to meeting the overtime threshold for overtime calculation purposes.

For all work performed on the employee's first or second scheduled day off, one and one half (1½) times the basic rate of pay shall be allowed. However, for all work on the seventh (7th) consecutive day of work, two (2) times the basic rate of pay shall be allowed. See LTC contract (13.06) for details.

Seasonal Overtime Conversion

The drop-down box labeled OT Conversion on the header portion of the DNR Time and Attendance Report (Form 3) must say "YES" and the appropriate Event Code used when seasonal personnel opt to have overtime converted when they are put into seasonal leave without pay status. Otherwise, overtime is appropriately paid out in the pay period in which it was earned. Note: Even if the seasonal employee opts for Seasonal Overtime Conversion, they must "elect their choice" every pay period on their timesheet. The conversion form needs to be filled out once, not each season.

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Shift Differential

EFF are not entitled to shift differential.

LTC bargaining unit members who start their shift between 1100 and 1959 hours will receive swing shift pay for the entire shift, subject to contract change.

GGU, SU bargaining unit members who start their shifts between 1200 and 1959 hours will receive swing shift pay, subject to contract change.

All bargaining units receive graveyard shift pay for entire shift when the shift starts between 2000 and 0559 hours, subject to contract change.

To ensure proper payment of shift differentials on the state timesheet, record hours worked on the regular and/or overtime lines and on a separate line record the same number of hours using the appropriate Event Code for swing or grave shifts. There are Event Codes for regular and overtime swing and grave shifts.

Recall (Call-Back, LTC)

EFF are not entitled to “recall” pay.

GGU, SU, and LTC bargaining unit members eligible for overtime who are called back to work within four (4) hours after the completion of their shift are paid at the appropriate overtime rate for actual hours worked. On the timesheet, choose the appropriate Event Code and Description in the drop-down option. If they are recalled later than four (4) hours after completion of their regular shift, the bargaining unit member is entitled to a minimum of four (4) hours pay at the appropriate overtime rate. On the timesheet, note the actual hours worked and choose the appropriate Event Code and Description in the drop-down option. If the total callback hours worked exceeds four (4), the bargaining unit member shall receive pay at the appropriate overtime rate for all the hours worked. On the timesheet, note the actual hours worked and choose the appropriate Event Code and Description in the drop-down option. Solicitation requesting information or availability for assignment does not constitute “call back” unless the employee is required to immediately report to work.

Recall hours worked count toward the minimum work week requirement but do not count toward the overtime threshold. Non-work recall hours, used to meet the contractual four (4) hour minimum, do not count toward the minimum work week requirement or the overtime threshold.

Under the GGU contract, there are four situations for which recall is specifically excluded. They are:

- If the additional work assignment was scheduled prior to the bargaining unit member’s leaving the work site at the end of the shift;
- If the employee who is contacted to return to work is on standby when contacted to return to work;
- If the employee has volunteered to be called for overtime during a specified pay period;
- If the employee is not required to report to a workstation or other location to perform the work.

Please note the memo regarding LTC bargaining unit members who are called back to work immediately prior to the start of their regularly scheduled shift (Appendix F)

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Holidays

EFF are not entitled to holiday pay.

Short-term non-perms are not entitled to holiday pay.

Long-term non-perms are entitled to holiday pay.

All hours worked on a holiday are considered as overtime hours for overtime eligible bargaining unit members. Worked hours shall apply toward hours worked for OT calculation purposes for SU and GGU.

Please note that when recording 7½ hours of holiday leave on your timesheet, choose the Event Code & Description 105 Reg Holiday and use LDP N9999. The “Regular Holiday” 7½ hours should never be coded to an incident function code or LDP. Record actual hours worked on a separate line choosing the Event Code & Description 249 Holiday – Hours Worked coded to the correct incident function code and LDP.

Employees working alternate workweek schedules should contact their Area or Regional Administrative personnel with questions regarding the effect of their workweek on holidays/holiday pay.

- Public Employees Local 71 - A designated holiday will normally be observed on the calendar day on which it falls, except that if a holiday falls on the employee’s first regularly scheduled day off, it will be observed on the preceding day. If the holiday falls on the employee’s second regularly scheduled day off, it will be observed on the following day.
- Floating Holiday - A designated holiday will normally be observed on the calendar day on which it falls, except bargaining unit members who are regularly scheduled to work on Monday through Friday will observe the preceding Friday when the holiday falls on Saturday, and will observe the following Monday when the holiday falls on a Sunday. Ineligible OT GGU/SS employees may choose to float any designated holiday if it is documented and authorized on the proper form. Full time employees who work a designated floating holiday shall be credited with 7.5 hours of personal leave.
- General Government Unit - A designated holiday will normally be observed on the calendar day on which it falls, except that if the holiday falls on a bargaining unit member’s first regularly scheduled day off it will be observed on the preceding day. If the holiday falls on the bargaining unit member’s second regularly scheduled day off, it will be observed on the following day. Normally, only those bargaining unit members designated in advance by appropriate supervision will be required to work on a designated holiday. All hours worked on a holiday shall be paid at the holiday premium rate of time and one-half (1½) the appropriate pay rate, in addition to seven-and-one-half (7½) hours straight time holiday pay. Hours that an employee works and for which he/she is compensated at the holiday premium rate, shall be considered hours worked for purposes of computing overtime eligibility under Article 22.02. Hours worked on a holiday shall be credited only once in the calculation of hours in the workweek. Exclusive of Holiday Pay provided for by Article 24.01, no single hour worked at any time in a work period will be paid at greater than time and one-half (1½).

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Standby (On-Call, LTC)

EFF are not entitled to standby pay.

Short-term non-perms and long-term non-perms are not entitled to standby pay.

Employees may not claim standby on mandatory days off.

- Public Employees Local 71 - On a separate line of the timesheet show 7 ½ hours for each calendar day or portion of a calendar day. Choose the appropriate Event Code & Description: 227.
- General Government Unit - On a separate line of the timesheet show 7½ hours for each calendar day or portion of a calendar day. Choose the appropriate Event Code & Description: Overtime Eligible – 210; Overtime Ineligible - 211.
- Supervisory Unit –On a separate line of the timesheet show 7 ½ hours for each calendar day on standby. Choose the appropriate Event Code & Description: Overtime Eligible: 21B; Overtime Ineligible – 21A.

Individuals Ordered on Standby

In some instances, regular State employees may be required to be on standby to respond to an emergency situation. Standby is authorized by the supervisor's initials on the timesheet.

Regular Standby Status

Individuals may be on standby for an Overhead Team, Duty Officer rotation, specific fires or high fire danger. If the individual is on standby for high fire danger or rotation, see the Suppression Component Coding chapter for correct coding, (LDP). If a specific fire has requested you to standby, choose the appropriate drop-down Event Code and use that incident number, (LDP).

Hazard Pay

EFF are not entitled to Hazard pay.

Hazard pay is addressed in GGU Article 21.05 B., LTC Article 13.06 D., and SU Article 24.5 A.

To provide clarification about Forestry's operations, two types of activities are considered when working under a helicopter. Those two activities include 1) hover hook-ups, and 2) loading or unloading people or equipment when the helicopter rotors are in motion. Please see State Forester memo of August 17, 2007 (Appendix C) for more information.

Bargaining unit members who are required to work under dangerous conditions as determined by their bargaining unit contract shall receive hazard pay in four (4) hour increments so worked.

Bargaining unit members performing this work may record applicable time and claim for hazard pay. A sample of the Hazard Pay Worksheet and instructions are located in the Forms section under Form 2 and Form 2a.

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Meal Periods

Personnel assigned to, and who stay in, the incident camp, are provided meals at the incident. These meals are normally standard rations, such as MREs with a fresh food supplement every third day on extended attack fires. Meal breaks are scheduled based on shift schedules. Personnel working at their established duty stations are responsible for providing their own meals.

Personnel assigned away from their normal duty station (home administrative unit), are entitled to subsistence. The Area Forester/FMO may authorize written exceptions because of extremely high fire activity.

If an individual cannot be relieved for their meal break, they are entitled to compensation at the appropriate rate. Letters of Agreement (LOA) are in place for meal periods and are specific only to wildland fire activities and not to all Forestry activities (i.e., long hours doing timber or resource field work). These LOAs are intended to recognize the shifting hours and start times that are so prevalent in high fire danger situations, increased preparedness levels, fire occurrence, and fire assignment. The LOAs allow for calculating payment for meal breaks based on continuous hours of work rather than looking at time prior to and after normal shift assignments.

General Government and Supervisory Employees

Meal Break taken per LOA: for use when employee takes an additional thirty-minute meal break at a time when the shift is dedicated toward Wildland fire activity. Employee will be compensated by Payroll depending on length of shift.

Meal Break not taken per LOA: for use when employee does NOT take an additional thirty-minute meal break at a time when the shift is dedicated toward Wildland fire activity. Employee will be compensated by Payroll depending on length of shift.

Meal Break taken per Contract: for use when employee takes an additional thirty-minute meal break at a time when the shift is NOT dedicated toward Wildland fire activity. Employee will be compensated by Payroll depending on length of shift.

Meal Break not taken per Contract: for use when employee does NOT take an additional thirty-minute meal break at a time when the shift is NOT dedicated toward Wildland fire activity. Employee will be compensated by Payroll depending on length of shift.

On the State of Alaska timesheet right bottom is a comment box. At the lower bottom of that box choose the appropriate wording from the drop-down for meal breaks. Use the comment box to indicate dates meal breaks were not taken.

An employee can claim both union contract **and** LOA meal breaks during the same pay period, however, the employee must indicate which days they worked per LOA (on Wildland Activities) and which days were per union contract.

The LTC contract requires an unpaid meal break approximately mid-point of each shift. If the shift exceeds 12 hours, the employee may request a second unpaid meal period (½ hour) after 8 hours of work.

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All employees are required to take a ½ hour unpaid meal break mid-shift or one every six hours of work (lunch or dinner) in a controlled situation. When working on the fire line on an uncontrolled fire, breaks are not mandatory, but are recommended. If this first unpaid meal break cannot be taken it must be noted on the CTR for approval by the supervisor.

Closing Out Regular State Employee Time Reports (OF-288's); Time reports must be closed out on the 15th and last day of each month and be sent with the regular timesheet back to the Home Unit no later than the day after the end of the pay period.

Closing Out Emergency Firefighter Time Reports (OF-288's) (See Form 1)

If feasible or practical, time reports are closed out on the 15th and last day of each month. **Time closeout is mandatory on June 30th due to the end of the fiscal year.**

Signing Off EFF Crews/Single Resource EFF

There are five possible scenarios when dealing with de-mobing EFF. They are:

- Crew/Single Resource goes to another fire and timesheet is closed out
- Crew/Single Resource goes to another fire and timesheet goes with them
- Crew/Single Resource is sent home and timesheets are sent with them
- Crew/Single Resource is going home and travel time is projected
- Crew/Single Resource is going home and arrival time is reported by phone

Crew/Single Resource Goes to Another Fire

It is preferable to close out the time when the resource is released and start a new OF-288. Time on an incident ends when travel to another incident begins.

Before closing out timesheets, use the checklist on page 10.

Timesheet Goes With the Crew/Single Resource – It may not be feasible to close out a timesheet due to rapid mobilization needs, in which case the checklist on page 10 should be consulted to ensure all items necessary have been considered before signing off timesheets. The column showing the last hours worked on the first incident should be closed out and signed off by the incident Finance Section. Travel time to the next incident should start at the top of the next column, or a new OF-288 started upon reaching the new incident. In the case of a crew, the timesheets should be given either to the Crew Representative (CREP) or the Crew Boss to be handed over to the Finance Section on the new incident.

Crew/Single Resource is Going Home

When the arrival time at the home unit can be reliably predicted, the incident may close out the timesheet. If crew members are traveling home on different aircraft, end times for the same crew will vary. Where practical, start a new column for travel time home.

Open Timesheet Goes Home With the Crew/Single Resource - This option is only viable if there will be someone at the home unit office to sign off the crew/single resource once they arrive there. Before signing off the timesheets, review the checklist on page 10. The column showing the last hours worked on the incident should be closed out and signed off by the incident Finance Section.

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Travel time to the home unit should start at the top of the next column to be closed out at the home unit.

Projecting Time for Crew's ETA on the OF-288 - Before signing off the timesheets, use the checklist on page 10. Projecting time makes sense when the crew is returning to their home and there is no Forestry employee to sign off their time.

Do not project arrival until transportation is secured and awaiting departure. Never short the crew time. Allow them plenty of time, usually as determined by Dispatch, to get home.

Call Upon Arrival Home - In cases where the distance to the home town, air service availability or potential weather factors may affect arrival at a particular time, the individual resource or Crew Boss will call Dispatch or the Area with their arrival time(s) so that it can be correctly recorded.

Arrival times, when using CWN (Call When Needed), aircraft can be verified through flight following records in the Area Dispatch or Logistics office. This can often be the case when resources are traveling home to remote villages.

The time of arrival is relayed to the Finance Unit for completion. The original of the OF-288 is given to the Crew Boss to take home.

For crews on project fires, close out is mandatory on June 30th, which is the end of the State fiscal year. Otherwise, OF-288s may be closed out on the 15th, the last day of the month, or at the end of the incident.

Checklist for Closing Out Emergency Firefighter Time Reports (OF-288s)

- ✓ Have Crew Boss examine crew time (CTRs & OF-288s) before crew members sign OF-288s
- ✓ Excess time must have IC approval on CTR, Resource Order or General Message
- ✓ Correct or settle time record disputes and initial changes before crew members sign
- ✓ Match signature to name in Block 5
- ✓ Block 1, Unique Identifier – Employee ID#
- ✓ Block 12, Position Title (mnemonic)
- ✓ Block 13, EFF Class
- ✓ Verify appropriate pay rate
- ✓ Verify dates (missing/duplicate)
- ✓ Draw diagonal line through unused portions of time columns
- ✓ Verify destination (home/another fire). For new fire, start new OF-288
- ✓ Confirm crew time reports have been turned in and posted
- ✓ Confirm commissary has been posted and added up correctly
- ✓ Verify travel time back to point of hire, whether it has been authorized, agreed upon and recorded on time report
- ✓ Verify block 21 is signed by timekeeper and corrections are initialed
- ✓ **Block 20, Employee Signature, OF-288 MUST be signed by the employee**

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The following items are verified on the OF-288 upon return from an incident:

- Time and commissary deductions are accurately posted
- All time is signed off by a timekeeper
- Timesheet is signed by employee (as per Employees Signatures on Timesheet Policy memo Appendix D)

Incident Distribution of Emergency Firefighter Time Reports

Original – will be sent with the employee back to their home unit (unless the employee’s destination is another location; then fax/scan to the home unit).

Copy – final fire package

Home Units will scan OF-288 and excess hours’ justifications to the appropriate Regional Office:

Coastal Region

Division of Forestry
101 Airport Road
Palmer, AK 99645-6445
Attn: Payroll
forcoaregadm@alaska.gov
Phone: (907) 761-6205
Fax: (907) 761-6201

Northern Region

Division of Forestry
3700 Airport Way
Fairbanks, AK 99709-4699
Attn: Payroll
dnr.nroeff@alaska.gov
Phone: (907) 451-2663
Fax: (907) 451-2690

Regional Administration Offices will audit OF-288s and then send to Payroll for processing, maintain copies for the Region, and archive a copy of the excess hours’ justification and Commissary Issue Record.

Alaska Fire Service (AFS) Crew Time **ORIGINALS** will be delivered to the following office:

AFS Crew Time – Please **FED-EX ORIGINALS** if not able to deliver to Alaska Fire Service

Alaska Fire Service
P.O. Box 35005
Fort Wainwright, AK
99703-0005
Attention: Financial Service
Phone: 356-5780
Fax: 356-5784

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