

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

**CHAPTER 2
INCIDENT PAYROLL**

PURPOSE: This chapter addresses payroll provisions for regular State employees, EFF, and contract/agency crews.

DOCUMENTATION

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. In the event an OF-288 is not generated by the Requesting Agency, CTRs signed by the Assignment supervisor are acceptable. For in-Area assignments, CTRs are the mandatory backup for any time worked on fires, including those working in support capacities, and must be turned in with the regular State timesheet. All time must match between the regular State timesheet and OF-288s or CTRs. A checklist will be maintained showing receipt of signed timesheets/OF-288s/CTR with follow-up as needed.

All DOF personnel record base hours worked on incidents to the incidents supported. Exception: Admin staff only charge base hours to incidents when working under a Resource Order.

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.

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.

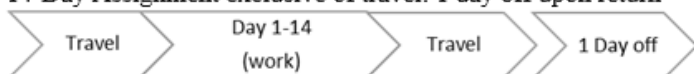
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MANDATORY DAY OFF/FATIGUE MANAGEMENT (From memo, Appendix E)

- For non-routine activity, on station activity, or in-State assignments, 2 days of rest are required in 21 days. This requirement should rarely be needed if scheduled or non-scheduled days off are given during periods of routine activity.
- 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 workweek threshold has not 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. (LTC rules are different from GGU and SU.)
- If an employee is working a normal work week and has not worked overtime or banked flex time hours under a flex time agreement, there will be no need to reset his/her work-rest period before departing on assignment,
- Drivers are limited to 10 hours/day in a 16-hour shift.
- 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 or 40 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 (standby is considered to be 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 worked on State timesheets and/or the OF-288 for that calendar day.

Lower 48 Assignment examples:

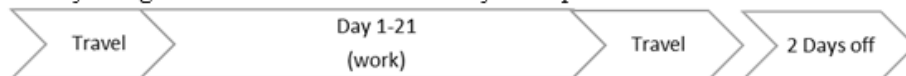
14-Day Assignment exclusive of travel: 1 day off upon return



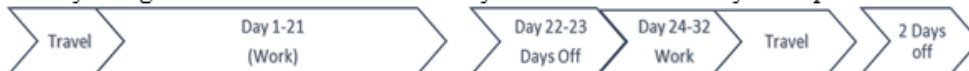
21-Day Assignment exclusive of travel: 1 day off at 15 and 1 day off upon return.



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.



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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, going directly 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

- Emergency Firefighters (EFF) – receive overtime pay for all hours worked in excess of 40 hours in the workweek. Mandatory day(s) off DO NOT apply to meeting the 40-hour threshold for overtime calculation purposes.
- General Government Unit (GGU) - Overtime eligible members - receive overtime pay in accordance with their contract. Mandatory day(s) off, leave hours, and paid non-worked holidays DO NOT apply to meeting the threshold for overtime calculation purposes. All hours worked on a holiday will be compensated at 1½ times the members' regular hourly rate and do apply toward meeting the threshold for overtime calculation.
- Supervisory Unit (SU)-Overtime Eligible Members - receive overtime pay in accordance with their contract. 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) and do apply toward meeting the threshold for overtime calculation.
- GGU and SU - Overtime Ineligible Employees
Provisions for working on fire activities, DNR all-risk response activities; compensation 17-GG-197, (see Appendix A). GGU provisions for working on fire activities have not yet been determined past 6/30/2019; please see your Area Admin.
Provisions for working on fire activities, DNR all-risk response activities; compensation 19-SS-036, (see Appendix B).

Public Employees Local 71 (LTC) - receive overtime pay in accordance with their contract.

SEASONAL OVERTIME CONVERSION

GGU Seasonal employees may choose to have OT hours worked, paid out at time and a half or as seasonal compensatory time. See Contract for details. Hours worked on Holidays cannot be converted and is always paid out at time and a half.

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SHIFT DIFFERENTIAL

EFF are not entitled to shift differential.

Bargaining unit members check Contracts for when shift differentials apply.

Shift differentials are shown twice on the State timesheet, once as hours worked and once as swing or grave shift hours.

RECALL (CALL-BACK, LTC)

EFF are not entitled to “recall” pay.

Bargaining unit members eligible for overtime check Contracts for when situations in which this provision does and does not apply.

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)

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. For OT calculation purposes for SU and GGU, hours worked apply for OT calculation purposes.

All hours worked on a holiday must be coded to High Fire Danger (HFD) or a fire and are entered on a separate line from the Regular Holiday line.

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.

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.

LTC and GGU bargaining unit members record standby/on-call for each calendar day or portion of a calendar day.

SU bargaining unit members record standby for each calendar day.

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.

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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. If a specific fire has requested you to standby, code to the incident.

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. 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.

To claim hazard pay, bargaining unit members performing this work must submit a Hazard Pay Worksheet (Form 2).

MEAL PERIODS

Letters of Agreement (LOA) are in place for GGU and SU that allow for additional compensation 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. The LOAs apply when in work status 2 hours or more in addition to a normal shift. LTC union members are covered under their contract.

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General Government and Supervisory Employees

An employee can claim both union contract **and** LOA meal breaks during the same pay period. Specific language and dates must be noted on timesheets to claim extra meal breaks.

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.

LTC

The 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.

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.

PAY RATE CHANGES

If the work assignment changes, the worker's classification and pay will be appropriately changed to reflect the new duties. Any incidental changes in assignment that cause a rate change must be documented on the crew time report. Permanent or long-term changes require a General Message and new Resource Order.

CLOSING OUT TIME REPORTS -OF-288'S (Form 1)

Regular State Employees

Pay periods end on the 15th and last day of the month. Admins will inform employees of payroll deadlines. Any timesheet not submitted in time to meet deadlines will have a timesheet submitted for them showing only base hours worked and an amended timesheet will be submitted as soon as possible by the employee. OF-288s are the normal mandatory backup documentation. CTRs may be substituted in circumstances where OF-288s are not generated by the Requesting Agency. An OF-288 or CTR is required and must be signed by the supervisor on the incident. Time recorded on regular State timesheet must match that shown on OF-288s/CTRs.

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Emergency Firefighters

If feasible or practical, time reports may be closed out mid-month and end of the month. Due to payroll deadlines, one or more days at the end of a pay period may need to carry over on the next OF-288 except that: **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. 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.

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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.

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, Employee Common Identifier – Employee ID#
- ✓ Block 12, Position Title (mnemonic)
- ✓ Block 13, AD Class – EFF Classification
- ✓ Block 19, Remarks – note if Trainee, justify different pay rates than Resource Order, etc.
- ✓ 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**

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)

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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 – Palmer Northern Region - Fairbanks

forcoaregadm@alaska.gov	dnr.nroeff@alaska.gov
Phone: (907) 761-6205	Phone: (907) 451-2663
Fax: (907) 761-6201	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.

CONTRACT CREWS - CHUGACHMIUT OR TANANA CHIEFS

OF-288s from these contract crews (under 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

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AGENCY CREW - UNIVERSITY OF ALASKA (UAF) FAIRBANKS

This Agency crew consists of Emergency Fire Fighters (EFF), except for the Superintendent, Assistant Superintendent and two squad bosses who are UAF employees. 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 must also be given to the employee to take to their home unit as back up documentation. If OF-288s are left at the incident, please scan to:

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

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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