

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

INCIDENT PAYROLL

Fire personnel time is kept on Form OF-288, Emergency Firefighter Time Report. For regular State employees the OF-288 is the mandatory backup for out-of-Area assignments, and must accompany the regular State timesheet to Juneau. All time should match between the two forms.

All DOF personnel record regular fire time to incidents supported. Leave or holiday time is never charged to an incident charge code or ledger code. They are properly charged only to the code of record except when working on incidents or assignments before or after the determined seasonal LWOP date.

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 they are aware of the situation and can establish RSAs 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 are backup documentation only and must be sent to their home office. Call to find out how they prefer to have timesheets sent/faxed:

Chugachmiut	Tanana Chiefs
Phyllis Wimberley	Human Resources
1840 Bragaw St. Suite 110	122 First Avenue
Anchorage, AK 99508-3463	Fairbanks, AK 99701
Phone: 907-334-0142	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 which will be submitted to Juneau for payment. OF-288s for the Assistant Superintendent are back up documentation only and must be sent to the EFF's home office. Please scan to the following:

University of Alaska Fairbanks Crew
Carrie Santoro
clsantoro@alaska.edu
(907) 474-6080

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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 according to 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.

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

State of Alaska policy is 1 day of rest in 21 days. In no case is any employee to exceed 20 days. **A Mandatory day off is a calendar day, not a 24 hour period.** State employees are not paid for a mandatory day off, as long as they work 37.5 hours in a work week. This mandatory day off is not compensated. The employee will not be in pay status.

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.

Article 13.01C Temporary Appointments. Selection for appointments for less than thirty (30) consecutive days will be right of management, other provisions of this contract notwithstanding. Temporary performance by an employee in a higher-rated classification shall not result in a change in classification of a position, unless such temporary work is approved in writing by the Division Director prior to performing the duties and is in excess of thirty (30) consecutive days. In such cases, the change to a permanent classification will be made in accordance with Article 22.02.

LTC should report "Temp. Upgrade" on each line indicating the range of each day as well. Use the comment section of the timesheet.

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 in excess of 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.

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- General Government Unit (GGU) - Overtime eligible members who regularly work a 37.5 hour workweek shall receive overtime for hours worked in excess of 37.5 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 37.5 hour threshold for overtime calculation purposes. Hours worked on a holiday do apply toward meeting the threshold for the purpose of overtime calculation.
- Supervisory Unit (SU)-Overtime Eligible Members - All work performed by members of the bargaining unit in excess of 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 1.5 times the member's regular hourly rate (Article 25.7). All work performed in excess of 37.5 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 have not yet been determined for the 2016 fire season.
- Public Employees Local 71 (LTC) - The employee shall be paid overtime for all work in excess of eight (8) hours in any one day and forty (40) hours in any one week, at one and one-half (1.5) 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.

Flex Time Agreements

- Supervisory Unit (SU) and General Government Unit (GGU) – See links:
- SU see <http://doa.alaska.gov/dop/fileadmin/HRForms/pdf/suFlexTime.pdf>
- GGU see <http://doa.alaska.gov/dop/fileadmin/HRForms/pdf/gguFlexTime.pdf>

Seasonal Overtime Conversion

The box labeled GGU Seasonal Overtime Conversion on the DNR Time and Attendance Report is checked when seasonal personnel opt to have overtime converted when they are put into seasonal leave without pay status. If the box is not checked, 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 on their hiring paperwork, they must “elect their choice” every pay period on their timesheet.

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Fatigue Management

Jeff Jahnke's May 2002 memo (see page 18) outlines requirements for mandatory time off to manage staff fatigue and promote safety in operations. That memo still stands as the Division's guide on this topic with the following exceptions/updates:

- A calendar day constitutes a day of rest rather than a 24 hour period. 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 37.5 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 (e.g., 21st) 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.

Incident Resource Order Compensation (IROC) and Wildland Fire Letter Of Agreements

See Regional Administrative Officer for details.

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 (3.75% of base hourly rate), subject to contract change.

GGU, SU bargaining unit members who start their shifts between 1200 and 1959 hours will receive swing shift pay (3.75% of base hourly rate), subject to contract change.

All bargaining units receive graveyard shift pay (7.5% of base hourly rate) 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 appropriate regular and/or overtime hours in the normal columns as well as in the shift columns in the far right on the State timesheet. Also note in the comment section that employee was assigned to a swing/graveyard shift. (Example page 14) When a bargaining unit member who is eligible to receive overtime works a shift that qualifies for shift differential pay, the employer shall compute overtime on the basis of the following formula:

$$(\text{Base rate} + \text{shift differential}) \times 1\frac{1}{2}$$

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 note the actual hours worked in the "recall" column rather than "4." 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 in the "recall" column, rather than "4".

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 in the "recall" column. A solicitation requesting information or availability for assignment does not constitute "call back" unless the employee is required to immediately report to work.

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Recall hours worked (Earnings code: 243, 244) count toward the minimum work week requirement but do not count toward the overtime threshold. Non-work recall hours (Earnings code: 245), 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 in order to perform the work.

Please note the attached memo (page 16) regarding LTC bargaining unit members who are called back to work immediately prior to the start of their regularly scheduled shift.

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 7.5 hours under holiday on timesheet to code of record (unless working after the seasonal employee's SLWOP date). Record actual hours worked on a separate line under overtime with the correct charge and ledger codes.

Employees working alternate workweek schedules should contact their Area or Regional Administrative personnel with questions regarding the affect 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. Employees may choose to float any designated holiday as long as 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.

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- 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 (1.5) the appropriate pay rate, in addition to seven-and-one-half (7.5) 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 (1.5).

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.

Contract:

<http://doa.alaska.gov/dop/fileadmin/LaborRelations/pdf/contracts/GGU20132016Final.pdf>

GGU Article 22.05 provides for Standby Pay for employees.

GGU Article 1.01.A defines the difference between an employee and bargaining unit member. Employees are permanent, probationary, and provisional while bargaining unit members are persons in nonpermanent positions.

Employees are not paid standby on mandatory days off.

- Public Employees Local 71 - An LTC bargaining unit member placed on-call for a calendar day or a portion thereof, shall be paid one (1) straight-time hour at the employee's base hourly rate.
- General Government Unit - For GGU an amount equal to ten (10) percent of seven and one-half (7.5) times the employee's hourly base salary will be paid to an employee who is assigned to a standby roster for each calendar day or portion of a calendar day. Compensation shall include geographic and shift pay as appropriate. Seven and a half (7.5) hours are shown in the Standby column for each day on standby regardless of number of hours on standby.
- Supervisory Unit – For each day on standby, in the “Standby” column, place a “1” for each calendar day on standby.
 - Overtime Eligible – The employee will receive pay in an amount equal to $\frac{3}{4}$ of one hour's pay at the hourly base rate.
 - Overtime Ineligible – The employee will receive pay in an amount equal to 1.25 hours pay at the annualized hourly base rate.

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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, particular fires, or high fire danger. If the individual is on standby for a particular fire, standby is entered for that date on the same line as the regular time and overtime being coded to the fire. For other standby, the hours are entered on a separate line of the timesheet and the standby code is used. (See the Suppression Component Coding chapter)

Hazard Pay

EFF are not entitled to Hazard pay.

Bargaining unit members who are required to work under dangerous conditions as determined by their bargaining unit contract shall receive hazard pay of seven and one-half per cent (7½ %) in four (4) hour increments so worked.

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 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 7, 2007 on page 19.

Bargaining unit members performing this work may record applicable time and claim for hazard pay. Use Hazard Pay Worksheet to record hazard time. (See chapter 2 supplement)

- Enter Name, Employee ID, and pay period, to correspond with the front of the DNR Time and Attendance Report.
- Date: Enter date of hazardous duty. More than one line may be necessary for a given date.
- UP & DOWN: Enter time hazardous work begins and ends for each occurrence. Use military time.
- Enter the appropriate eight digit charge Code (10310130) and eight digit ledger code (the fire # starting with 73).

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/Regional Forester may authorize written exceptions because of extremely high fire activity.

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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 and are for meal periods 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.

An employee can claim both union contract **and** LOA meal breaks, 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.

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 fireline on an uncontrolled fire, breaks are not mandatory, but are recommended.

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

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 demobing 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

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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. The incident's Regional Administration staff will coordinate payroll processing.

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. 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 dependably predicted, the incident closes out the timesheet. If crew members are traveling home on different aircraft, end times for the same crew will vary. Incident Regional Administration staff will coordinate final processing of the timesheets for crews. 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.

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 holding the timesheets for completion. A copy of the OF288 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 are may be closed out on the 15th, the last day of the month, or at the end of the incident.

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

- ✓ Have Crew Boss examine crew time (CTRs & OF288s) before crew members sign OF288s
- ✓ 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
- ✓ Block 12, Position Title (mnemonic)
- ✓ Blocks 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 OF288
- ✓ 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 17 is signed by timekeeper and corrections are initialed
- ✓ **OF288 MUST be signed by the employee**

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

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 page 12)

Incident Distribution of Emergency Firefighter Time Reports

Original – will be routed through the administering Area and then the employee’s home unit’s Regional office before being sent to Juneau for processing. For State employees, the original OF-288 will be submitted as backup for the regular timesheet.

Copy – final fire package

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Distribution of State EFF OF-288 from an Incident

Route original OF-288 and excess hours justifications to the following offices:

Coastal Region

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

Northern Region

Division of Forestry
3700 Airport Way
Fairbanks, AK 99709-4699
Attn: Payroll
Phone: (907) 451-2663
Fax: (907) 451-2690

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

AFS Crew Time – Please FED-EX 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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MEMORANDUM
Department of Natural Resources

STATE OF ALASKA
Forestry / Central Office

TO: Timesheet Collectors, MTM,
Regional/Area Admins, Area
Foresters, FMOs and Managers

DATE: March 24, 2014

TELEPHONE NO.: 269-8476

FROM: Dean Brown 
Deputy Director

SUBJECT: Employee Signatures on
Timesheets POLICY

Positive time reporting is a requirement for both state and federal programs and requires each timesheet to be signed by the employee. In many instances it is necessary to send a timesheet to payroll that has not been signed when the employee is not available. In that case it is signed by the supervisor who notes "Employee Not Available" on the employee signature block. **In ALL cases, a copy of that timesheet must subsequently be signed by the employee**, and then sent to payroll where the signed and unsigned timesheets are attached.

It is the responsibility of the Administrative timesheet collector to track unsigned timesheets and ensure that an employee does sign when he/she returns.

- Ensure that all employees sign their timesheets.
- If the employee is unavailable for signature, and is on fire assignment, provide a copy of the signed OF288 w/the timesheet to payroll. The timesheet is then signed by the supervisor and marked "employee not available".
- The employee MUST sign the timesheet when they return to the office.
- The crew time report has everyone's name on it and if the employee can sign that we will include that, or if they can sign/fax/scan with signature that is preferable. Otherwise they must sign when they return.
- Once signed, the timesheet collector will forward the timesheet to payroll to put with the unsigned timesheet already sent in.
- The admin timesheet collector will maintain a file of the unsigned timesheets to ensure follow through in obtaining a signature.

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State Timesheet EXAMPLE

**GGU & SU LONG FORM - DNR DIVISION OF FORESTRY
ELECTRONIC TIME AND ATTENDANCE REPORT**

Attach leave slips here

Collector/Phone: _____ Timekeeper: 451-XXXX

Employee Name (Last, First M.I.): **Smith, Soapie**

Employee Number: **12345**

Pay Period Ending: **7/15/XX**

Employee: **10047**

APRATY Balz: _____

OT Eligible: _____

U: Yes No

GGU: SU:

Short Term Non Perm:

Long Term Non Perm:

Seasonal:

Certified: _____

Batch # _____

Enter Date: _____

Enter Date: _____

Day of Week	Date	Hours Worked - Military Time		Hrs Calc	Reg time	Holi day	Leave	Pens	Misc	Sight	OT	Conv	Recall	Swing			Excess HRS Flex	Eight Digit Collocation Code	Eight Digit Ledger Code	Remarks									
		Start Time	Stop Time											RT	OT	Flex													
Fr	7/1/xx	10:00	14:30	15:30	18:30																Regular Day (COR)								
Fr	7/1/xx																					Standby Hrs							
Sat	7/2/xx	6:00	10:00	10:30	14:30	15:00	19:00																						
Sun	7/3/xx	5:00	10:00	10:30	14:30																								
Mon	7/4/xx																												
Mon	7/4/xx	6:00	10:00	11:00	14:30																								
Mon	7/4/xx	14:30	0:00																										
Tues	7/5/xx	0:00	2:00																										
Tues	7/5/xx	12:00	14:30	15:00	23:00																								
Wed	7/6/xx	6:00	11:00	11:30	19:00																								
Thu	7/7/xx	6:00	11:00	11:30	19:00																								
Thu	7/7/xx	21:00	23:00																										
Fr	7/8/xx	6:00	11:00	11:30	17:00																								
Fr	7/8/xx	22:00	23:00																										
Sat	7/9/xx	5:00	10:00	10:30	19:00																								
Sun	7/10/xx	5:00	10:00	10:30	19:00																								
Mon	7/11/xx	5:00	10:00	10:30	19:00																								
Tues	7/12/15	12:00	16:00	16:30	22:00																								
Wed	7/13/xx	10:00	14:30	15:30	18:30																								
Thu	7/14/xx	10:00	14:30	15:30	18:30																								
Fr	7/15/xx																												
MANDATORY DAY OFF																													
Grand Total																													
														161.50	46.00	7.50	0.00	0.00	0.00	7.50	36.50	6.00	7.50	15.00	5.00	7.50	42.00	179.50	0.00

Final determination of pay type and rate of compensation will be made by the Department of Administration.
We certify that the time and hours of work recorded above are true and correct.

Employee Signature: _____ Date: _____

Approving Authority Signature: _____ Date: _____

LOA: Willard Fee BU No

Hazard on reverse? Yes No

Commissary Yes No

Deduction: \$ _____

Comments: 7/15 Mandatory Day Off

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

DNR TIME & ATTENDANCE REPORT INSTRUCTIONS

NOTE: Record all appropriate information in the top section of the timesheet.

DATE: List all dates in pay period including regular days off (RDO).

START TIME: Indicate shift start time.

REGULAR TIME: Record all time worked at straight time except hours compensated as straight overtime. Leave, overtime, and holidays should not be included here.

HOLIDAY: Record 7.5 hours for paid State holiday. Do not include hours worked. Record Holiday time worked on separate line.

LEAVE: Record the hours of leave reported on leave slips. Misc. leave: leave hours not identified elsewhere on timesheet (i.e. sick – LTC, military, court, family).

OT STRAIGHT: LTC – Record hours worked between 7.5 and 8 hours a day. **SU/KK** – Record hours between 37.5 and 40 hour per week.

1.5 X OVERTIME: GG – Record hours worked after 37.5 hours per week. **LTC** – Record hours worked after 8 hours in a day or 40 hours per week. **SU/KK** – Record hours worked after 40 hours per week. Record all hours worked on holidays. Signature of supervisor authorizes overtime for eligible employees.

2 X OVERTIME: LTC only – Record hours worked on 2nd scheduled RDO if employee has worked 7 consecutive days.

RECALL/CALL BACK: Record only actual hours worked and start time. **GG** – Recall provisions do not apply in the following cases:

- a. if the additional work assignment has been scheduled prior to the bargaining unit member's leaving the worksite at the end of the shift;
- b. if the employee who is contacted to return to work is on standby when contacted to return to work;
- c. if the employee has volunteered to be called for overtime during a specific pay period;
- d. if the employee is not required to report to a work station or other location to perform the work.

STANDBY/ON-CALL: GG – Record 7.5 hours for each day on standby. **SU** – Record one hour on each day on standby. **LTC** – Record an X in column for each day on-call.

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OUT OF CLASS CODE: LTC only – Record the appropriate wage group in column for each day working out of class. Note on comment line duties performed that qualify the employee to receive out of class pay and name of the employee they are working for.

DAILY TOTALS: Total of all regular time, holiday, leave, and overtime.

CHARGE/LEDGER CODE: Enter only if time is to be charged to other than code of record. Enter corresponding ledger code or fire number if applicable.

TOTAL HOURS: Total hours per page.

GRAND TOTAL: Total hours for pay period.

HAZARD: Complete Hazard Pay Worksheet

Sign and date timesheet.

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



MEMORANDUM
Department of Natural Resources

STATE OF ALASKA
Support Services Division
Human Resources Section

TO: Administrative Managers
Administrative Assistants

DATE: 2 February 2000

PHONE: 465-2463

FROM: Lee Powelson *lee*
Human Resources Manager

SUBJECT: Call Back – Contiguous Hours

In response to a recent inquiry, the following is provided to assist you in correctly paying LTC employees when called back to work immediately prior to the employee's regular hours of work.

Section 14.03 – Call Back, establishes the basic rule for compensating an employee who is directed to return to work after completing their scheduled work. For most scenarios, the contract language is clear; however, in the following situation the practice of the parties needs clarification.

When an employee is directed to return to work *AND* the employee works continuously to the start of the regular work schedule, the employee is entitled to call back pay at the rate of time and one-half for hours actually worked prior to the start of the employee's regular shift.

Here's an example:

The employee is regularly scheduled to work from 7:00 AM to 3:00 PM with a one-half hour lunch break. Due to heavy snow (which the weather service didn't predict so the extra hours were not scheduled in advance) the employee is called back to work early. The employee reports to work at 5:30 AM to clear the parking lot and sidewalks. The employee works until 7:00 AM, then completes the regular shift.

The employee is paid as follows:

5:30 AM – 7:00 AM	1.5 hours at the rate of time and one-half (code 244)
7:00 AM – 3:00 PM	7.5 hours at the straight-time rate (code 100)

Since the employee receives at least four hours of work this day, the contractual requirement of "a minimum of four (4) hours pay at the appropriate overtime rate" is met. The appropriate pay rate for work between 5:30 and 7:00 AM is the time and one-half rate. The appropriate pay rate for work between 7:00 AM and 3:00 PM is the straight-time rate.

If you have any questions about this, please call the payroll section.

ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
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MEMORANDUM

Department of Natural Resources

STATE OF ALASKA

Division of Forestry
Central Office

TO: Division of Forestry Personnel
DATE: May 22, 2002
TELEPHONE: 269-8474
FROM: Jeff Jahnke
Director
SUBJECT: Fatigue Management

Employees should receive adequate time off to safely perform the essential functions of their positions. The following is established to promote safety, limit fatigue, and reduce work-related injuries while adhering to specific bargaining unit contract provisions.

Division of Forestry:

1. Adopts a **2 to 1 Work-Rest Ratio**; and
2. Provides at least **1 Day Off in 21 Days**.
3. Provides for **Meal Breaks**.

All division employees are responsible to adhere to these requirements.

2 to 1 Work-Rest Ratio

The Division of Forestry has adopted the nationally recognized 2 to 1 work-rest ratio guideline (for every 2 hours of work or travel, provide 1 hour of rest). For example, a 16- hour shift must be followed by 8 hours of rest.

Written justification with approval by the Regional Forester, Chief of Fire & Aviation, or Incident Commander is required for hours in excess of:

- 19 hours worked during the first 24-hour operational period of an incident, with 5 hours rest before the next operational period; or
- 16 hours worked after the first 24-hour operational period, with 8 hours rest before the next operational period.

Note: Any employee assigned full-time driving duties may not exceed 10 hours driving during a maximum allowable 16-hour shift, followed by 8 hours rest before the next operational period.

Time in transit to an incident is considered time worked and starts when a person reports to logistics or a similar office and ends upon check-in at the incident.

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

Division Employees – Fatigue Management Guidelines
May 22, 2002
Page 2

1 Day Off in 21 Days

All Division of Forestry employees will have at least one day off within a 21-day period. After 13 consecutive days of work, employees should be scheduled for their next regular day off (RDO) whenever feasible. (See example #1 attached.)

In no case is any employee to work in excess of 20 consecutive days. (See example #2 attached.)

Fulltime employees are entitled to 37.5 hours in pay status within 5 consecutive days, and two consecutive days off, within the 7-day workweek (Monday 0001 hours to Sunday 2400 hours). Managers should stagger work schedules (so not all individuals have the same RDOs) to most efficiently maximize coverage of the work unit.

In extreme situations during the high fire season, employees may not be able to take their next RDO following 13 consecutive days of work. In these circumstances, a supervisor may instruct an employee to take a regularly scheduled workday off in order to comply with the 1 day off in 21 policy. In this scenario, the supervisor must ensure the employee still receives the 37.5-hour of pay status within five consecutive days. Employees may elect to use personal or annual leave, or overtime conversion, for a mandatory day off that falls on a regularly scheduled workday, in lieu of unpaid time off. Supervisors may not direct employees to take leave to meet the 37.5-hour workweek threshold.

It is the responsibility of employees and supervisors to track days worked in order to adhere to this policy.

Meal Breaks

Division employees are expected to follow their collective bargaining agreements regarding meal breaks. When working on fire assignment, employees shall comply with the Alaska Incident Business Management Handbook and the Federal Interagency Business Management Handbook regarding meal breaks.

In extreme situations, fireline personnel may be compensated for their meal period in accord with the Alaska Incident Business Management Handbook (Chapter 2), and the Federal Interagency Business Handbook (Chapter 10, Section 12.6). Compensable meal breaks are the exception, not the rule.

CC: DNR Human Resources

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

Example #1 - JUNE 2002

After the employee has worked 13 consecutive days, taking the next RDO results in 1 day off within 14 days. In the example below, it is the employee's 14th day that they take off.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 WORK	4 WORK	5 WORK	6 WORK	7 WORK	8 WORK
9 WORK	10 WORK	11 WORK	12 WORK	13 WORK	14 WORK	15 WORK 13 th DAY
16 EE TAKES RDO	17 WORK	18 WORK	19 WORK	20 WORK	21 WORK	22
23	24	25	26	27	28	29

Example #2 – MAY- JUNE – JULY 2002

After the employee has worked 13 consecutive days, they take their next RDO. In this example, it is the employee's 19th and 17th days that they take off.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 MAY WORK	27 Holiday OFF	28 WORK	29 WORK	30 WORK	31 WORK	1 JUNE WORK
2 WORK	3 WORK	4 WORK	5 WORK	6 WORK	7 WORK	8 WORK
9 WORK 13 th DAY	10 WORK	11 WORK	12 WORK	13 WORK	14 WORK	15 EE TAKES RDO
16 WORK	17 WORK	18 WORK	19 Personal Leave	20 WORK	21 WORK	22 WORK
23 WORK	24 WORK	25 WORK	26 WORK	27 WORK	28 WORK	29 WORK
30 WORK	1 JULY WORK	2 WORK 13 th DAY	3 WORK	4 Holiday WORK	5 WORK	6 EE TAKES RDO

Example #3 - JUNE 2002

If an employee is directed to take a normally-scheduled workday off, then 37.5 hours need to be scheduled by Friday (for a normal Monday-Friday workweek). Having worked 10 hours Monday and Tuesday, and directed to take Wednesday off, there remains 17.5 hours to schedule in the workweek to be completed by Friday. Required day off may be personal or annual leave, overtime conversion, or unpaid time off.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2 (End of Workweek) WORK	3 WORK 10 hrs	4 20 th DAY WORK 10 hrs	5 REQUIRED DAY OFF	6 WORK 8.75 hrs	7 WORK 8.75 hrs	8 WORK
9 WORK	10 WORK	11 WORK	12 WORK	13 WORK	14 WORK	15 WORK

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

MEMORANDUM
DEPARTMENT OF NATURAL RESOURCES

STATE OF ALASKA
DIVISION OF FORESTRY
CENTRAL OFFICE

TO: Area Foresters
Fire & Aviation Working Group
Area FMOs
Region Aviation Managers
Region/Area Admins

DATE: August 17, 2007

PHONE: 451-2666

FROM: Chris Maisch
State Forester

SUBJECT: Forestry Work
Under a Helicopter

The LTC, GG, and SU contract provisions indicate that transportation by and working under a helicopter are activities eligible for hazard pay. ("Working under a helicopter" is referred to 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 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. Bargaining unit members performing this work may record applicable time and claim for hazard pay.

Forestry activities which are *not considered working under a helicopter* include but are not limited to *marshalling or guiding helicopters, calling in a bucket drop, and working on the fire line.* Employees engaged in these activities should not be claiming for hazard pay.

There are a variety of activities in wildland firefighting which pose risk. This memo does not diminish the importance of safety in our operations, nor does this memo define all conditions in which risk and safety are key factors. This memo serves only to define the Forestry activities related to the contract provisions for working under a helicopter.

Supervisors and recipients of this memo are expected to relay the information to their staff who engage in the activities discussed in this memo.

cc: Forestry Management Team
Norm McDonald, Acting MSAO FMO