

Chapter 2 - Incident Payroll

PURPOSE

This chapter addresses payroll provisions for regular State employees, Emergency Fire Fighters (EFF), and contract/agency crews.

DOCUMENTATION

Fire personnel time is kept on an [Emergency Firefighter Time Report \(OF-288\)](#) (Form 3). For regular State employees, a signed 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, [Crew Time Report's \(CTR's\)](#) (Form 7 & 7a) signed by the assignment supervisor are acceptable. All time must match between the regular State timesheet and OF-288's or CTR's. A checklist will be maintained showing receipt of signed timesheet's/OF-288's/CTR's with follow-up as needed. See memo regarding OF-288 and CTR requirements. ([Appendix D-1](#))

All Division of Forestry (DOF) personnel record base hours worked on incidents to the incidents supported. Exception: Admin staff charge base hours to incidents only when on assignment under a Resource Order.

PAY ADMINISTRATION FOR STATE EMPLOYEES

Work Week

For overtime computation purposes, the work week begins Monday morning at 12:01 AM (0001) and ends Sunday night at 12:00 midnight (2400), unless the work week is otherwise defined by union agreement. Overtime is paid per applicable bargaining unit rules for regular State employees. Type 2 Crew EFF are paid no less than eight hours of work per day except first and last days. Non-crew EFF only receive pay for actual hours worked. Mandatory days off are uncompensated for all employees.

EFF versus Casual/AD

State of Alaska (EFF) employees have a different pay plan than Casual/AD's. EFF are paid overtime for any hours worked above 40 hours in the work week. The work week follows the same schedule as it does for State employees (see above).

Pay/Time

[CTR's](#) (Form 7) and [OF-288's](#) (Form 1) are required for all personnel assigned to the incident and must be recorded in half-hour increments for EFF and quarter hour increments for regular state employees. The CTR must be signed by a supervisor within the incident chain of command and all OF-288's must be signed off by an incident timekeeper. All employees must sign their OF-288's before turning them in to their home unit. All timesheets signed off by timekeepers and employees must be done in blue ink. USE ONLY LEGAL NAMES, NOT NICKNAMES.

Any State of Alaska employees from other Departments/Division than Forestry supporting an incident are to receive the same documentation as other resources. Any equipment resources provided by other State agencies also require [Shift Tickets](#) (Form 9) and Resource Order(s) as documentation.

All EFF and State Employees, must have a signed OF-288 turned in to their Home Unit per payroll deadlines. OF-288's must be either interim or a final version. Draft copies will not be accepted.

Shifts and Daily Work/Rest Ratio

Work shifts that exceed 16 hours (after 1st shift) and/or consecutive days that do not meet the 2:1 work/rest ratio must have [written justification](#) (Form 6) 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.

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.

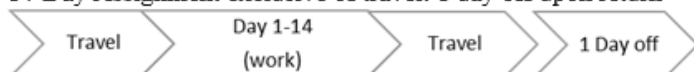
Compensable Travel Time

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. Meal breaks should be shown.

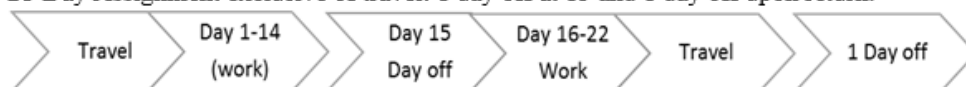
MANDATORY DAY OFF/FATIGUE MANAGEMENT (see Appendix E)

- For non-routine activity, on station activity, or in-State assignments: one day of rest is 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.

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.



- 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 days off before departing on a new resource order assignment. **It may not be used between back-to-back assignments.** 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 fall 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 their work-rest period before departing on assignment.
- Drivers are limited to 10 hours/day of driving 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 work week consists of 37½ or 40 hours in pay status within the State work week in accordance with SU, ASEA, and LTC bargaining unit agreements.
- An employee cannot be placed on standby (standby is 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](#) (Form 1) for that calendar day.

OVERTIME CALCULATIONS

EFF

Receive overtime pay for all hours worked in excess of 40 hours in the work week. Mandatory day(s) off DO NOT apply to meeting the 40-hour threshold for overtime calculation purposes.

General Government Unit (GGU) and Supervisory Unit (SU) - Overtime Eligible Members

The Department of Natural Resources (DNR) has established Letter(s) of agreement (LOA) with both GGU and SU unions to allow daily overtime to be shown on State of Alaska timesheets.

DNR Forestry & All-Risks Response Activities; Overtime Compensation Timesheet Recording 20-GG-142 (Appendix K)

DNR Forestry & All-Risks Response Activities; Overtime Compensation Timesheet Recording 22-SS-002 (Appendix J)

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 by an overtime eligible employee will be compensated at 1½ times the members' regular hourly rate and do apply toward meeting the threshold for overtime calculation.

General Government Unit (GGU) and Supervisory Unit (SU) - Overtime Ineligible Members

The Department of Natural Resources (DNR) has established Letter(s) of agreement (LOA) with both GGU and SU unions to allow overtime ineligible employees to be compensated for overtime hours while assisting in All Risk Response Activities. Each employee must have a Resource Order that is approved by the DOF Deputy Director. See LOAs for additional details.

GGU - DNR Forestry & All-risk Response Activities; Compensation 20-GG-006 (Appendix A)

SU - DNR All-risk Response Activities; Compensation 22-SS-001 (Appendix B)

Mandatory day(s) off, leave hours, and paid non-worked holidays DO NOT apply to meeting the threshold for overtime calculation purposes when applying the above referenced LOAs. OT Ineligible employees who work on a holiday will float their holiday (holiday hours are added to their leave bank) and work a minimum of their normal work hours or take leave. All hours worked on a holiday by an OT Ineligible employee will be compensated at the members' regular hourly rate and do apply toward meeting the threshold for overtime calculation.

Public Employees Local 71 (LTC)

Receive daily overtime pay in accordance with their contract.

SEASONAL OVERTIME CONVERSION

GGU seasonal employees may choose to have overtime 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.

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 (GGU/SU) / CALL-BACK (LTC)

- EFF are not entitled to “recall” pay.
- Bargaining unit members eligible for overtime check Contracts for 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 OT Eligible bargaining unit members. For SU and GGU, hours worked apply for overtime 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 support with questions regarding the effect of their work week on holidays.

STANDBY (GGU/SU) / ON-CALL (LTC)

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 HFD. If the individual is on standby for HFD or rotation, see Chapter 13 - Suppression Component Coding for correct coding. If a specific fire has requested an employee to standby, code to the incident.

- 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.
- SU bargaining unit members record standby for a portion of each calendar day.

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-hour increments worked.
- To claim Hazard Pay, bargaining unit members performing this work must indicate Hazard Pay on their timesheet and submit a [Hazard Pay Worksheet](#) (Form 2). Time actual worked under Hazard Pay activities is recorded on the Hazard Pay Worksheet, not four-hour increments. Payroll will determine the four-hour increments.

MEAL BREAKS

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.

General Government Unit (GGU) and Supervisory Unit (SU)

LOA’s for additional meal breaks (apply only to Forestry) 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 LOA’s are intended to recognize the shifting hours and start times that are so prevalent in HFD situations, increased preparedness levels, fire occurrence, and fire assignment. The LOA’s 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 LOA’s apply when in work status two hours or more in addition to a normal shift. 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 in the comments section to claim extra meal breaks. Employee will be compensated by payroll per the referenced LOA.

Division of Forestry Meal Breaks: LOA 20-GG-005, (see Appendix I).

DNR, Division of Forestry, Wildland Fire Activities; Meal Breaks: 22-SS-032 (see Appendix L)

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.

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.

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.

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.

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 eight hours of work.

REFURBISHMENT

If there is an immediate business need (determined and authorized by the supervisor) for a resource returning from an assignment to refurbish equipment upon return, it is allowed. There must be a time sensitive need that can't wait until the next shift. Otherwise, refurbishment should wait until the next shift. Time for processing paperwork is not considered refurbishing but administrative work which is allowable up to two hours.

Allowable times:

- Instate: up to four hours depending on equipment/gear in need of refurbishment.
- Out of State: up to eight hours depending on equipment/gear in need of refurbishment.

TCC, UAF, Chugachmiut crews are governed by their cooperative agreement. Fire Department cooperators must receive home unit Fire Manager Officers approval per AIBMH Chapter 7.

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 CTR. Permanent or long-term changes require a [General Message](#) (Form 5) and new Resource Order.

HIRING EMPLOYEES OF OTHER STATE OF ALASKA DEPARTMENTS

Persons employed by the State in Divisions other than DOF or Departments other than Natural Resources, may work on an incident or in certain support functions through [Reimbursable Service Agreements-RSA](#) (Form 8) Contact the Regional Administrative Officer so an RSA can be established as needed. Employees of other Departments in State government can not take leave from their regular job to work for the DOF. Documentation requirements for all work done is the same as for DOF employees. Resource Orders are required for all personnel working under a fire RSA. (Equipment may also be resource ordered and used on incidents as documented through [Shift Tickets](#). (Form 9)

CLOSING OUT [OF-288's](#) (Form 1)

Payroll is on a bi-weekly schedule. Each pay period will start on a Monday at 0001 and end on the second Sunday at 2400. Timesheet deadlines are on the Monday following the end of the pay period unless it is a State of Alaska holiday. Before closing out timesheets, use the checklist on page 8.

Regular State Government

Travel time started and left open – it will be closed out by the employee's home unit.

Crew/Single Resource EFF

When the arrival time at the home unit can be reliably predicted, the incident may close out the timesheet or leave it open. 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.

Federal (AD)

Travel time is left open and the timesheet is sent with the employee or crew boss to be turned in at their point of hire (home unit) IMMEDIATELY upon their return. Dispatch, at the home unit, should be notified of return travel arrangements.

Regular Federal Government

Travel time started and left open – it will be closed out by the employee’s home unit.

Other Agency Personnel

Project travel time to home unit. Close out OF-288 and give original to agency person.

Regular State Employees

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-288’s are the normal mandatory backup documentation. Time recorded on regular State timesheet must match that shown on OF-288’s/CTR’s.

Emergency Firefighters

Effective June 1, 2020 if feasible or practical, interim time reports may be submitted on the same schedule as regular employees. 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.

Signing Off EFF Crews/Single Resource EFF

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

1. Crew/Single Resource goes to another fire and timesheet is closed out
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.
2. Crew/Single Resource goes to another fire and timesheet goes with them
It may not be feasible to close out a timesheet due to rapid mobilization needs, in which case the checklist on page 8 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.
3. Crew/Single Resource is sent home and timesheets are sent with them
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 8. 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.
4. Crew/Single Resource is going home and travel time is projected
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.

5. Crew/Single Resource is going home and arrival time is reported by phone

In cases where the distance to the hometown, 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-288 is given to the Crew Boss to take home.

Projecting Time for Crew’s ETA on the OF-288

Before signing off the timesheets, use the checklist below. 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.

CHECKLIST FOR CLOSING OUT EFF TIME REPORTS ([OF-288 Example](#)) (Form 3)

✓	There must be a Doc ID in the upper righthand corner. If not...make one up!
✓	Block 2: Employee Common Identifier - Employee ID#.
✓	Block 3: Check one of the three boxes
✓	Block 5: Name
✓	Block 8: Incident Name
✓	Block 9: Incident Order Number
✓	Block 10: Fire Code
✓	Block 11: Resource Order #
✓	Block 12: Position Title (ex: PTRC)
✓	Block 13: AD Class - (ex: EFF5)
✓	Block 14: Rate
✓	Block 15: Fire Code...same as block 10
✓	Block 19: Remarks - if any apply
✓	Block 20: Employee Signature (OF-288 MUST be signed by the employee) If no signature available, you must write “Unavailable for Signature” and then you must obtain an ORIGINAL signature at later date for payroll.
✓	Block 21: Timekeeper Signature

- ✓ Have Crew Boss examine CTR’s and OF-288’s before crew members sign OF-288’s.
- ✓ Excess time must have IC approval on [CTR](#) (Form 7 & 7a), Resource Order or [General Message](#) (Form 5) and [written justification](#) (Form 6) must go with the employee.
- ✓ Correct or settle time record disputes and initial changes before crew member’s sign.
- ✓ Match signature to name in Block 5.
- ✓ 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 CTR’s 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.

INCIDENT DISTRIBUTION OF EFF TIME REPORTS (OF-288's)

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:

<u>Coastal Region</u> - Palmer dnr.dof.cr.admin@alaska.gov PH: (907) 761-6289 Fax: (907) 761-6213	<u>Northern Region</u> - Fairbanks dnr.nroeff@alaska.gov PH: (907) 451-2660 Fax: (907) 451-2690
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Regional Administration Offices will:

1. audit OF-288's.
2. send to payroll for processing.
3. maintain copies for the Region.
4. archive a copy of the excess hours' justification and Commissary Issue Record.

CONTRACT CREWS - CHUGACHMIUT OR TANANA CHIEFS

OF-288's from these contract crews (under cooperative agreements), are backup documentation and must be given to the crew members to be handed in to their home office. If OF-288's 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.

<u>Chugachmiut</u> Daisy Barnes Human Resources Manager 1840 Bragaw St. Suite 110 Anchorage, AK 99508-3463 PH: (907) 562-4155 Fax: (907) 743-0644 Daisy@chugachmiut.org	<u>Tanana Chiefs</u> Elise Alexander HR Generalist/TCC 122 1st Avenue Fairbanks, AK 99701 PH: (907) 452-8251 ext: 3259 Cell: (907) 347-2220 1-800-478-6822 elise.alexander@tananachiefs.org Point of Contact for the Fire Crew Jolene Bante PH: (907) 452-8251 ext. 3472 Jolene.bante@tananachiefs.org
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AGENCY CREW - UNIVERSITY OF ALASKA (UAF) FAIRBANKS

This Agency crew consists of EFF, except for the Superintendent, Assistant Superintendent and two squad bosses who are UAF employees. Time will be recorded on CTR's and OF-288's. Finance at the incident will give signed OF-288's to the crew members to return to their home unit (the Regional Office in Fairbanks) to process. OF-288's 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-288's are left at the incident, please scan to:

Julie Biddle
Director, UAF Interior Alaska Campus
125C Harper Building
810 Draanjik Drive/PO Box 756720
Fairbanks, Alaska 99775
jlbidle@alaska.edu
PH: (907) 474-6490
Fax: (907) 474-5208

Alaska Fire Service (AFS) Crew Time Hiring/Payroll Paperwork

Please scan/email OF-288's/hire paperwork to Alaska Fire Service using Form 4 below to:

Alaska Fire Service
P.O. Box 35005
Fort Wainwright, AK
99703-0005
Attention: Financial Service
PH: (907) 356-5579
Fax: (907) 356-5784
blm_ak_afs_casualhire@blm.gov
[Processing Incident Time Reports for Casuals](#) (Form 4)

- Please enter the Federal Fire Financial Code into EISuite for OF-288's
- DO NOT insert AK Fire Numbers on their OF-288
- Use "Form 4": Processing Incident Time Reports for Casuals" as the cover sheet when emailing OF-288/hire paperwork
- See "[OF-288 Example](#)" (Form 3)
- Originals go to employee