

Draper City Fire Department Pay Plan Policy

- 1) Policy:
 - a) Subject to available funding, it is the policy of the City Council to provide a Step Pay Plan (“Plan”) and supporting policies to ensure equitable compensation practices across sworn positions in the fire department.
 - b) The existence of a Plan shall not be construed to grant an employment right upon any employee, or guarantee that any employee shall receive a specific salary or pay increase at any given time during his/her employment with the City.

- 2) Applicability: With the exception of the position of Fire Chief, this policy applies to all full-time sworn positions in the Department.

- 3) Responsibility:
 - a) The Human Resources Director, or his/her designee, will maintain a Department specific Plan, as approved by the City Manager.
 - b) Responsibility for implementation and compliance with the Plan shall rest with the Human Resources Director and Fire Chief.

- 4) Pay Plan:
 - a) General:
 - i) The minimum and maximum salary for each position within the Plan should be consistent with the midrange of the most current “market survey.”
 - ii) For each sworn position, the Plan shall include the minimum salary (“entry”), maximum salary, and a defined number of steps to move from the entry to maximum salary.
 - iii) The effective range (number of steps) for each position shall be as follows:

Position	Effective Range
Firefighter EMT - I	Entry plus 12 steps
Firefighter EMT - II	11 steps
Firefighter Engineer EMT	10 steps
Firefighter Paramedic - I	Entry plus 12 steps
Firefighter Paramedic - II	11 steps
Fire Captain	5 steps with experience, 7 steps with degree
Battalion Chief	3 steps with experience, 5 steps with degree

- iv) The Plan shall be percent-based with a constant 2.75% between each step.

- v) Adjustments to the Plan shall be:
 - (1) made in percentages rather than in dollar amounts; and
 - (2) may include any of the following:
 - (a) a structure adjustment, to adjust the entire plan to reflect changes in the market (i.e., number of steps, percent between steps, etc.) or in the cost-of-living; or

- (b) funding decisions by the City Council.
- b) Initial Placement in Position and Step: except as otherwise provided for in subsection (4) (c) Service Credit, new full-time employees will be placed at the “entry” step of the salary range for their assigned position.
- c) Service Credit:
- i) At the time of hire, and at the rate of one (1) year for each whole year of qualifying experience, new full-time employees shall receive service credit for up to six (6) years of qualifying experience for pay only, unless otherwise provided for in the initial hiring of 2017.
 - ii) Service credit shall be rounded down to the nearest whole year.
 - iii) Qualifying experience is defined as equivalent, full-time, paid structural firefighter/EMT or structural firefighter/paramedic experience with any municipal, county, state, or federal fire department/district.
- d) Annual Step Increase: When funded, step increases are effective the first pay period after the hire date anniversary. To receive the step increase the employee must :
- i) have completed at least twelve (12) months of service prior to their first annual step increase; and
 - ii) meet or exceed job expectations as outlined in the annual performance evaluation.
 - iii) If an employee receives discipline during the year, the employee and Human Resources shall be notified if it will affect merit eligibility with the proper documentation. If it does, it will result in ineligibility or delay for an annual step increase.
- e) Promotion or Demotion:
- i) An employee who is promoted or demoted will be placed in the applicable step and grade for the Plan; and shall reflect proper placement for Service Credit and meet minimum job requirements.
 - ii) Funded career ladder related promotions shall be effective the first pay period following the effective date of eligibility.
- f) Reduction in Pay: A reduction in pay for disciplinary reasons, with or without a change in position, may be imposed in accordance with City Personnel Policy Section 5030-1.
- g) Position and Step Upon Reinstatement or Rehire:
- i) A non-probationary employee who is re-appointed following separation due to a reduction-in-force shall be placed in his/her previous step.
 - ii) An employee who has been activated by the United States Armed Forces, or is on leave without pay for the purpose of serving in the Armed Forces, shall be reinstated in accordance with the provisions of the Uniformed Services Employment & Re-employment Rights Act, 1994; 38 U.S.C.; 4301-4333, as currently adopted and hereinafter amended.
 - iii) The position and step of an employee who is reinstated as a result of administrative appeal or subsequent court action shall be as directed by the appeal board or court.
 - iv) Employees who terminate employment with the City and are rehired at a later date shall be placed in the position assigned at the time of rehire, and at the

same step as when they terminated, plus any additional qualifying service credit as outlined in subsection (4) (c), Service Credit.

h) Longevity: Employees whose pay rate is above the maximum salary level for the grade of the position (red-circled) may receive merit pay as a lump sum bonus as approved by the City Council in the annual budget appropriation per Draper City Personnel Policy Section 5080-5.