

GENERAL ADMINISTRATION MANUAL

VOLUME 3: HUMAN RESOURCE POLICIES

TITLE: EMERGENCY FIRE FIGHTERS TERMS AND CONDITIONS

EFFECTIVE: June 18, 2005

1.0 SCOPE

1.1 Authority

1.1.1 This policy is issued under authority of Cabinet Minute # 05-16, July 7, 2005.

1.2 Application

1.2.1 This policy applies to all persons engaged for the specific purpose of duties involving emergency fire suppression.

1.2.2 Persons engaged for this specific purpose are engaged, with no position, as “casual” personnel, per the *Public Service Act*; however, Policy 3.7 Casual Personnel Recruitment, Terms and Conditions and Benefits, shall not apply to persons engaged for any duties associated with emergency fire suppression.

1.3 Purpose and Principles

1.3.1 This policy establishes a registry process and terms and conditions for personnel engaged to perform any duties associated with emergency fire suppression, hereinafter known as Emergency Fire Fighters. Emergency Fire Fighters are entitled to the terms and conditions outlined in this policy. They are not entitled to terms, benefits and conditions not specifically outlined in this policy.

1.3.2 Emergency Fire Fighters are engaged to supplement regular and auxiliary personnel to control a fire. Emergency Fire Fighters may be engaged to fight the fire directly, or to perform other administrative and operational duties associated with an emergency fire suppression response.

2.0 REGISTRY OF EMERGENCY FIREFIGHTERS & DOCUMENTATION

2.1 The primary considerations for the engagement of Emergency Firefighters are availability, certification, and previous directly related work experience. The registry intake will continue on an on-going basis and selections will be made from the Zone office where personnel have been registered.

2.2 Upon engagement, all Emergency Fire Fighters are required to sign and abide by the Conditions of Employment Contract.

3.0 COMPENSATION

3.1 Base pay for the most junior category of duties will be 30% over minimum wage. A progressive pay schedule established on the basis of category of duties will be reviewed annually and authorized by the Public Service Commissioner.

3.2 Compensation Scales

3.2.1 All Emergency Fire Fighters will be compensated at an hourly rate in accordance with the Compensation Scales for Emergency Fire Fighters, approved by the Public Service Commissioner.

3.2.2 Emergency Fire Fighters are eligible for:

3.2.2.1 overtime at 1.5 times the regular hourly rate for all hours worked in excess of eight hours per day, 40 hours per week;

3.2.2.2 vacation pay at 4% of all wages earned during the period of employment;

3.2.2.3 statutory holiday pay at the regular hourly rate if the holiday falls after the first 30 days of employment; overtime at 1.5 times the regular hourly rate for all statutory holidays worked.

3.2.3 Emergency Fire Fighters are not eligible for any benefit plan compensation available to regular or seasonal employees.

3.3 Pay Periods

3.3.1 Emergency Fire Fighters shall initial their hours of work on a daily time slip, which will be recorded and approved by their supervisor.

3.3.2 Emergency Fire Fighters shall be paid on a bi-weekly basis, at least, from an imprest account managed by the Department of Community Services, unless otherwise prescribed by the Deputy Minister of Finance.