

This operating policy outlines the Fire District's pay policy and procedures.

A. Pay Procedures

1. All personnel pay is based upon an annual rate structure with the rate of pay being a function of the position held.
2. The Board of Fire Commissioners is responsible for the establishment and approval of all pay rates for all personnel, and may from time to time review the pay rates to ensure that pay scales are competitive with other fire departments. The Board of Fire Commissioners will assess the effects of inflation annually in July and may adjust the pay rate of all personnel to compensate for inflation. Any pay adjustment will become effective at the beginning of the first full pay period in the month of October.
3. All new employees and those promoted to a higher rank will serve a 12-month probationary period.
4. Personnel will be paid biweekly. Pay periods begin on Saturday and will end on Friday, 14 days later. Pay will be disbursed by direct deposit to employees' accounts on the Wednesday following the close of the pay period. If payday is on a legal holiday, then the paychecks will be disbursed on Tuesday.

B. Insurance

1. The Fire District will provide medical, life and workers' compensation insurance for all full-time employees. If an employee wishes to insure their dependents through the Fire District's medical insurance policy, they may do so.
2. The Fire District will pay the premium; however, 50% of the cost of the dependent coverage will be deducted from the employees' pay.
3. It is the responsibility of each insured firefighter to submit any and all insurance claims in a timely manner, in accordance with the coverage plan then in force. Providers usually require that claims for expenses incurred in a given period of coverage be submitted within a pre-defined period, including an end-of-yea "grace period".
4. The ENFD will not honor claims filed after the "grace period", or those in any way not in accordance with the policy's provisions.
5. Any costs incurred due to late filing of claims is solely the responsibility of the individual ENFD employee.