



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 062**

***PAYMENT /
RECORDKEEPING REQUIREMENTS***

I. PURPOSE

To assure compliance with the payment record keeping requirements set forth by the Wage and Hour Division of the Civil Rights Commission and to ensure appropriate payment of volunteer stipends.

II. SCOPE

This policy applies to all members of the MJFD.

III. POLICY

In order to maintain accurate pay records, all members are required to submit a monthly Volunteer Log.

IV. GUIDELINES

- A. Members are responsible for completing and submitting a monthly Volunteer Log to the Fire Chief for review and approval before final submittal to the Secretary of the Board for payment.

Approved by the Mescal-J6 Fire District Governing Board on October 12th, 2015. Replaces February, 2012