MESCAL J-6 FIRE DISTRICT

STANDARD OPERATING POLICY # 063

PAY PERIODS / PAYCHECK DISTRIBUTION

I. PURPOSE

To establish a pay schedule in order to comply with wage and hour regulations governing payment of wages and/or stipends,

II. SCOPE

This policy applies to all members of the MJFD.

III. POLICY

It is the policy of the MJFD that volunteer stipend payments shall be made on a monthly basis.

IV. GUIDELINES

A. The payroll periods at MJFD are monthly; pay periods begin at midnight the 25th and end at 2359 hours on the 24th of the following month. Paychecks and direct deposits shall be distributed to members on the first day of the following month.
B. Each member shall submit a Volunteer Log, detailing their incident response, coverage shifts, and training/ drills attended, by the 25th of each month.
C. Each payday, members shall receive a statement or check stub reflecting the total stipends, any related deductions, and net pay. The following shall be automatically deducted: State, Federal, and Social Security taxes, member contributions to District benefit plans, uniform and/or other deductions as requested by the employee, and deductions as required by law or court order.
D. A member paycheck shall be given only to the member unless prior written authorization is provided for it to be given to someone else.
E. The member shall report any error with paychecks to their immediate supervisor, who shall ensure correction via the chain of command.

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