



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 078**

Minimum Wage / Paid Sick Time

- I. PURPOSE** The purpose of this policy is to ensure District compliance with Arizona Revised Statute §23-375 A., the Arizona Fair Wages and Healthy Families Act.
- II. SCOPE**
This policy applies to all part-time and/or full-time non-volunteer personnel employed by the District, regardless of whether the employee is paid an hourly wage or receives a salary.
- III. DEFINITIONS**
1. Year- For the purposes of this policy, and unless otherwise specified, a “year” shall mean fiscal year, beginning July 1 and ending June 30.
 2. Employee- For the purposes of this policy, an *employee* is either an hourly or salaried employee with defined working hours
 3. PST- Paid Sick Time, calculated and reported on an hourly basis.

IV. POLICY

Effective July 1st, 2017, the minimum wage payable to employees shall be \$10.00 per hour. Automatic increases to the minimum wage shall take effect as follows:

\$10.50 on and after January 1st, 2018

\$11.00 on and after January 1st, 2019

\$12.00 on and after January 1st, 2020

The minimum wage shall be increased January 1, 2021 and on January 1 of successive years by the increase in the cost of living, as outlined in A.R.S. 23-363 B.

All non-volunteer personnel employed by the District will begin accruing paid sick time at a rate of 1 hour per every 30 hours worked, not to exceed 40 hours per fiscal year (July 1-June 30).

At the end of every fiscal year, an employee’s unused paid sick time will carry-over to the next fiscal year. The maximum hours to be carried over shall not exceed 40 hours.

The District will pay a maximum of 40 hours of paid sick time per employee, per year.

The District will provide each employee a notice, either electronically or on paper, with the number of PST hours they have accrued, the number of PST hours they have used, and the number of PST hours available for use. Such information will be provided to each employee with their paystub.

Employees separated from District employee shall not receive, regardless of reason, receive no payment for accumulated PST; however, if the employee is re-instated by the District within 9 months, the employee previously accrued PST hours shall be reinstated and available for immediate use.

Paid sick time shall only be used for absences as designated in A.R.S. 23-375. A. Upon request, MJFD will provide an employee a complete list of approved PST absences.



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 078**

Minimum Wage / Paid Sick Time

For an absence to qualify for PST, a *Request for Use of Paid Sick Time* form must be completed in its entirety and submitted to MJFD Administration. No employee shall be subject to disciplinary action for using PST according to this policy.

IV. PROCEDURE

1. The employee must attach a completed *Request for Use of Paid Sick Time* form to MJFD Administration by the end of the pay period in which the absence occurred (the 23rd of every month).
2. Requests for PST submitted after the 23rd of each month are ineligible for PST and the employee may be subject to disciplinary action resulting from an unapproved absence.
3. Employees absent for more than three (3) working days for a personal illness shall be required to provide the District with a return to work note, issued by a licensed physician. The note shall state if the employee is cleared for either full-duty, or limited duty with any restrictions clearly specified.

Approved by the Mescal-J6 Fire District Governing Board on June 29, 2017