





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

TITLE: Compensation Categories	SECTION/TOPIC: PERSONNEL
NUMBER: 200-5	ISSUE DATE: 7/1/17
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I. PURPOSE

- A. This Standard Operating Procedure addresses the how compensation categories will be utilized in the organization's compensation plan.

II. SCOPE

- A. This Standard Operating Procedure applies to all members of the Northern Wake Fire Department.

III. PROCEDURE

A. Compensation Categories

Code	Position
FS 1	Firefighter Trainee
FS 2	Firefighter
FS 4	Lieutenant
FS 5	Captain
FS 6	Battalion Chief
FS 9	Fire Chief
FS 11	Administrative Assistant

B. Non-Exempt Employees

1. Full-Time Employees
 - a) Position Classes FS-1, FS-2, FS-4, FS-5, FS-11
 - b) Works 40 or more hours per week
 - c) Compensated based upon an annual salary
 - d) Base salary cannot be raised beyond the maximum of the designated range
 - e) Employees whose salary reaches or exceeds the maximum of his or her pay range will be eligible for a merit "bonus" payment, which will not become part of the employee's base pay
 - f) Will be subject to withholding and taxes
 - g) Will account for hours worked
 - h) Will be eligible for leave
 - i) Will be eligible for medical and other benefits
 - j) Those employees not on probation will be eligible for annual merit increases

2. Part-Time Employees
 - a) Position Classes FS-2 and FS-4
 - b) Will receive an hourly rate of compensation based upon whether they meet the FS-2 Firefighter or FS-4 Engineer position qualifications as listed in SOP 200-4.
 - c) Works 40 or more hours per week but no more than 1,000 hours per calendar year
 - d) Will be compensated at an hourly rate equivalent to the hourly salary of full-time employees who are comparable in terms of experience and qualifications
 - e) Will be subject to withholding and taxes
 - f) Will account for hours worked
 - g) Is not eligible for leave
 - h) Is not eligible for medical and other benefits
 - i) Is not eligible for annual merit increases

C. Exempt Employees

1. Full-Time Chief Officers and Administrative Assistant
 - a) Position Classes FS-6, FS-9 and FS-11
 - b) Averages 40 hours per week annually
 - c) Will be compensated based upon an annual salary
 - d) Base salary cannot be raised beyond the maximum of the designated range
 - e) Employee whose salary reaches or exceeds the maximum of his or her pay range, the employee will be eligible for a merit "bonus" payment
 - f) Will be subject to withholding and taxes
 - g) Will be eligible for leave
 - h) Will be eligible for medical and other benefits

D. Volunteer Positions

1. Volunteer Deputy Chief, Division Chief and Battalion Chiefs
 - a) Maximum annual stipend of \$6,000 per station
 - b) \$30,000 split equally among Volunteer Chiefs
 - c) Stipends are subject to withholding and taxes

2. Volunteer Captains, Lieutenants, Engineers and Firefighters
 - a) Shall not receive a stipend for non-response duties
 - b) Weeknight Stipend - \$75 per 12-hour shift
 - c) Weekend Stipend - \$100 per 12-hour shift
 - d) Holiday Stipend - \$100 per 12-hour shift
 - e) Weekday Fill-In Stipend - \$100 per 12-hour shift
 - f) Weeknight Fill-In Stipend - \$75 per 12-hour shift
 - g) Weekend Day Fill-In Stipend - \$100 per 12-hour shift
 - h) Weekend Night Fill-In Stipend - \$100 per 12-hour shift
 - i) Pay-Per-Call Stipend - \$5 per call (Home Based Responses)
 - j) Stipends are subject to withholding and taxes

E. Compensation Ranges (As of 7/1/19)

	Position Title	New Minimum	New Midpoint	New Maximum	Classification
FS-2	Firefighter	38,527	50,451	62,376	Non-exempt
FS-4	Lieutenant	44,000	57,224	70,448	Non-exempt
FS-5	Captain	52,000	67,102	82,204	Non-exempt
FS-6	Battalion Chief	62,000	78,690	95,380	Exempt
FS-11	Administrative Assistant	39,478	53,290	67,122	Exempt
FS-9	Fire Chief	91,000	120,928	150,856	Exempt