

J. Approval of Changes to Policy 1057, Differential Pay



**Northwest Fire District
Governing Board**
13535 North Marana Main Street
Marana, Arizona

SCHEDULED

MEMORANDUM NO. 25-1082

Date: February 25, 2025
To: Governing Board
From: Kim Sotomayor, Director
Division: Human Resource Services
Type of Action: Formal Action/Motion
Strategic Plan Goals: Strengthen recruitment, development, and retention of an engaged workforce reflective of the organization's community and core values
Agenda Item: Approval of Changes to Policy 1057, Differential Pay

RECOMMENDATION:

Approve changes to Policy 1057, as presented.

MOTION:

Move to approve the changes to Policy 1057, as presented.

DISCUSSION:

The changes to Policy 1057 were approved at the Leadership Committee meeting on February 5, 2025. The change in the policy adds differential pay for the Accreditation Manager and lists what would be added to an employee's base pay if they hold an exempt position.

ALTERNATIVES:

None.

Fiscal Impact

FISCAL YEAR: 24/25

BUDGETED Y/N: No

AMOUNT REQUESTED: \$0

FISCAL IMPACT: The addition of an Accreditation Manager to an employee's base pay was not budgeted in the FY24/25 Adopted Budget but would be covered in the available capacity of budget lines. No

additional funds are being requested with this change.

Attachments

Policy 1057

Differential Pay

1057.1 PURPOSE AND SCOPE

The purpose of this policy is to compensate employees' special assignments, skills, qualifications, or credentials, which are above and beyond the basic requirements of their current position.

1057.2 POLICY

It is the policy of Northwest Fire District to compensate employees for special assignments, skills, qualifications, or credentials.

Employees may be required to apply and test to receive differential pay. (Please see Procedure 1016)

Differentials will be removed when an employee is no longer performing the work, the position no longer requires the work to be performed, or the employee no longer has the special assignment, skills, qualifications, or credentials.

Employees must provide proof of skills, qualifications, or credentials when required or when requested.

Differentials are not guaranteed and are based on operational efficiency and the business needs of the District.

The following may be compensated with differential pay:

- Health and Fitness Coordinator
- Peer Support Team Coordinator
- Wildland Coordinator
- Special Operations Team Members
- Firefighters and Captains certified as an EMCT-Paramedic (See Procedure 1016)
- Accreditation Manager

The Health and Fitness Coordinator, Peer Support Team Coordinator, Wildland Coordinator, and Special Operations Team Member roles require a minimum of a two (2) year commitment.

At the conclusion of the two (2) years, the employee may elect to extend their commitment an additional two (2) years or vacate the role. These roles and associated extensions are not guaranteed and are based on operational efficiency and the business needs of the District.

Employees who have completed their commitment are eligible to re-apply for any of the roles above.

Northwest Fire District

Policy Manual

Differential Pay

Certain vacancies created within the Special Operations Team, such as those caused by injuries or leaves, may require provisional appointments to the team. The appointees may receive a differential in accordance with the Acting Up procedure (see Procedure 1015).

Differential Pay is added to the employee's base pay:

- \$1.34 per hour for those on a 56-hour shift
- \$1.96 per hour for those on a 40-hour shift
- \$4,076.80 annually for those in an exempt position