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| SOG# 505-8 | Standard Operating Guideline | | |
|  | Cumberland Road Fire Department Inc. Volunteer Night Stay Reimbursement | Approved By | |
| | | Steven Parrish, Fire Chief | |
| | | Effective Date | Revised Date |
| | | 1-10-1991 | 7-1-2020 |

PURPOSE:

The purpose of this standard is to provide a means of compensation for all members that have met the qualification set forth by the department to qualify for a quarterly reimbursement for "Volunteer Night Stays".

APPLICATION:

Provisions of this standard apply to all members of the Cumberland Road Fire Department. Part-Time members are excluded during their scheduled/working time.

PROCEDURE:

Members shall be compensation at the rate of Ten dollars (\$10.00) per volunteer night stays. In order to qualify, the member must arrive ready for duty on or before 2000 hours, and remain available until 0700 hours the following morning.

Quarterly reimbursement will be paid on the first scheduled pay date during the months of, October, January, April, and July.

Due to budgetary restrictions, only Eighteen Hundred dollars (\$1,800.00) is allotted per quarter. The Fire Chief and/or the Board of Directors reserves the rights to renounce any and all reimbursements, at any time.

EXCEPTIONS TO PAYMENT:

If at any time a member is terminated from the department, or chooses end their membership status NO reimbursement will be paid.

RESPONSIBILITIES:

It shall be the responsibility of the member to ensure their Volunteer Night Stay is entered in the departments FireHouse RMS.

It shall be the responsibility of the On-Duty Shift Captain to assist members with entering their Volunteer Night Stay in the departments FireHouse RMS.

It shall be the responsibility of the Training Staff to ensure correct FireHouse RMS entries are made, and provide the Payroll Manager with a completed report for payment prior to Payroll processing on the above-mentioned months.

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It shall be the responsibility of the Payroll Manager to process reimbursement payment during the above-mentioned months.

This standard supersedes all previous publications.