

## **CLIO AREA FIRE DEPARTMENT POLICY**

### **REIMBURSEMENT AND/OR COMPENSATION OF EXPENSES**

Periodically, there are circumstances for which employees and/or members of the Clio Area Fire Department incur loss of pay, out of pocket expenses, or are asked to conduct special assignments. These situations, due to their nature, are deemed to be reimbursable.

#### **APPROVAL**

A form shall be completed and approved by the Chief prior to the reimbursement and/or compensation

#### **RATE OF REIMBURSEMENT/COMPENSATION**

The rate of reimbursement shall be determined on an individual case-by-case basis and will be an amount to make the person whole for the loss of pay.

In the event there is no loss of pay, but compensation is planned, the rate of compensation shall be hourly and will be equal to the rate of pay as of the last regular pay period. Example: If the person is an On Call member of the Department, and the last incident response pay equaled \$12.00 per hour, the compensation rate would be \$12.00 per hour. If the person were a full or part time employee, the rate would be their regular hourly rate. Exception shall be the compensation paid for training expense.

#### **TIMELINESS OF REIMBURSEMENT/COMPENSATION**

Reimbursement shall be made during the first regular business day following the week in which the loss occurred.

Compensation shall be paid at the next regular Fire Authority meeting, unless it is an "out of pocket expense", which shall be paid during the first regular business day following the week in which the loss occurred.

#### **COURT APPEARANCES**

When subpoenaed to court for any business related to the Clio Area Fire Department or the Clio Area Fire Authority.

#### **INJURIES/WORKMENS COMPENSATION INSURANCE**

Any member injured during performance of duties associated with the Clio Area Fire Department and suffers loss of pay due to inability to work as the result of the injury or time between the injury and when Workmen's Compensation Insurance begins shall be reimbursed accordingly.

#### **SPECIAL ASSIGNMENT**

When a member is asked to conduct business for the Department, outside of their regular and expected duties. An example of this type of assignments could be, transporting trucks and/or equipment to a repair facility.

If the Special Assignment includes meals and/or overnight stay, arrangements shall be made in advance.

Determination of compensation for Special Assignments shall be made prior to the assignment and shall be authorized by the Chief.