

BULLETIN

NO: 19-041
DATE: March 13, 2019
TO: All Personnel
FROM: Chris Webber, Assistant Chief, Emergency Operations
Michelle Yamamoto, Assistant to the Fire Chief, Fiscal Services
SUBJECT: Use of 0192 and 0193 Pay Codes

The purpose of this bulletin is to clarify the use of the 0192 (Special Assignment OT, Non-Mandatory) and 0193 (Special Assignment/Training OT, Mandatory) pay codes. Historically, the use of 0192 and 0193 has been extremely inconsistent. To establish consistency and clarify the true intent of the 0192 and 0193 pay codes, the following definitions are to be used.

0192: Special Assignment OT, Non-Mandatory (Sp Asn OT Non-Mandatory) will be used for non-mandatory special assignment overtime. Non-Mandatory assignments are those that are not a requirement to maintain your current assignment, certifications or position.

Examples:

- Instructors
 - Academy or IST
- Continuing education instructor
 - Except those required by MOU
- Voluntary department sponsored training/meetings
- Voluntary special assignments
 - Outfitting, apparatus inspections
 - Project work

0193: Special Assignment/Training OT, Mandatory (Sp Asn or Trng OT Mand) will be used for mandatory special assignment or training. Mandatory assignments are those that are required (policy, MOU or State/Federal mandates) as part of your current assignment, certifications or position.

Examples:

- Mandatory training or meetings required to maintain assignments
 - Paramedic continuing education
 - Specialty Team Training or meetings
 - Hazmat call-back drills
 - TRT Required Training

All program managers, supervisors and payroll approvers will make every effort to publish the appropriate pay codes and other payroll information prior to the event. A careful screening of payroll entries by the approvers is expected prior to approval. Any new use of the 0193 code must be approved at the Deputy Chief level and must comply with City pay criteria. All questions should be routed through the chain of command.