

BULLETIN

NO: 20-174

DATE: September 29, 2020

TO: All Personnel

FROM: Michelle Yamamoto, Assistant to the Fire Chief, Fiscal/Payroll
Christopher Webber, Assistant Fire Chief, Emergency Operations

SUBJECT: Strike Team Internal Orders (IO) and Pay

DISPOSITION: Read/Retain for Reference

The following information is provided to standardize OneSD entries and the use of internal orders (IO) for Strike Teams, and to clarify how Strike Teams are paid.

Internal Orders (IO)

The following internal orders shall be used only by those deployed (not backfill).

IO# 11003634 – Weather-Related Upstaffing for all resources (Strike Team, Task Force, etc.)

IO# 11003847 – Assistance by Hire (ABH) for all resources (Strike Team, Task Force, etc.)

Other IOs for specific deployments:

IO# 11001726 – Strike Teams Overtime

IO# 11001727 – Overhead Deployment Overtime (*Single Resource only*)

IO# 11001746 – IMT SD OPS Area Incidents

IO# 11004142 – State US&R Deployments OES

IO# 11004182 – Cal OES Swiftwater Search & Rescue

IO# 11004222 – HIRT State Deployment OES

IO# 11004224 – Federal US&R Deployments FEMA

As a reminder, a complete list of IOs is available on the S: drive at the following location:
S:\Operations\IO Numbers.

Upon Deployment

- If the employee is on regular duty:
 - Continue this pay for remainder of work shift (0800)
 - Move to premium pay at end of shift (0800 hours)
- If the employee is on any other status (ALT, TW, etc.):
 - Continue this pay until shift is required to be extended, then move to premium pay.
For example: If an employee is working a 12-hour (0800-2000) trade work (TW), this status will be continued to 2000 hours. At 2000 hours when the employee's shift needs to be extended, the employee would then receive premium pay.

Returning from Deployment with 96-Hour Rule in effect

- Upon returning from deployment that exceeds 96 hours on a regularly assigned shift, employees are not required to return to duty and will receive premium pay for remaining hours until end of regular duty shift

Returning from Deployment on a Regularly Assigned Shift (96-Hour Rule Suspended)

- Stay on-duty for remainder of shift
 - Receive premium pay until regularly assigned shift is complete (0800)
- Elect to go off-duty
 - Use personal leave time (annual leave, comp time, etc.) to cover remaining time in shift
- There is no 4-hour off then return to duty provision in the reimbursement contract with the State. Therefore, employees who return on an on-duty day will need to either elect to stay on duty or use leave time.

Strike Team OneSD Entry

- Station
 - Use station and division where assigned at start of deployment for all days
- Attendance Type (Pay Code)
 - Deployed Fire Suppression (0175)
 - Deployed Trade Worked (0196)
 - Deployed Fire Admin Staff (0198)

Questions regarding this change should be routed through the chain of command or to your Payroll Specialist.