



UNIFIED FIRE AUTHORITY BOARD FINANCE COMMITTEE AGENDA

Monday, April 15, 2019 at 2:30 p.m.

NOTICE IS HERBY GIVEN THAT THE UNIFIED FIRE AUTHORITY FINANCE COMMITTEE SHALL ASSEMBLE FOR A MEETING AT
3380 South 900 West, Salt Lake City, UT 84119

1. Call to Order - Chair Stewart
2. Public Comments
Please limit comments to three minutes each
3. Minutes Approval - Chair Stewart
 - A. December 13, 2018
4. Payroll Policy – CFO Hill
5. Budget Transfers for FY18/19 – CFO Hill
6. Budget Message – Chief Petersen
7. Budget Review – CFO Hill
8. Possible Closed Session
The Board may consider a motion to enter into Closed Session. A closed meeting described under Utah Code Section 52-4-205 may be held for specific purposes including, but not limited to:
 - A. discussion of the character, professional competence, or physical or mental health of an individual;
 - B. strategy sessions to discuss pending or reasonably imminent litigation;
 - C. strategy sessions to discuss the purchase, exchange, or lease of real property;
 - D. discussion regarding deployment of security personnel, devices, or systems; and
 - E. investigative proceedings regarding allegations of criminal misconduct.

A closed meeting may also be held for attorney-client matters that are privileged pursuant to Utah Code § 78B-1-137, and for other lawful purposes that satisfy the pertinent requirements of the Utah Open and Public Meetings Act.

Re-Opening the Meeting

9. Adjournment

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL UFA MEETINGS.

In accordance with the Americans with Disabilities Act, UFA will make reasonable accommodation for participation in the meetings. Please call the clerk at least three working days prior to the meeting at 801-743-7213. Motions relating to any of the foregoing, including final action, may be taken at the meeting. This meeting may be held telephonically to allow a member of the UFA Board to participate. This agenda is subject to change with a minimum 24-hour notice.

CERTIFICATE OF POSTING

The undersigned, does hereby certify that the above agenda notice was posted on this 12th Day of April, 2019 on the UFA bulletin boards, the UFA website www.unifiedfire.org, posted on the Utah State Public Notice website <http://www.utah.gov/pmnl/index.html> and was emailed to at least one newspaper of general circulation with the jurisdiction of the public body.

Cyndee Young, UFA Board Clerk



**UNIFIED FIRE AUTHORITY BOARD
FINANCE COMMITTEE MEETING MINUTES**

Tuesday, December 13, 2018 at 2:00 p.m.

In Attendance

Committee Members:

- ✓ Councilmember Perry
- ✓ Mayor Sondak
- ✓ Mayor Silvestrini
- ✓ Mayor Peterson
- ✓ Mayor Dahle
- ✓ Mayor Hale
- ✓ Councilmember Stewart

Staff:

- ✓ Chief Petersen
- ✓ CFO Hill
- ✓ Cyndee Young

Guests:

Guests:

- | | |
|---------------------------|---------------------------|
| ✓ CLO Roberts | ✓ Captain Burningham |
| ✓ AC Ziolkowski | ✓ Lana Burningham |
| ✓ AC Watson | ✓ DOC Easton |
| ✓ AC Higgs | ✓ Kate Turnbaugh |
| ✓ Fire Marshal Larson | ✓ Marcus Arbuckle-Auditor |
| ✓ Division Chief Case | ✓ Michelle Peterson |
| ✓ Division Chief Pilgrim | ✓ Greg Fisher |
| ✓ Division Chief Robinson | ✓ SDM Schulzke |
| ✓ Division Chief Ball | ✓ Captain Greensides |
| ✓ Division Chief Rhoades | ✓ Arriann Woolf |
| ✓ Division Chief Burchett | ✓ Bill Brass |
| ✓ Division Chief Watkins | ✓ Captain Ellis |
| ✓ Darren Park | ✓ Jarin Blackham |
| ✓ Steve Schmidt | ✓ Captain Hilton |

Meeting called to order by Chair Stewart at 2:03 p.m.

Public Comments

None

Minutes Approval

Mayor Silvestrini made a motion to approve the minutes from the October 9, 2018 Finance Committee Meeting Minutes as submitted

Motion seconded by Mayor Sondak

All in favor, none opposed

Review/Approve of Fiscal Year 17/18 Financial Audit – CFO Hill

- ◆ Marcus Arbuckle, Auditor and Kate Turnbaugh reviewed the audit, although not fully finalized yet
- ◆ Identified several errors with inventory counts, internal controls need improving in Logistics
 - ◆ An electronic inventory system is currently in use, but procedures during EMAC deployments & not capturing when crews come in to pick up necessary items has contributed to errors in accountability
 - ◆ DC Robinson now has procedures in place to account for all in/out flow of warehouse items
 - Next week Finance & Logistics have a meeting to discuss controls further
- ◆ A second issue surfaced with regard to personnel timecard approval signatures
 - ◆ Occasionally supervisors are failing to approve timecards in Kronos as well
 - ◆ Auditors are not documenting this error, but brought up as a comment
 - ◆ The problem is most likely the implementation of Kronos, and this will improve
 - ◆ Another issues is when WL is in the field, they are unable to approve time, it was suggested that a delegate be assigned for instances such as this
 - A craft procedure should be created for remote field situations
- ◆ A memo will be drafted to address the progress thus far regarding inventory accountability in Logistics and the timecard issue
 - ◆ A procedural proposal and a policy change will be necessary once procedures have been finalized
- ◆ The Fire Chief will prepare a formal response that will identify the steps to correct the deficiencies on both issues for the January Board Meeting
- ◆ The unassigned fund balance has increased, and 8.5% is our budgeted target
 - ◆ Chief Petersen
 - Does not want to spend on operating costs
 - Will spend on one time purchases in Capital Expenses or will return to members
 - UFA will minimize dependency on ending fund excess as the budget is tightened
 - In 3-4 budget cycles a better idea on the budget number will be identified
 - UFA will not move to an unsustainable budget
- ◆ Mayor Silvestrini moved to approve the FY 17/18 Financial Audit
- ◆ Mayor Peterson seconded the motion
- ◆ All in favor, none opposed

Review proposed Exhibit A to the UFA/UFSA Interlocal Agreement for Services for Calendar Year 2019 – CFO Hill

- ◆ This agreement is for services provided by UFA employees on behalf of UFSA
- ◆ Each year is evaluated to verify the amount of time spent doing work for UFSA
 - ◆ \$10,000 increase revenue for UFA, expenditure for UFSA
 - ◆ No actual time keeping involved, all times are estimates
 - ◆ If a major event requires extensive time, a mechanism will be triggered & this will be brought before both Boards for amendment

- ◆ Mayor Dahle moved to approve Exhibit A to the UFA/UFSA Interlocal Agreement for Services for Calendar Year 2019
- ◆ Mayor Peterson seconded the motion
- ◆ All in favor, none opposed

Brighton Incorporation – Chief Petersen

- ◆ Currently trying to capture what is defined as recreational areas and what is actually being served as such
 - ◆ Will engage SLCo to redefine recreational areas
 - ◆ SDM Schulzke is currently working to help provide data/mapping in support of this goal
- ◆ Meeting actively with potential Brighton candidates
 - ◆ Will provide a UFA 101 orientation in January
- ◆ Councilman Stewart expressed concern that the incorporation of Brighton should not increase the member fee to other UFA members
 - ◆ He believes the feasibility study clearly indicated the loss of funds paid for by the county was a clear potential if they incorporated
 - ◆ With Brighton having this knowledge, the burden should be on the new town

Part-Time Paramedics – AC Higgs

- ◆ Through analysis it has been determined that to strengthen continuity of delivery of service we will staff Peak-Load ambulances with Part-Time Paramedic/Part-Time EMTs
 - ◆ Requires an increase in the hourly rate from an average of \$13 to \$18 to allow for a competitive wage for PT PM
 - ◆ This will make all ambulances ALS capable
 - ◆ This can be done within the current budget and we are requesting the approval to begin preparing for the implementation in February
 - ◆ This new rate will be incorporated in the budget process for FY 19/20
 - ◆ The Finance Committee thanked staff for bringing this to the attention of the Committee and agreed that this was within the authority of the Fire Chief to implement

Logistics Spending Plan Change – AC Watson

- ◆ Notice that this is a spending plan change, not a budget change
- ◆ Originally brush gear was to be purchased for Wildland, this will now be proposed in next year's budget
- ◆ Will use the funds for part-time EMS jackets, for uniformity with full-time crews

Capital Replacement Plan – CFO Higgs/DC Robinson

- ◆ Logistics has encountered a price increase for vehicle extrication equipment- 3 sets are needed to replace aging equipment and the bid was \$9,950 over the budgeted amount
- ◆ Capital Replacement Fund can handle this increase since many projects have come in under budget
- ◆ The Finance Committee appreciated the savings secured in other capital purchases to allow this one item to be covered from within the existing budget

Update on Cost of Recruit Camp – AC Higgs/DC Rhoades/CFO Hill

- ◆ Moving five Firefighter Specialists from Operations to Fire Training to help with training delivery of 27 individuals in this year's academy
 - ◆ Normally the UFA camps are 16 or less, over 16 requires two camps to maintain the appropriate student/instructor ratio

- ◆ They will stay on Operations payroll for base salary, but Fire Training will cover the OT costs and the training will be delivered concurrently to allow all to be assigned to Operations shift positions in time for the busy summer months
- ◆ At this point in time, Operations Overtime is exceeding budget, however, overall wages are under budget due to the vacancies
- ◆ The Operations personnel costs are on target right now, however, it is entirely possible that staff will be required to ask for a transfer from fund balance to meet the budget requirements before the end of the year
- ◆ Staff will monitor the costs closely, however, there are several variables that will impact the ability to maintain budget: 27 new firefighters on the roster that will not be included in staffing until June, this is a period of reduced vacation demand, and the new Firefighters have replaced personnel who were at or near top step

Support Services Review – Chief Petersen

- ◆ Staff reviewed the final Support Services effort and was prepared to have each Division present their findings
- ◆ The Finance Committee was pleased with the efforts and recognized the work involved, however, they felt it would be more appropriate to deliver this message as part of the full budget process this spring
- ◆ The committee agreed with the approach to look at other options that may offer the same outcome, but are represented in a different way (i.e.: ask the membership the value of the annual dinner)
 - ◆ They appreciated the effort to focus the UFA funds on service delivery, but expressed caution not to reduce support to a level that reduces the effectiveness of service delivery
- ◆ Chief Petersen stated that support services represent 16.8% of the total budget
 - ◆ This generally seems to be a reasonable cost ratio, however we really don't have a way to easily compare this to industry standard
- ◆ The budget process will help validate the relationship between cost and services offered and will provide the context in each of the Divisions budget process

Mayor Silvestrini moved to adjourn the December 13, 2018 Finance Committee Meeting

Mayor Dahle seconded the motion

All voted in favor, none opposed

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REFERENCES

[UFA Policy and Procedure – Termination of Employment – Procedures and Benefits](#)

[UFA Policy and Procedure - Overtime and Compensatory Time](#)

[UFA Policy and Procedure - Discipline](#)

[29 CFR Part §516](#)

PROCEDURES

1.0 Certification of Payrolls.

1.1 No employee shall be hired, paid, changed in pay, title, or status unless a Notice of Personnel Pay/Action has been submitted by the Human Resource Division and approved by the Fire Chief or designee.

2.0 Payroll Records.

2.1 Unified Fire Authority (UFA) shall maintain a payroll record for each employee in compliance with the Fair Labor Standards Act (FLSA) recordkeeping regulations, [29 CFR Part §516](#). Such records shall include but are not limited to:

2.1.1 The number of hours of vacation time earned each workweek, or other applicable work period;

2.1.2 The number of hours of vacation time used each workweek, or other applicable work period;

2.1.3 The number of hours of sick time earned each workweek, or other applicable work period; and

2.1.4 The number of hours of sick time used each workweek, or other applicable work period.

2.1.5 Other compensation *i.e.*, tuition assistance, uniform allowance, tool allowance, mileage, etc.

3.0 Electronic Time Cards

3.1 UFA uses an electronic timekeeping system for its employees. Time worked and leave use records will be recorded for all FLSA – Covered Employees (hereto

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referred to as Non-Exempt employees). This will be accomplished through an electronic timecard (Kronos) with Supervisor review and approval. If use of the Kronos electronic timecard is not possible due an employee being on deployment or unable to access Kronos, a paper timecard or other method may substitute when approved by the Fire Chief or designee for tracking employee hours worked and leave time taken.

3.2 Non-Exempt employees shall ensure that the scheduling information in TeleStaff and on the approved Kronos time card is accurate. Information will include:

3.2.1 Full name of employee.

3.2.2 The time of day the work day or work period begins and ends.

3.2.3 Hours worked for each standard work week or work period, rounded to the nearest quarter hour.

3.2.4 Any leave taken during the standard work week or work period and the type of leave taken.

3.2.4.1 The type of leave and the number of hours of leave shall be recorded on the employee's TeleStaff calendar for Operations Division personnel, using the proper codes, and in the Kronos timekeeping system for all employees.

3.2.4.1.1 With regard to sick leave, supervisors will ensure that leave time for personnel, who leave duty prior to the end of their scheduled shift is properly recorded.

3.2.4.1.2 For Operations Division employees who require a replacement, supervisors will record the time the employee left work as well as the time a replacement arrived for duty. More often than not, these times will not be the same.

3.2.5 Any overtime or compensatory time earned during the work week or work period.

3.2.5.1 All Operations Division extra time worked for the UFA, overtime, constant manning, acting-in, special assignment, etc., must be pre-

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approved in most cases and recorded on the employee's TeleStaff(s) calendar, using the proper codes.

3.2.5.2 Any hours worked for programs outside of regular work shifts will need to be approved by the supervisor. (for example: Medical Division, Bio-tech, Information Outreach, Logistics, etc....)

3.2.5.3 UFA committee hours will be pre-approved by the Section Chief/Division Chief or their designee in accordance with the Division approved budget. Attendance at meetings will then be communicated by the committee chair to the Staffing Office for entering into TeleStaff.

3.2.5.3.1 Changes to committee chairs will be communicated to the Staffing Office so that appropriate committee hours can be verified before being entered into TeleStaff.

3.3 The timecard shall be reviewed and approved by both the employee and the Supervisor in Kronos. Acting-in supervisors in Operations will need to have their immediate supervisor approve the timecards of employees they are assigned to supervise. A paper timecard, or other Administration approved process, with a physical signature or an electronic signature may substitute in the absence of access to Kronos.

3.3.1 If the employee is unable to approve the time card on the day time cards are being approved and no other method exists for the employee to do so, the employee will email their supervisor stating that their entries are accurate for the dated payroll cycle and that they approve the time card. The email will be printed and attached to the approved time card and serve as the employee's signature.

3.4 For Operations Division personnel, Captains will verify at the conclusion of each shift that the information for their crew is accurate, with regard to the employee's TeleStaff calendar. This review/approval process will include any leave hours, committee work, and any other exceptions to the employee's regular working hours either during or outside of their normal shift(s).

3.4.1 Operations Division Battalion Chiefs/District Chiefs shall further ensure that, for their assigned battalions, the information on the Kronos time card matches

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the information on the employee's TeleStaff calendar. The Staffing Office shall review the approved time cards for swing personnel.

- 3.5 Staff Supervisors will review and approve all submitted time cards for their staff personnel.
- 3.6 When overtime has been approved for Division sponsored training or activities, it shall be the responsibility of the supervisor or the sponsoring Division Chief to approve the overtime for those employees who attended the Division sponsored training or activity. This approval must be entered electronically as soon as possible upon the conclusion of the training or activity.
- 3.7 The submission of a time card shall not be unduly delayed if the employee has not responded to inquiries regarding discrepancies or by the lack of a Supervisor review and approval. Other authorized approvers in the employee's chain of command up to and including the Fire Chief or designee will review and approve the employee's Kronos timecard.
- 3.7.1 Employees who have approved time cards with less than required number of hours for their respective pay period will be charged vacation leave time to make up the difference in required work hours until such time that the Payroll Coordinator can follow up with the supervisor or employee to resolve the discrepancy. Failure to properly record the correct number of work hours may result in discipline.
- 3.8 Any changes that are necessary to be made after a time card has been submitted will be made as detailed in paragraph 7.0.
- 3.9 Falsification of time cards or computer records may result in discipline in accordance with [UFA Policy and Procedure – Discipline](#).
- 4.0 Payment Procedures.
- 4.1 Payroll changes become effective following approval by the Fire Chief or designee.
- 4.2 The Authority payroll period shall be either the 1st through the 15th or the 16th through the last day of the month.
- 4.3 The Authority employees will normally be paid on the tenth and twenty fifth day of each month.

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4.3.1 When a payday falls on a weekend or holiday, the payday will be the preceding workday.

4.4 Salaried employees are paid for the hours worked in the preceding pay period.

4.5 New hires, rehires and terminations may become effective on any work day within a payroll period. Partial pay periods worked (such as at the time of hire or termination) are paid on a prorated basis.

4.6 Payroll changes other than new hires, rehires, and terminations shall become effective on the first day of the next payroll period.

5.0 Payroll Deductions.

5.1 The payroll system may deduct money from employee paychecks for approved payroll deductions.

5.2 An employee may make additions, deletions or changes to most voluntary deductions by contacting either the Human Resources Division or the Payroll Coordinator. NOTE: Some changes, such as Section 125 Cafeteria plan, 457, 401(k), IRA's, may be done online with the contracted provider.

5.2.1 An employee who wants to make an addition, deletion or change to voluntary deductions should contact the Payroll Coordinator directly.

6.0 Termination of Employment.

6.1 Refer to [UFA Policy and Procedure – Termination of Employment – Procedures and Benefits.](#)

7.0 Payroll Corrections.

7.1 A request to make correction(s) to an employee's payroll record (other than voluntary payroll deductions) shall be initiated by the employee and submitted in writing to the Payroll Coordinator.

7.2 A request to make a monetary correction(s) affecting an employee's pay or other compensation created by the employee's own error shall be made within 90 days from the date the pay error occurred. The Fire Chief or designee may extend this time period upon written request from the employee.

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- 7.2.1 Pay rate changes resulting from monetary corrections to an employee's payroll record may be carried forward, affecting future pay or compensation.
- 7.3 A request to make a monetary correction(s) affecting an employee's pay or other compensation due to an error on the part of the UFA shall be made within one (1) year from the date the pay error occurred. The Fire Chief or designee may extend this time period upon written request from the employee.
- 7.4 Non-monetary corrections to an employee's payroll record may be made retroactively without limitation of time.
- 7.5 Corrections affecting an employee's retirement contributions account with the Utah Public Employees' Retirement System(s) ("U.R.S.") may be made according to the U.R.S. procedures.

Replaces policy dated July 1, 2004

DRAFT

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REFERENCES

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[UFA Policy and Procedure - Overtime and Compensatory Time](#)

[UFA Policy and Procedure - Discipline](#)

[29 CFR Part §516](#)

PROCEDURES

1.0 Certification of Payrolls.

1.1 No employee shall be hired, paid, changed in pay, title, or status unless a Notice of Personnel Pay/Action has been submitted by the Human Resource Division and approved by the Fire Chief, ~~Deputy Chief~~ or designee.

2.0 Payroll Records.

2.1 ~~The Unified Fire Authority (UFA) shall maintain a payroll record containing the following information for each employee in compliance with the Fair Labor Standards Act (FLSA) recordkeeping regulations, 29 CFR Part §516. Such records shall include but are not limited to:~~

~~2.1.1 Name of employee in full;~~

~~2.1.2 Home address, including zip code;~~

~~2.1.3 Telephone number;~~

~~2.1.4 Social security number;~~

~~2.1.5 Date of birth;~~

~~2.1.6 Gender and occupation;~~

~~2.1.7 Time of day and day of week on which the employee's workweek begins;~~

~~2.1.8 Basis on which wages are paid (Such as \$10.00/hr., \$80/day, \$400/wk., \$1600/mo.);~~

~~2.1.9 Total wages paid each pay period;~~

Approved by Fire Chief Michael H. Jensen: February 17, 2016
Policy distributed: February 19, 2016
Policy paragraph 4.3 modified by memo 17-082 August 10, 2017 Draft
policy dated: 2/13/19

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~~2.1.10 Date of payment and the pay period covered by payment;~~

2.1.11 The number of hours of vacation time earned each workweek, or other applicable work period;

2.1.12 The number of hours of vacation time used each workweek, or other applicable work period;

2.1.13 The number of hours of sick time earned each workweek, or other applicable work period; and

2.1.14 The number of hours of sick time used each workweek, or other applicable work period.

~~2.2 For those employees subject to the overtime, compensatory time and compensatory time off provisions of the Fair Labor Standards Act (FLSA), the following additional information is required:~~

~~2.2.1 Regular hourly rate of pay in any workweek in which overtime premium is due;~~

~~2.2.2 Daily and weekly hours worked;~~

~~2.2.3 Total daily or weekly straight time earnings;~~

~~2.2.4 Total overtime compensation for the standard workweek or work period;~~

~~2.2.5 Total additions to or deductions from wages paid;~~

~~2.2.6 The number of hours of compensatory time earned each workweek, or other applicable work period, at the rate of one and one-half hour for each overtime hour worked;~~

~~2.2.7 The number of hours of such compensatory time used each workweek or other applicable work period;~~

~~2.2.8 The number of hours of compensatory time compensated in cash, the total amount paid and the date of such payment; and~~

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2.21.95 Other compensation *i.e.*, tuition assistance, uniform allowance, tool allowance, mileage, etc.

~~2.3 For those FLSA exempt employees authorized to receive compensatory time off, pursuant to UFA Policy and Procedure Overtime and Compensatory Time, the following additional information is required:~~

~~2.3.1 The number of hours of compensatory time earned each workday, totaled for each workweek, or other applicable work period, at straight time.~~

~~2.3.2 The number of hours of such compensatory time used each workday, totaled for each workweek, or other applicable work period.~~

3.0 Electronic Time Cards

3.1 UFA uses an electronic timekeeping system for its employees. Time cards shall worked and leave use records will be maintained-recorded for all FLSA – Covered Employees (hereto referred to as Non-Exempt employees). This ~~may-will~~ be either accomplished through an electronic Kronos timecard (Kronos) with Supervisors review and approval. or a paper record, electronic If use of the Kronos electronic timecard is found to be inaccurate not possible due an employee being on deployment or unable to access Kronos, a paper timecard or other method may substitute when, approved by the Fire Chief, ~~Deputy Chief~~ or designee for tracking employee hours worked and leave time taken.

3.2 Non-Exempt employees shall ensure that the scheduling information in Telestaff and on the approved Kronos time card is accurate. Information will include:

3.2.1 Full name of employee.

3.2.2 The time of day the work day or work period begins and ends.

3.2.3 Hours worked for each standard work week or work period, rounded to the nearest quarter hour.

3.2.4 Any leave taken during the standard work week or work period and the type of leave taken.

3.2.4.1 The type of leave and the number of hours of leave shall be recorded on the employee's ~~computer staffing system~~ TeleStaff(s) calendar for

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Operations Division personnel, using the proper codes, and in the Kronos timekeeping system for all employees.

3.2.4.1.1 With regard to sick leave, supervisors will ensure that leave time for personnel, who leave duty prior to the end of their scheduled shift is properly recorded.

3.2.4.1.2 For ~~operations~~Operations Division employees who require a replacement, supervisors will record the time the employee left work as well as the time a replacement arrived for duty. More often than not, these times will not be the same.

3.2.5 Any overtime or compensatory time earned during the work week or work period.

3.2.5.1 All ~~operations~~Operations Division extra time worked for the UFA, overtime, constant manning, acting-in, special assignment, etc., must be pre-approved in most cases and recorded on the employee's ~~computer staffing system~~TeleStaff(s) calendar, using the proper codes

3.2.5.2 Any hours worked for programs outside of regular work shifts will need to be ~~entered and~~ approved by the ~~program managers~~supervisor. (for example: Medical ~~Training~~Division, Bio-tech, ~~Community service~~Information Outreach, ~~Swat~~MedieLogistics, etc....)

3.2.5.3 UFA committee hours will ~~need to be~~ pre-approved by the Section Chief/Division Chief or their designee in accordance with the Division approved budget. Attendance at meetings will then be communicated by the committee chair ~~or to the staffing~~Staffing officeOffice for entering into Telesatff.

3.2.5.3.1 ~~Any change in~~Changes to committee chairs ~~shall will~~ be communicated to the ~~Communications & Technology~~BureauStaffing Office so that appropriate ~~committee hours rights can be made into~~confirmedverified before being entered into Telestaff, ~~to the~~ ~~computer staffing system(s) can be granted,~~

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3.3 The timecard shall be reviewed and approved by both the employee and the Supervisor in Kronos. Acting-in supervisors in Operations will need to have their immediate supervisor approve the timecards of employees they are approved time card shall be signed by the employee. This Assigned to supervise. A paper timecard, or other Administration approved process, may be either with a physical signature or an electronic signature approved by administration may substitute in the absence of access to Kronos.

3.3.1 If the employee is unable to approve the time card ~~or is absent from shift on~~ the day time cards are being ~~verified~~ approved and no other method exists for the employee to do so, the employee, ~~after having verified the information is accurate,~~ will email their supervisor stating that their entries are accurate for the dated payroll cycle and that they approve the time card.

~~3.3.2~~ The email will be printed and attached to the approved time card and serve as the employee's signature.

~~3.4~~ ~~Supervisors or Acting Supervisors shall approve the time cards for the employees they supervise. Approval may be either an electronic or a physical signature.~~

3.4.1 For ~~operations~~ Operations Division personnel, Captains/~~Acting Captains~~ will verify at the conclusion of each shift that the information for their crew is accurate, with regard to the employee's ~~computer staffing system(s)~~ TeleStaff calendar/~~timecard~~. This review/approval process will include any leave hours, committee work, and any other exceptions to the employee's regular working hours either during or outside of their normal shift(s).

3.4.1.1 ~~Operations~~ Division Battalion Chiefs/~~District Acting Battalion~~ Chiefs shall further ensure that, for their assigned battalions, the information on the ~~approved Kronos~~ time card matches the information on the employee's ~~computer staffing system(s)~~ TeleStaff calendar. The Staffing ~~Battalion Chief/Acting Battalion Chief~~ Office shall review the approved time cards for swing personnel.

~~3.4.25~~ ~~Bureau Managers/Supervisors/Acting Staff~~ Supervisors will review ~~for accuracy~~ and approve all submitted time cards for their staff personnel.

~~3.4.36~~ When overtime has been approved for ~~Bureau~~ Division sponsored training or activities, it shall be the responsibility of the ~~supervisor or the sponsoring Bureau Manager/Supervisor~~ Division Chief to approve the overtime for those

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employees who attended the ~~Bureau~~-~~Division~~ sponsored training or activity. This approval must be ~~provided~~-~~entered~~ electronically as soon as possible upon the conclusion of the training or activity.

~~3.7 The submission of a time card shall not be unduly delayed if the employee has not responded to inquiries regarding discrepancies or by the lack of a Supervisor review and approval. Other authorized approvers in the employee's chain of command up to and including the Fire Chief or designee will review and approve the employee's Kronos timecard.~~

~~3.7.1 Employees who have approved time cards with less than required number of hours for their respective pay period will be charged vacation leave time to make up the difference in required work hours until such time that the supervisor Payroll Coordinator can follow up with the supervisor or employee to resolve the discrepancy. Failure to properly record the correct number of work hours may result in discipline.~~

~~3.4.48 Any changes that are necessary to be made after a time card has been submitted will be made as detailed in paragraph 7.0 must be approved in writing by a supervisor in the employee's chain of command and verified with the Payroll Coordinator.~~

~~3.4.4.1 Changes to operations employee time cards must be coordinated through the Staffing Office and verified by the Payroll Coordinator.~~

~~3.58 The submission of a time card shall not be unduly delayed by the lack of a Supervisor/Acting Supervisor's approval. Other authorized approvers may be any supervisor in the employee's chain of command up to and including the Fire Chief and Deputy Chief or designee.~~

~~3.69 Falsification of time cards or computer records may result in discipline in accordance with [UFA Policy and Procedure – Discipline](#).~~

4.0 Payment Procedures.

4.1 Payroll changes become effective following approval by the Fire Chief, ~~Deputy Chief~~ or designee.

4.2 The Authority payroll period shall be either the 1st through the 15th or the 16th through the last day of the month.

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4.3 The Authority employees will normally be paid on the tenth and twenty fifth day of each month.

4.3.1 When a payday falls on a weekend or holiday, the payday will be the preceding workday.

4.4 Salaried employees are paid for the hours worked in the preceding pay period.

~~4.4.1 Actual leave taken is reported on a one pay period delay. Upon termination, any leave time taken must be brought current to avoid overpayment.~~

4.5 New hires, rehires and terminations may become effective on any work day within a payroll period. Partial pay periods worked (such as at the time of hire or termination) are paid on a prorated basis.

4.6 Payroll changes other than new hires, rehires, and terminations shall become effective on the first day of the next payroll period.

5.0 Payroll Deductions.

5.1 The payroll system may deduct money from employee paychecks for ~~any of the following voluntary programs and services:~~ approved payroll deductions.

~~5.1.1 Group insurance;~~

~~5.1.2 Approved financial institutions;~~

~~5.1.3 Approved charitable organizations or employee assistance donations;~~

~~5.1.4 Employee Association Dues;~~

~~5.1.5 U.S. Savings Bonds;~~

~~5.1.6 457, 401(k) Deferred Contribution Plans, Traditional or Roth IRA's;~~

~~5.1.7 Section 125 Cafeteria Plan; and~~

~~5.1.8 Other Approved Deductions.~~

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5.2 An employee may make additions, deletions or changes to most voluntary deductions by contacting either the Human Resources Division or the Payroll Coordinator. NOTE: Some changes, such as Section 125 Cafeteria plan, 457, 401(k), IRA's, may be done online with the contracted provider.

5.2.1 An employee who wants to make any addition, deletion or change to voluntary deductions ~~is responsible for~~ should contacting the Payroll Coordinator directly.

6.0 Termination of Employment.

6.1 Refer to [UFA Policy and Procedure – Termination of Employment – Procedures and Benefits](#).

7.0 Payroll Corrections.

7.1 A request to make correction(s) to an employee's payroll record (other than voluntary payroll deductions) shall be initiated by the employee and submitted in writing to the Payroll Coordinator.

7.2 A request to make a monetary correction(s) affecting an employee's pay or other compensation created by the employee's own error shall be made within 90 days from the date the pay error occurred. The Fire Chief, ~~Deputy Chief~~ or designee may extend this time period upon written request from the employee.

7.2.1 Pay rate changes resulting from monetary corrections to an employee's payroll record may be carried forward, affecting future pay or compensation.

7.3 A request to make a monetary correction(s) affecting an employee's pay or other compensation due to an error on the part of the UFA shall be made within one (1) year from the date the pay error occurred. The Fire Chief, ~~Deputy Chief~~ or designee may extend this time period upon written request from the employee.

7.4 Non-monetary corrections to an employee's payroll record may be made retroactively without limitation of time.

7.5 Corrections affecting an employee's retirement contributions account with the Utah Public Employees' Retirement System(s) ("U.R.S.") may be made according to the U.R.S. procedures.

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Replaces policy dated July 1, 2004

DRAFT

~~Approved by Fire Chief Michael H. Jensen: February 17, 2016~~
~~Policy distributed: February 19, 2016~~
~~Policy paragraph 4.3 modified by memo 17-082 August 10, 2017~~
~~Draft policy dated: 2/13/19~~

UNIFIED FIRE AUTHORITY
BUDGET TRANSFERS FOR FINANCE COMMITTEE APPROVAL
April 2019

GENERAL FUND

1. ECC Remodel Project – As part of the capital project to the ECC, Emergency Management is requesting a \$85,775 transfer from Operation line item's to Capital to complete the Planning Room remodel and the Crestron Switch upgrade.

a. Capital Outlay	\$85,775	4040216
b. Communication Equipment	(\$20,000)	4040220
c. Maintenance of Software	(\$2,000)	4040330
d. Professional Fees	(\$18,000)	4040350
e. Small Equipment	(\$30,775)	4040410
f. Travel & Transportation	(\$15,000)	4040425