

	West Fargo Fire & Rescue Policy and Procedure			Authorized by: D. Fuller Fire Chief
	Subject: ADMINISTRATION AND FINANCE			
	Section: ADMIN	Date Authorized:	Date Reviewed:	
	Number: 107	8/5/2015	11/1/2017	

Intent

The intent of this policy is to establish procedure for administrative and financial actions

Policy

Members of the department assigned to full time duties shall complete a departmental time card at the end of the pay period, which is a two week period beginning and ending at midnight Sunday. After completion of the time card, it shall be the responsibility of the member to turn the card into the Office Coordinator no later than 0830am on the Monday following the period. The Office Coordinator shall input the information into the city’s payroll system. For members on vacation or sick leave, the Battalion Chief or his designated representative shall complete the time card for the member. The intent of this policy is to ensure members assigned to full time duties are paid within a timely manner.

Members will be assigned to a station based on the location of their residence. This will allow for the quickest response possible, however on occasion it may be necessary to alter station assignments based on availability of officers or engineers.

Members assigned to full time duties will receive an annual review from their direct supervisor after a six month probation period from the date of hire, and at the end of the calendar year. The Fire Chief will receive an annual review from the Board of Directors. Reviews will be documented on a standardized form, and placed in the employee’s personnel file.

Certain members of the department are allowed to charge for goods and services utilizing a store credit account, or a departmental credit card. These members are selected by the Fire Chief. When charging more than \$500.00 in goods or services, the member shall notify the Fire Chief for permission. If an emergency situation exists, and the Fire Chief cannot be contacted prior to making the purchase, the member shall contact a member of the Board of Directors for permission.

Members traveling to and from schools and conventions can be given funds to cover travel expenses and per diem for overnight stays, or if the member wishes, can be reimbursed after completion of the trip. Travel rates shall be the full cost of round trip airline tickets when made 21 days in advance. For travel in a personal vehicle, 50 cents a mile will be the prevailing rate. For personal vehicle travel outside of 500 miles one way, the prevailing rate is capped at \$500.00.

Members shall use the approved voucher form for remittance of per diem and travel costs prior to departing for training and conferences.