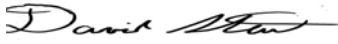


Payson Fire Department Standard Operating Procedures

Category: SOP Section: Shift Management Subject: Reserve Firefighter Compliance to ASRS and AHCA	SOP 2.4.7 Date Adopted: Revision Hx: 2/6/16 
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PURPOSE

The purpose of this policy is to provide direction for maintaining mandated compliance with Arizona State Retirement System 20/20 criteria and the Affordable Health Care Act as it pertains to the Payson Fire Department reserve firefighter program.

POLICY

This policy will set forth the procedures for Payson Fire Department members to follow to ensure mandated compliance with Arizona State Retirement System 20/20 (ASRS) criteria and the Affordable Health Care Act (AHCA).

PROCEDURE

ASRS Compliance

The ASRS 20/20 criteria mandates that government employees (reserve firefighters) working 20 or more hours per week 20 or more weeks per calendar year are eligible for participation in the state retirement system (ASRS). To ensure that the department stays well below this 20/20 threshold, reserve firefighters will only be allowed to work four weeks per quarter (16 per year) in excess of the otherwise maximum department imposed 16 hours per week; well below the 20 hour weekly threshold. (The department would be out of compliance after the 19th week at 20 or more hours).

In order to maintain ASRS 20/20 compliance, the department shall:

- a. Assign a department battalion chief to monitor compliance.
- b. Require all reserve firefighters to be scheduled solely through *Crew Sense* scheduling software.
- c. The department's administrative assistant will provide a monthly report based on reserve timesheets that includes the reserve's name and running total of 24-hour shifts completed to date for the calendar year and a separate column listing the total hours worked each work week. This information will then be verified by the assigned battalion chief and the information passed onto the fire chief no later than the second Monday of each month for review and verification of compliance. This monthly report will be stored electronically on the department's share drive under *Administration---Admin Support---Reserve FF* titled: *Monthly Compliance Reports*.
- d. Conduct on-going compliance assessed at the end of each quarter with each reserve's status (hours and dates worked) per the *Crew Sense* user history and reconciled against the reserve timesheets. A summary page will identify the hours worked each week by the reserve with a separate column showing weeks worked at or above 20 hours as a running total for the calendar year. In addition, a weekly average of hours worked for the quarter will be provided for each reserve member that includes **all** hours worked per each week of the quarter, not just those at or above 20 hours. This quarterly report will be stored electronically on the department's share drive under *Administration---Admin Support---Reserve FF* titled: *Quarterly Compliance Reports*.
- e. Utilize the department's *Crew Sense* staffing software with scheduling parameters set at a

maximum of 16 hours per week -well below the 20-hour threshold. Reserve firefighters requesting to schedule above the 16 hour threshold within any given work week (Saturday-Friday) requires override from the on duty battalion chief. To override this feature, the on duty battalion chief will have to intentionally permit this action in the *Crew Sense* program. Prior to a reserve being allowed to work more than 16 hours in a week, the scheduling battalion chief will confirm via the *Crew Sense* software history that the number of the firefighter's weekly coverage's at or above 20 hours will not exceed 16 weeks within the calendar year.

AHCA Compliance

The AHCA mandates those employers who employ 50 or more people must offer health care insurance to the employee when the employee works an average of 30 or more hours per week per calendar year. This weekly average can be determined by taking the average hours worked per week for the employee over an 11 month period. (The department is considered out of compliance if the employee's weekly average for the 11 month period exceeds 30 hours (1560 hours per calendar year).

In order to remain below the AHCA 30-hour average work week and thus stay compliant as a part time worker, the department shall:

- a. Follow measures (a)-(e) identified under ASRS compliance.
- b. An additional report will be generated in the first week of November of each year that lists each reserve member, their total hours worked for the calendar year, and their weekly average. While not anticipated to occur, any reserve member at or above a 25 hour weekly average shall not work more than 16 hours per week for the month of December.

Implementation Details

- a. A work week is strictly defined as beginning on Saturday and ending on the following Friday. It should be noted that a reserve firefighter working 48 hours starting on Friday and carrying over to Saturday is working in two different workweeks and thus has used two of the four weeks per quarter (16 weeks per year) where the reserve is allowed to work 20 or more hours.
- b. Reserves are required to work four 24-hour shifts and two squad shifts varying in days of the week and length from 8-12 hours, depending on department needs per quarter. If circumstances allow, the reserve can at the battalion chief's approval schedule for a second 24 hour shift or squad shift in this same work week where the reserve is already working 20 or more hours. The reserve should not exceed a maximum of 60 hours for the total work week hours.
- c. These mandates (ASRS and AHCA) are in effect regardless of what type of assignment the reserve is working (e.g. shift coverage, event standby, or wildland) and as such, all hours worked apply to this SOP.
- d. Compliance accounting resets January 1 of each year.

Scheduling Reserves

All scheduling of reserves will be done strictly by a battalion chief, acting battalion chief, or the fire chief by adhering to the procedure listed below.

- a. When a position becomes available a callback via *Crew Sense* is issued. For non-shift coverage such as a special event, a notification may be considered instead of a callback.
- b. Eligible reserves can then respond to this electronic request via text.
- c. It is the responsibility of the assigning member to verify that the reserve is in good standing with respect to ASRS and AHCA compliance PRIOR to scheduling the reserve. Typically ASRS is of most concern with only 16 allowable weeks above 20 hours permitted per calendar year. The assigning member will review the reserve's *Crew Sense* work history ensuring that they have not exceeded four work weeks within the current quarter at 20 or more hours prior to assigning them to shift or event. If they have, they are not to be allowed to work more than 16 hours per week through the end of the quarter with no exceptions. In order to assure compliance with the AHCA, the assigning member should consult the most recent quarterly review for weekly average located on the share drive under *Administration---Admin Support---Reserve FF* titled: *Quarterly Compliance Reports*.
- d. If any uncertainty exists as to whether or not the reserve should be scheduled, the assigning member will err on the side of caution and not assign the reserve. Notification to the battalion chief responsible for monitoring compliance will be sent via email for a definitive resolution.

