PAY DIFFERENTIALS AND SPECIAL PAY
(No. 134 February 2010)

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(No. 134 February 2010)

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COMPENSATION MATRIX
(No. 134 February 2010)

This compensation matrix contains the most common pay differentials used by CAL FIRE for Bargaining Unit 8 classifications but is not an all inclusive listing. For a complete listing of all pay differentials being used by the Department, please see the Pay Differentials Matrix on the CAL FIRE Intranet, under Labor and Human Resource Management/Classification and Pay at:
http://calfireweb/organization/managementservices/humanresources/documents/pay_differentials_matrix.xls
# CAL FIRE COMPENSATION MATRIX
BY CLASSIFICATION FOR QUALIFYING EMPLOYEES

## RANK AND FILE – UNIT 8

<table>
<thead>
<tr>
<th>Civil Service Classification</th>
<th>Class Code</th>
<th>Pay Differential Number</th>
<th>*Monthly Salary Range</th>
<th>*Educ. Incentive $75</th>
<th>*Longevity 1%-7%</th>
<th>*Assist. Chief 1.9%</th>
<th>E/SE Reallocation on Emergencies</th>
<th>ICA</th>
<th>ICT</th>
<th>*ERB 5%</th>
<th>*Extended Duty Pay 10%/15%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aviation Officer I (Maintenance)</td>
<td>6877</td>
<td>45</td>
<td>$5,490-$6,675</td>
<td>√</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Aviation Officer II (Flight Operations)</td>
<td>1056</td>
<td>73</td>
<td>$6,046-$7,342</td>
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<tr>
<td>Aviation Officer II (Maintenance)</td>
<td>6882</td>
<td>9</td>
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<tr>
<td>Aviation Officer III (Flight Operations)</td>
<td>1053</td>
<td>63</td>
<td>$6,644-$8,077</td>
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<tr>
<td>Aviation Officer III (Maintenance)</td>
<td>1050</td>
<td>64</td>
<td>$6,644-$8,077</td>
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<tr>
<td>Battalion Chief (Nonsupervisory)</td>
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<tr>
<td>Fire Apparatus Engineer</td>
<td>1077</td>
<td>50</td>
<td>$3,325-$3,849</td>
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</tr>
<tr>
<td>Fire Apparatus Engineer (Paramedic)</td>
<td>1756</td>
<td>50</td>
<td>$3,557-$4,120</td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
| Fire Captain | 1095       | 50                       | A $3,648-$4,432  
B $4,004-$4,865 | √                    |               |                     |                               |     |     |         |                          |
| Fire Captain (Paramedic) | 1757      | 50                       | $3,889-$4,723         | √                    |               |                     |                               |     |     |         |                          |
| Fire Fighter II | 1082      | 50                       | $2,777-$3,374         | √                    |               |                     |                               |     |     |         |                          |
| Fire Fighter II (Paramedic) | 1755     | 50                       | $3,000-$3,644         | √                    |               |                     |                               |     |     |         |                          |

*Subject to PERS deduction
## CAL FIRE COMPENSATION MATRIX
### BY CLASSIFICATION FOR QUALIFYING EMPLOYEES

### RANK AND FILE – UNIT 8 (cont.)

<table>
<thead>
<tr>
<th>Civil Service Classification</th>
<th>Class Code</th>
<th>*Monthly Salary Range</th>
<th>*Educ. Incentive $75</th>
<th>*Longevity 1%-7%</th>
<th>*Assist. Chief 1.9%</th>
<th>E/SE Reallocation on Emergencies</th>
<th>ICA</th>
<th>ICT</th>
<th>*ERB 5%</th>
<th>*Extended Duty Pay 10%/15%</th>
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<tbody>
<tr>
<td>Fire Prevention Specialist I</td>
<td>1067</td>
<td>$2,972-$3,611</td>
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<td>✓</td>
<td></td>
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<tr>
<td>Fire Prevention Specialist II</td>
<td>1069</td>
<td>$3,399-$4,131</td>
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<td>✓</td>
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</tr>
<tr>
<td>Forester I (Nonsupervisory)</td>
<td>1054</td>
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<td>✓</td>
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<tr>
<td>Forestry Assistant I</td>
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<td>✓</td>
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<tr>
<td></td>
<td></td>
<td>B $3,721-$4,522</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Forestry Assistant II</td>
<td>1093</td>
<td>A $3,904-$4,743</td>
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<tr>
<td></td>
<td></td>
<td>B $4,285-$5,206</td>
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<tr>
<td>Forestry Fire Pilot</td>
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<td>Forestry Logistics Officer I</td>
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<td>✓</td>
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<tr>
<td></td>
<td></td>
<td>B $3,446-$4,188</td>
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<tr>
<td>Forestry Technician</td>
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<td>A $2,972-$3,611</td>
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<td>✓</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B $3,246-$3,946</td>
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<tr>
<td>Heavy Fire Equipment Operator</td>
<td>6387</td>
<td>A $3,829-$4,432</td>
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<td></td>
<td></td>
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<td>✓</td>
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<tr>
<td></td>
<td></td>
<td>B $4,203-$4,865</td>
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</tbody>
</table>

*Subject to PERS deduction
## CAL FIRE COMPENSATION MATRIX
### BY CLASSIFICATION FOR QUALIFYING EMPLOYEES

### SUPERVISOR – UNIT 8

<table>
<thead>
<tr>
<th>Civil Service Classification</th>
<th>Class Code</th>
<th>*Monthly Salary Range</th>
<th>*Educ. Incentive $75</th>
<th>*Longevity 1%-7%</th>
<th>*Assist. Chief 1.9%</th>
<th>E/SE Reallocation on Emergencies</th>
<th>ICA</th>
<th>ICT</th>
<th>*ERB 5%</th>
<th>*Extended Duty Pay 10%/15%</th>
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</thead>
<tbody>
<tr>
<td>Assistant Chief (Supervisory)</td>
<td>1039</td>
<td>$6,316-7,659</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
<td>√</td>
<td>√</td>
<td></td>
<td>√/√</td>
</tr>
<tr>
<td>Assistant Chief (Supervisory) w/differential</td>
<td>1039</td>
<td>$6,316-7,659</td>
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<td>√</td>
<td></td>
<td></td>
<td>√</td>
<td>√</td>
<td></td>
<td>√/√</td>
</tr>
<tr>
<td>Forester II (Supervisory)</td>
<td>1042</td>
<td>$5,870-7,134</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td></td>
<td>√</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Forester III</td>
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<td>$6,073-7,383</td>
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<td></td>
<td>√</td>
<td>√</td>
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<td>√</td>
</tr>
<tr>
<td>Forestry Equipment Manager I</td>
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<td>$4,713-5,729</td>
<td>√</td>
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<td></td>
<td></td>
<td>√</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Forestry Equipment Manager II</td>
<td>6874</td>
<td>$5,004-6,084</td>
<td>√</td>
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<td></td>
<td></td>
<td>√</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Forestry Logistics Officer II</td>
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<td></td>
<td></td>
<td>√</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Senior Aviation Officer</td>
<td>1052</td>
<td>$8,059-8,885</td>
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<td></td>
<td></td>
<td></td>
<td>√</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Senior Forestry Equipment Manager</td>
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<td>$6,222-6,861</td>
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<td></td>
<td></td>
<td></td>
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<td>√</td>
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<td>√</td>
</tr>
</tbody>
</table>

### MANAGER – UNIT 8

<table>
<thead>
<tr>
<th>Civil Service Classification</th>
<th>Class Code</th>
<th>*Monthly Salary Range</th>
<th>*Educ. Incentive $75</th>
<th>*Longevity 1%-7%</th>
<th>*Assist. Chief 1.9%</th>
<th>E/SE Reallocation on Emergencies</th>
<th>ICA</th>
<th>ICT</th>
<th>*ERB 5%</th>
<th>*Extended Duty Pay 10%/15%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forestry and Fire Protection Administrator</td>
<td>1031</td>
<td>$6,632-8,042</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
<td>√</td>
<td>√</td>
<td></td>
<td>√/√</td>
</tr>
<tr>
<td>Unit Chief</td>
<td>1037</td>
<td>$6,632-8,042</td>
<td>√</td>
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<td></td>
<td></td>
<td>√</td>
<td>√</td>
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<td>√</td>
</tr>
</tbody>
</table>

*Subject to PERS deduction
EXTENDED DUTY PAY  
(No. 113 September 2007)

The Extended Duty Pay Differential 54 is for employees in eligible classifications whose primary responsibility is in a fire protection program. Effective July 1, 2002, the criteria was expanded to include additional classifications within the fire protection program, as well as specific classifications within the resource management program. Effective May 1, 2007, an additional rate of 15% was added to be paid to designated classifications during the period of May 1 to October 30 each year.

REFERENCE  
(No. 113 September 2007)

Pay Differential 54 (revised 5/17/07)
DPA Pay Letters 99-52; 02-28; and 07-21

GENERAL PROVISIONS  
(No. 113 September 2007)

Pay Letter 99-52 established Pay Differential 54, Extended Duty Pay – Excluded Employees, for the following eligible classifications:
Assistant Chief (Supervisory)
Deputy Chief
Forestry and Fire Protection Administrator
Unit Chief

Pay Letter 02-28 expanded the pay differential criteria to include the following classifications:
Forester III
Forester II (Supervisory)
Forester I (Supervisory)
Forestry Equipment Manager II
Forestry Equipment Manager I
Senior Air Operations Officer
Senior Forestry Equipment Manager

Pay Letter 07-21 added an additional rate of 15% for the following classifications during the period of May 1 to October 30 each year:
Assistant Chief (Supervisory)
Forestry and Fire Protection Administrator
Unit Chief
Effective date

Pay Differential 54 became effective July 1, 1999, for four classifications in the fire protection program. Effective July 1, 2002, the pay differential criteria was expanded to include additional classifications in the fire protection program, as well as specific classifications in the resource management program. The pay differential was revised May 1, 2007, to include a 15% rate to be paid to designated classifications during the period of May 1 to October 30 each year.

Payment rate

Extended Duty Pay consists of 10% of the monthly base salary for the following classifications:
- Assistant Chief (Supervisory)
- Deputy Chief
- Forester III
- Forester II (Supervisory)
- Forester I (Supervisory)
- Forestry and Fire Protection Administrator
- Forestry Equipment Manager II
- Forestry Equipment Manager I
- Senior Air Operations Officer
- Senior Forestry Equipment Manager
- Unit Chief

The following classifications receive 15% of the monthly base salary during the period of May 1 to October 30 each year:
- Assistant Chief (Supervisory)
- Forestry and Fire Protection Administrator
- Unit Chief

CAL FIRE CRITERIA FOR PAYMENT OF EXTENDED DUTY 1037.3.3
(No. 98 September 2003)

In accordance with their respective effective dates, employees in designated classifications whose primary responsibility is in a fire protection or resource management program are eligible for this differential.

REVIEW AND AUDIT PROCESS 1037.3.4
(No. 98 September 2003)

All records for payment shall be retained for audit review by the Department of Personnel Administration for three years.

INSTRUCTIONS FOR PERSONNEL SERVICES SPECIALISTS 1037.3.5
(No. 98 September 2003)
Personnel Specialists should refer to the General Provisions section of this document for information regarding the rate of differential per month.

Process a 350 (Special Pay) Personnel Action Request (PAR) transaction indicating code 8EDP in item #350.

If applicable, should pay differential be:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pro-rated</td>
<td></td>
</tr>
<tr>
<td>Subject to qualifying pay period</td>
<td></td>
</tr>
<tr>
<td>All time bases and tenures are eligible</td>
<td></td>
</tr>
<tr>
<td>Subject to PERS deduction</td>
<td></td>
</tr>
</tbody>
</table>

For all classes: Inclusion in rate to calculate the following benefit pay:

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime</td>
<td>Not applicable</td>
</tr>
<tr>
<td>IDL</td>
<td>Yes</td>
</tr>
<tr>
<td>EIDL</td>
<td>Yes</td>
</tr>
<tr>
<td>NDI</td>
<td>Yes</td>
</tr>
<tr>
<td>Lump Sum Vacation</td>
<td>Yes</td>
</tr>
<tr>
<td>Lump Sum Sick</td>
<td>Yes</td>
</tr>
<tr>
<td>Lump Sum Extra</td>
<td>Yes</td>
</tr>
</tbody>
</table>

INCIDENT COMMAND TEAM (ICT) 1037.4
(No. 59 July 2000)

The Incident Command Team pay differential is for eligible employees that are appointed to an Incident Command Team for a 12-month commitment and participation.

REFERENCE 1037.4.1
(No. 112 May 2007)

California State Civil Service Pay Scales – Pay Differential 64

GENERAL PROVISIONS 1037.4.2
(No. 112 May 2007)

Eligible classifications

Rank and File:
Forester I (Nonsupervisory)

Excluded:
Assistant Chief (Supervisory)
Forester II (Supervisory)
Eligible ICT positions*

Incident Commander
Deputy Incident Commander
Operations Section Chief (2)
Plans Section Chief
Logistics Section Chief
Finance/Administration Section Chief
Safety Officer
Liaison Officer
Information Officer
CAL FIRE Trainee for a position included in the list above

*At the discretion of the Region Chief and/or Deputy Director for Fire Protection, other positions may qualify based on the individual’s training plan and the need to move up through that section to be fully qualified for a Command or General Staff position.

In such instances, there must be justification on file with the appropriate region office or Sacramento headquarters for audit purposes. The justification must explain why the particular position qualifies for ICT.

Effective date

This differential is effective July 1, 1999, for all eligible classifications.

Payment rate

Additional compensation eligibility

Excluded employees receiving the ICT may also receive Incident Command Assignment (ICA) differential pay if the ICA criteria is met.

Forester I (Nonsupervisory) receiving the ICT may also be eligible for overtime through reallocation.

CAL FIRE CRITERIA FOR PAYMENT OF ICT 1037.4.3
(No. 112 May 2007)

Appointment to an Incident Command Team for a 12-month commitment and participation qualifies an employee for ICT. Employees shall be eligible to receive the first installment equivalent to one week’s pay on June 30. Employees shall be eligible to receive the second installment equivalent to one week’s pay on December 31. If an employee is no longer able to fulfill the commitment or is appointed to an Incident Command Team any time during the year, he/she shall be eligible for a pro rated share for those months served.
Each Incident Command Team is authorized up to five (5) trainee positions. Employees serving in those eligible positions, as defined in Section 1037.4.2, are eligible for payment of ICT. Trainee status ends at the completion of a successful training assignment.

REQUIRED DOCUMENTATION AND APPROVAL PROCESS 1037.4.4
(No. 59 July 2000)

REVIEW AND AUDIT PROCESS 1037.4.5
(No. 59 July 2000)

All records for payment shall be retained for audit review by the Department of Personnel Administration for three years.

INSTRUCTIONS FOR PERSONNEL SERVICES SPECIALISTS 1037.4.6
(No. 59 July 2000)

Personnel Services Specialists (PS) should refer to the General Provisions section of this document for information regarding the rate of differential per week.

- Employees committed to serve on an ICT will be placed on an Incident Command Team Roster with the appropriate team members. A copy of this list, along with the original approved ICT Certification form will be forwarded to the appropriate Region or Sacramento Headquarters PS for processing payment. The Incident Commander will be responsible for forwarding this information to the Region or Sacramento Headquarters PS.

- If an employee is not committed to an ICT for the entire 6-month period, payment shall be pro-rated for months served.

- Prepare the “Miscellaneous Payroll/Leave Actions” form (Std. 671) or the Time and Attendance Report (Std. 672) using earnings ID: GM, and key the required information into PIP. Use blanket serial code #958. These payments are processed twice a year. The first installment is June 30 and the second is December 31.

- Once keyed, the Region or Sacramento Headquarters PS will forward a completed copy of the ICT form to the appropriate Unit PS.

If applicable, should pay differential be:

| Pro-rated | Yes |
| Subject to qualifying pay period | No |
| All time bases and tenures are eligible | Yes |
| Subject to PERS Deduction | No |
For all classes: Inclusion in rate to calculate the following benefit pay

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime</td>
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<td>IDL</td>
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</tr>
<tr>
<td>EIDL</td>
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</tr>
<tr>
<td>NDI</td>
<td>No</td>
</tr>
<tr>
<td>Lump Sum Vacation</td>
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<tr>
<td>Lump Sum Sick</td>
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<tr>
<td>Lump Sum Extra</td>
<td>No</td>
</tr>
</tbody>
</table>

INCIDENT COMMAND ASSIGNMENT (ICA) 1037.5
(No. 163  February 2013)

The Incident Command Assignment (ICA) pay differential is for eligible excluded employees who are exempt from the provisions of the Fair Labor Standards Act (FLSA). The intent of the ICA differential is to compensate eligible employees when they are assigned to, or participate in, the management of an emergency incident(s) and work at prescribed management position levels. ICA is also authorized for trainee assignments so those eligible employees can qualify to fill positions at the prescribed management position levels. CAL FIRE management may authorize eligible employees to receive ICA for assignments at any National Incident Management System (NIMS)/Incident Command System (ICS) level when it is in the State’s interest.

REFERENCES 1037.5.1
(No. 163  February 2013)

Pay Differential #63, Incident Command Assignment (ICA) Differential Pay – Excluded Employees

GENERAL PROVISIONS 1037.5.2
(No. 163  February 2013)

Effective date

This differential became effective July 1, 1999, for all eligible classifications.

Payment rate

A. One week’s pay for the third through seventh day on an incident(s).
B. One additional week of pay for days eight through fourteen on an incident(s).
C. One-half week of pay for each additional seven-day cycle thereafter while assigned to one or more incidents.

Weekly Rate: Base salary ÷ 4.33 for weeks one and two.
½ Weekly Rate: Base salary ÷ 4.33 x 0.5 for week 3 and all subsequent weeks.

Additional compensation information
The Longevity pay (Pay Differential 73) and Assistant Chief pay (Pay Differential 9) differentials will be included, where applicable, in the base pay when computing the ICA rate for eligible employees.

Employees receiving the Incident Command Team (ICT) pay (Pay Differential 64) are eligible to receive the ICA differential if the ICA criteria are met. However, the ICT pay will not be added to the base pay when computing the ICA rate.

Eligible employees may receive the Emergency Response Bonus (ERB) pay (Pay Differential 50) and ICA simultaneously. However, the ERB amount will not be added to the employee’s wages for the purpose of calculating the weekly ICA compensation.

Employees will not be eligible for the ICA differential if the employee is receiving the FLSA Exempt Employee Differential for Extremely Arduous Work and Emergencies (EDIF) (Pay Differential 62).

CALFIRE CRITERIA FOR ELIGIBILITY AND PAYMENT OF ICA
(No. 163 February 2013)

To be eligible for the ICA differential, employees must meet all of the following criteria. Eligibility ceases when an incident is declared controlled.

A. Qualifying Classifications

Classifications that are excluded from collective bargaining and assigned to Work Week Group E or SE are eligible to receive this differential. CEAs and exempt employees are also eligible if they are performing work in response to an emergency declared by the Governor.

B. Qualifying Work Assignments

1. The employee is committed to an incident command team or as a single resource in an ICS position managing or assisting in the management of an emergency incident(s). The commitment to the incident(s) must exceed 48 consecutive hours from the time of assignment.

2. Time required to perform the work demanded by an incident(s) generally averages 12 or more hard time hours per day. Each day is a 24-hour period beginning at 8:00 a.m.

On the first day (only) of the ICA, any hours worked by the employee during his or her regular work assignment will be combined with hours worked at an
incident to meet this criterion. Time spent traveling to the incident is considered time worked.

and

3. Perform work in direct relationship to managing major or multiple emergency situations in an assignment with complexity equivalent to Command and General Staff positions on incident command teams and other assignments including:

- ICS Command and General Staff positions (e.g. Incident Commander, Deputy Incident Commander, Section Chiefs, etc.)
  - Incident Commander (ICT1)
  - Incident Commander – Deputy (DPIC)
  - Public Information Officer (PIO1)
  - Liaison Officer (LOFR)
  - Safety Officer (SOF1)
  - Operations Section Chief (OSC1)
  - Finance/Administration Section Chief (FSC1)
  - Logistics Section Chief (LSC1)
  - Planning Section Chief (PSC1)
- Agency Administrator (AADM)
- Agency Aviation Military Liaison (AAML)
- Agency Representative (AREP)
- Air Operations Branch Director (AOBD)
- Fire Behavior Technical Specialist (California Only) (FBTS)
- Cost Apportionment Technician (California Only) (CATS)
- Damage Inspection Specialist (DINS)
- Emergency Operations Center Coordinator (EOCC)
- Technical Specialist – Crews (California Only) (THSC)
- Incident Command System Advisor (ICSA)
- InciNet Administrator (INCA)
- InciNet Advisor (INCO)
- MAC Group Coordinator (MCCO)
- MAFFS Liaison Officer (MAFF)
- Military Air Operations Coordinator (MAOC)
- Operations Branch Director (OPBD)
- Rehabilitation Specialist (RESP)
- Service Branch Director (SVBD)
- Support Branch Director (SUBD)
- Training Specialist (TNSP)
- Vehicle Service and Repair Technical Specialist (VSRTS)
- Duty Chief (California Only) (DUTY)
  - Unit Duty Chief in a unit with major incident activity
  - Region Duty Chief in a region with major incident activity
  - Sacramento Duty Chief when State has major activity
When all 1037.5.3 criteria are met – Eligible employees as identified in 1037.5.2 who are assigned by: 1) request and order number issued by a command center, and 2) with approval of their direct supervisor, are eligible for ICA.

C. Management Needs

When 1037.5.3 duties are not clearly met and there is a management need to fill a position – Eligible employees as identified in 1037.5.2 shall have: 1) a valid request and order number issued by a command center, and 2) approval of the appropriate Region Chief for a unit and region staff or the Deputy Director of Fire Protection for all Sacramento Headquarters staff.

Management needs may be filled as:

- Technical Specialists with responsibilities of complexity equivalent to command and general staff positions.
- ICS trainees performing work that is required to qualify for Command and General Staff positions.
- Members of an incident command team which is activated and prepositioned at a designated location, such as a mobilization center.
- Assignments at any ICS level when it is in the State’s interest, such as members of Serious Accident Review Team (SART), law enforcement operations and State Emergency Assessment Team (SEAT).

D. Non-qualifying work assignments

- Routine Duty Chief coverage without major incident activity.
- The sole fact that the employee’s services are chargeable to the Emergency Fund.
- Work involving normal watershed management or reforestation team efforts associated with an incident after it has been declared controlled or the actual emergency has been abated.
- Non-emergency activities that are typically or routinely associated with the employee’s regular work assignment.
- Work associated with an incident after it has been declared controlled.
A. ICA Qualifying Week

- ICA compensation is based on a seven-day cycle beginning with assignment to a qualifying incident(s).
- Each week for which ICA payment is issued will consist of seven consecutive days. The seven-day cycle can begin on any day of the week. (i.e., if on Wednesday an employee begins an assignment that is later found to meet the criteria for ICA payment, the seven-day cycle would be Wednesday through Tuesday. The next seven-day cycle would begin either the following Wednesday or on a later date. Refer to example A.)
- A seven-day cycle resets upon being released from a qualifying incident and after the end of the last seven-day cycle of the ICA. (i.e., if employee was released from the incident during a seven-day cycle they must re-qualify for ICA for the next seven-day cycle. Refer to examples B.)
- Employees on ICA are entitled to no more than one week compensation for any seven-day cycle.
- After an employee completes 14 days on a single incident, his/her third and subsequent week(s) will be at the payment rate of one-half week of pay for each additional seven-day cycle (as described in 1037.5.2. Refer to example C).
- The pay rate will be reset if the employee has a seven day break after the end of the last seven-day paid cycle (refer to example D).

B. Claim Forms and Attachments

Employees will use the Work Week Group E/SE Absence, Holiday Credit Earned and Assignment Report (CAL FIRE-634) form to submit monthly claims for ICA. For each date claimed, the employee must attach a legible copy of the Overhead Crew Equipment Report (eFC-33), which related to the incident for which ICA is being claimed.

On the CAL FIRE-634 the employee must enter all the normally required information and follow the instructions below:

- “ICA” section: enter an “X” for each day that an assignment qualifies for ICA
- “Required Information” section: enter the Order Number, Request Number, and ICS position being filled.

On the eFC-33, the employee must enter all the normally required information and follow the instructions below:
• Block (4): enter the ICS position that is being filled (do not abbreviate).
• Block (14): enter the actual hard hours worked on the incident each day.

• Block (15): enter remarks that will fully explain the position being filled meets the position requirements of 1037.5.3 B.3.

C. Routing and required approvals

Employees must submit a completed CAL FIRE-634 and eFC-33.

Eligible employees shall submit the required documents to their supervisor (i.e., Unit Chief, Assistant Region Chief, Region Chief, Assistant Deputy Director, or Assistant State Fire Marshal) for review and signature approval. For management needs assignments, Region Chief or Deputy Director of Fire Protection signature shall be included. Documents will then be forwarded to the assigned Personnel Specialist for processing.
### Example A

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>One Week on ICA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
</tbody>
</table>

**Seven Day Cycle**

<table>
<thead>
<tr>
<th>1 2 3 4 5 6 7</th>
</tr>
</thead>
</table>

**ICA Days**

<table>
<thead>
<tr>
<th>X X X</th>
<th></th>
</tr>
</thead>
</table>

**Pay Rate**

<table>
<thead>
<tr>
<th>Full Week Pay</th>
</tr>
</thead>
</table>

**Total ICA Pay**

<table>
<thead>
<tr>
<th>One Week</th>
</tr>
</thead>
</table>

### Example B

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>Two Weeks on ICA - Employee on Two Separate Incidents Seven Day Cycle Resets for Second Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16</td>
<td></td>
</tr>
</tbody>
</table>

**Seven Day Cycles**

<table>
<thead>
<tr>
<th>1 2 3 4 5 6 7 1 2 3 4 5 6 7</th>
</tr>
</thead>
</table>

**ICA Days**

<table>
<thead>
<tr>
<th>X X X</th>
<th>X</th>
<th></th>
</tr>
</thead>
</table>

**Pay Rate**

<table>
<thead>
<tr>
<th>Full Week Pay</th>
<th>Full Week Pay</th>
</tr>
</thead>
</table>

**Total ICA Pay**

<table>
<thead>
<tr>
<th>Two Weeks</th>
</tr>
</thead>
</table>

### Example C

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>Four Weeks on ICA - 14d on Incident-3rd and subsequent week(s) 1/2 pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16</td>
<td></td>
</tr>
</tbody>
</table>

**Seven Day Cycles**

<table>
<thead>
<tr>
<th>1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7</th>
</tr>
</thead>
</table>

**ICA Days**

<table>
<thead>
<tr>
<th>X X X X X X X X X X X X X X X X X X</th>
<th></th>
</tr>
</thead>
</table>

**Pay Rate**

<table>
<thead>
<tr>
<th>Full Week Pay</th>
<th>Full Week Pay</th>
<th>1/2 Week Pay</th>
<th>1/2 Week Pay</th>
</tr>
</thead>
</table>

**Total ICA Pay**

<table>
<thead>
<tr>
<th>Three Weeks</th>
</tr>
</thead>
</table>

### Example D

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>Three Weeks on ICA - Pay Rate Resets due to more than a Seven Day break between Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16</td>
<td></td>
</tr>
</tbody>
</table>

**Seven Day Cycles**

<table>
<thead>
<tr>
<th>1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7</th>
</tr>
</thead>
</table>

**ICA Days**

<table>
<thead>
<tr>
<th>X X X X X X</th>
<th>X X X</th>
<th></th>
</tr>
</thead>
</table>

**Pay Rate**

<table>
<thead>
<tr>
<th>Full Week Pay</th>
<th>Full Week Pay</th>
<th>11 Day Break</th>
<th>Full Week Pay</th>
</tr>
</thead>
</table>

**Total ICA Pay**

<table>
<thead>
<tr>
<th>Three Weeks</th>
</tr>
</thead>
</table>

### Example E

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>Three Weeks on ICA - Overlap between Pay Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
</tbody>
</table>

**Seven Day Cycles**

<table>
<thead>
<tr>
<th>1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7</th>
</tr>
</thead>
</table>

**ICA Days**

<table>
<thead>
<tr>
<th>X X X X X X X X X X X X X X X X X X X X X X</th>
<th></th>
</tr>
</thead>
</table>

**Pay Rate**

<table>
<thead>
<tr>
<th>Full Week Pay</th>
<th>Full Week Pay</th>
<th>7 day Break- Full Week pay (paid in next pay period)</th>
</tr>
</thead>
</table>

**Total ICA Pay**

| Two Weeks paid in first pay period; One week paid in Second pay period. |

1037-16
ACCOUNTING 1037.5.4.1
(No. 163  February 2013)

ICA for assignments related to wildland fire emergencies on State Responsibility Area (SRA) may be charged to the Emergency Fund. ICA for other assignments shall be charged to the appropriate index and PCA for that assignment.

REVIEW AND AUDIT PROCESS 1037.5.5
(No. 163  February 2013)

In order to ensure consistent application of ICA statewide, the Personnel Specialist shall forward copies of the CAL FIRE-634 and eFC-33 to the Region Administrative Officer. For employees assigned out of Sacramento Headquarters, the Headquarters Personnel Specialist shall forward copies of the CAL FIRE-634 and eFC-33 to the Staff Chief of Fire Protection Operations. The Region Chief or Deputy Director for Fire Protection will review periodically in order to monitor application and ensure consistency.

The CAL FIRE-634 will also be reviewed periodically by the Fire Protection Executive Council. This new process will enable standard application for all employees submitting requests for ICA.

All records for payment shall be retained for audit review by the California Department of Human Resources (CalHR) for three years.

REALLOCATION FROM WORK WEEK GROUP 1037.6
E/SE TO WORK WEEK GROUP 2
(No. 65  September 2000)

Temporary reallocation from Work Week Group (WWG) E or SE to WWG 2 is to compensate eligible employees that are required and authorized in advance by the appointing power to work overtime as a result of emergency or non-emergency situations in accordance with the provisions of WWG 2 for the duration of the emergency or non-emergency situation as described below. For the purposes of this section, an emergency situation is one declared by the Governor or the appointing power and is defined as a situation where there is extreme peril to persons and/or property caused by such conditions as fire, flood, storm, epidemic, riot, or earthquake. (See Department of Personnel Administration Pay Scales for Work Week Group definitions and overtime provisions.)

The reallocation from WWG E or SE to WWG 2 is authorized pursuant to an agreement between the Department of Forestry and Fire Protection and CAL FIRE Firefighters during the collective bargaining process for the 1999-2001 Memorandum of Understanding. Regardless of the temporary reallocation described herein, the employees in these classifications remain exempt from the Fair Labor Standards Act (FLSA) and are for all other purposes assigned to WWG E/SE. (See Caperci v. Rite Aid Corp. 43F.Supp.2d 83)
REFERENCE 1037.6.1
(No. 65  September 2000)
State Civil Service Pay Scales, Section 10.

GENERAL PROVISIONS 1037.6.2
(No. 65  September 2000)

Eligible Classifications

The following classifications are eligible to be reallocated pursuant to this section. These classifications are specifically NOT eligible for IRS compensation. (See 1999-2000 BU-8 MOU sections 8.14 and 8.4.

Rank and File:
Assistant Chief (Non-supervisory)
Forester I (Non-supervisory)
Forester II (Non-supervisory)

Effective Date

Authorization for Work Week Group reallocation is effective July 1, 1999, for all eligible classifications.

Payment Rate

All qualifying emergency overtime will be compensated at the time and one-half rate with cash when the criteria and indicators listed below are met.

All qualifying non-emergency overtime will be compensated at the time and one-half rate with cash or compensating time off (CTO) at the department's option when the criteria and indicators listed below are met.

NOTE: Employees who are reallocated from WWG E or SE to WWG 2 pursuant to the Bargaining Unit 08 MOU and this policy during a period of time in which a holiday falls, will have the work/holiday hours and/or pay treated just the same as any other WWG 2 employee similarly situated (such as a Fire Prevention Specialist). In other words, for the time period reallocated, these employees are WWG 2 employees for the purposes of calculating compensation, including holiday credit and/or compensation for holidays that fall within the time period of the reallocation.
CAL FIRE CRITERIA FOR REALLOCATION TO WWG 2  1037.6.3
DURING AN EMERGENCY SITUATION
(No. 65  September 2000)

The Unit Chief (or, for example, in the case of employees assigned to a Region/Area office, the appropriate Staff Chief) is authorized to reallocate employees in the classifications listed above during emergencies based on the following criteria. The work must be required and authorized in advance by the appointing power as designated; and

1. The employee is working in an identifiable situation that is causing the employee to work in excess of his/her normal hard duty time in a day in direct relationship to managing major (see Emergency Incident Management Handbook Section 7751.1) or multiple emergency situations (such as a major fire or complex of fires); or

2. The employee is performing the type of work that normally is performed by classifications that receive overtime (such as being assigned to an incident in an ICS position, providing coverage for a specific division/battalion due to draw down at maximum levels, or managing a large incident that lasts more than 48 hours and involves multiple agencies); or

3. The employee is working in a position that has been established as part of a Multi-Agency Coordinating System (MACS) operating in Mode 3 or 4. (See MACS 410-1)

CAL FIRE CRITERIA FOR REALLOCATION TO WWG 2 FOR  1037.6.4
ACTIVITY RELATED TO NON-EMERGENCY SITUATIONS
(No. 65  September 2000)

The CAL FIRE Director, Chief Deputy Director, or Region Chief is authorized to reallocate employees in the classifications listed above during non-emergency assignments based on the following criteria. The work must be required and authorized in advance by the appointing power as designated, and:

1. The work is not of an ongoing nature so that additional positions cannot be authorized, and;

2. The work load cannot be shifted or performed by temporary help; and

3. The work is not related to an emergency incident.

REQUIRED DOCUMENTATION AND APPROVAL PROCESS  1037.6.5
(No. 65  September 2000)

Each eligible employee shall submit the required documents to his or her immediate supervisor for review and approval (normally this is not the incident or fire line supervisor). Requests for reallocation approval will be documented as follows on the

Reallocation during an emergency situation.

1. In the “ICA or WWG Realloc” section, enter:

   On the top row of this section enter the total number of hours worked for each day during the week in which the reallocation occurs. On the bottom row of this section enter the total number of hours to be reallocated for each day (that number which exceeds the normal hours for that day). Total these hours in the right hand column. (An employee is not eligible to receive overtime compensation unless and until the employee has worked more than 40 hours in the 7-day work period and meets the criteria and indicators listed herein.)

2. In the “Required Information” section, enter:

   The Order and Request Number; and the ICS position or positions.

3. Attach a copy of the related Form FC 33.

Reallocation for activity not related to an emergency situation.

1. In the “ICA or WWG Realloc” section, enter:

   On the top row of this section enter the total number of hours worked for each day during the week in which the reallocation occurs. On the bottom row of this section enter the total number of hours to be reallocated for each day (that number which exceeds the normal hours for that day). Total these hours in the right hand column. (An employee is not eligible to receive overtime compensation unless and until the employee has worked more than 40 hours in the 7-day work period and meets the criteria and indicators listed herein).

2. In the “Required Information” section, enter:

   The Order and Request Number; and the ICS position if applicable and/or a specific description of the work performed describing how it meets the criteria listed above.

3. Attach a copy of the written approval authorizing reallocation not related to an emergency situation. (Reallocation for assignment to a non-emergency incident requires the advance authorization and written approval of the CAL FIRE Director, Chief Deputy Director, or Region Chief.)

4. Attach a copy of the related Form FC 33 if one was completed.
REVIEW AND AUDIT PROCESS  1037.6.6
(No. 65  September 2000)

For audit and/or review purposes the administrative unit will retain all records for a minimum of five (5) years or until audited, whichever is less.

INSTRUCTION FOR PERSONNEL SERVICES SPECIALISTS  1037.6.7
(No. 65  September 2000)

Personnel Services Specialists (PS) should refer to the General Provisions section of this section for information regarding the payment rate.

- Review the CAL FIRE 634-E/SE form for the required signatures and attachments. If the required signatures do not appear on the form, or if attachment(s) are missing, return the form to the employee’s supervisor for completion.

- Once the CAL FIRE 634-E/SE form is complete, verify that the total number of hours claimed for overtime is accurate.

- Prepare the Miscellaneous Payroll/Leave Actions (Std. 671) or the Time and Attendance Report (Std. 672) using “2” as the Work Week Group. The PS will need to unprotect the WWG/FLSA field using the F9 key in order to enter the 2. Key the required information into the PIPS. Use blanket serial code #999.

EDUCATIONAL INCENTIVE PAY  1037.11
(No. 83  May 2002)

EDUCATIONAL INCENTIVE PAY  1037.11.1
FOR R07 AND S07 EMPLOYEES
(No. 86  June 2002)

FOR BARGAINING UNIT 7 RANK AND FILE (R07) EMPLOYEES AND EXCLUDED SUPERVISORY (S07) EMPLOYEES

R07 Employees:
Effective October 19, 2001, the state shall pay a differential per pay period to all R07 employees who are peace officers in the Peace Officer/Firefighter (PO/FF) retirement category who meet at least one of the criteria listed.

S07 Employees:
Effective October 19, 2001, the state shall pay a differential per pay period to S07 first-level supervisors who are peace officers in the Peace Officer/Firefighter (PO/FF) retirement category who meet at least one of the criteria listed.
NOTE: Employees who meet the criteria for the Educational Incentive Pay and submit the required documentation prior to July 1, 2002 will receive the incentive retroactive to October 19, 2001 or their eligibility date, whichever is later.

An eligible employee who submits the required documentation after July 1, 2002 or an employee who becomes eligible after July 1, 2002 will receive the incentive on the first of the pay period following submission of the required documentation.

Employees who meet the criteria as of October 19, 2001 need only submit the Educational Incentive Pay (EIP) form (PO-29) and not submit a copy of their degree or POST certificate.

REFERENCES
(No. 86 June 2002)

R07 Employees:
Bargaining Unit 7 Memorandum of Understanding, Section 19.36
Department of Personnel Administration (DPA) Pay Letters 01-24 and 02-10
State Civil Service Pay Scales, Section 14
Personnel Management Liaisons Memorandum 2002-016

S07 Employees:
Department of Personnel Administration (DPA) Pay Letters 02-01 and 02-10
State Civil Service Pay Scales, Section 14
Personnel Management Liaisons Memorandum 2001-069 and 2002-016

GENERAL PROVISIONS
(No. 85 June 2002)

Eligible Classifications

R07 Employees:
Arson and Bomb Investigator
Deputy State Fire Marshal
Deputy State Fire Marshal III (Specialist)
Fire Service Training Specialist
Fire Service Training Specialist III
Pipeline Safety Engineer

S07 Employees:
Deputy State Fire Marshal III (Supervisor)
Fire Service Training Supervisor
Senior Arson and Bomb Investigator
Supervising Pipeline Safety Engineer
Payment Rate

R07/S07 Employees:
$50.00 per pay period for an Associate Degree or Intermediate Peace Officer Standards Training (POST) Certificate. $100.00 per pay period for a Bachelor’s Degree or Advanced POST Certificate.

CAL FIRE CRITERIA FOR PAYMENT OF EDUCATIONAL INCENTIVE PAY
(No. 86 June 2002)

R07/S07 Employees:

1. PO/FF employees in eligible classifications who possess an Associate Degree “or” Intermediate POST Certificate.

2. PO/FF employees in eligible classifications who possess a Bachelor’s Degree “or” Advanced POST Certificate.

Additional Criteria Provisions

R07/S07 Employees:

- Eligibility criteria may not be combined and rates are not cumulative. When an employee meets two of the criteria, he/she shall be eligible for only one rate but not both.
- Employees who qualify after October 19, 2001 must submit a completed Educational Incentive Pay (EIP) form (PO-29) and attach the required POST certificate or degree to his/her Personnel Services Specialist (PS). Degrees obtained must be from an accredited college or university.
- EIP shall be eliminated upon movement to a nonqualifying classification. If the employee moves to a classification in BU8, the employee must meet the BU8 criteria.

NOTE: Upon movement to another classification, the employee shall move from his/her base salary only.

REQUIRED DOCUMENTATION AND APPROVAL PROCESS
(No. 85 June 2002)

Eligible employees qualifying under one of the listed criteria shall submit a completed PO-29 form along with the required documentation, to his/her PS for processing.
REVIEW AND AUDIT PROCESS 1037.11.1.5
(No. 85  June 2002)

All records of payment shall be retained for audit review by the Department of Personnel Administration for three years.

INSTRUCTIONS FOR PERSONNEL SERVICES SPECIALISTS 1037.11.1.6

PSs should refer to the “General Provisions” section of this document for information regarding the payment rate.

R07/S07 Employees:
• The PS must verify that the degree obtained is from an accredited college or university.
• Once the PO-29 form has been received and verified, the PS should process a 350 transaction using Earnings ID: 8EPF for $50.00 or 8EPG for $100.00.
• The effective date of the EIP will be the first pay period following the month in which required documentation was submitted.
• The original PO-29 should be filed in the employees’ official personnel file.

If applicable, should pay differential be:
Pro rated Yes
Subject to qualifying pay period No
All timebases and tenure eligible Yes
Subject to PERS deduction Yes

For all classes: Inclusion in rate to calculate the following benefit pay
Overtime No/Yes (FLSA)
IDL Yes
EIDL Yes
NDI Yes
Lump Sum Vacation Yes
Lump Sum Sick Yes
Lump Sum Extra Yes

EDUCATIONAL INCENTIVE PAY FOR R08/C08 EMPLOYEES 1037.11.2
(No. 83  May 2002)

FOR BARGAINING UNIT 8 RANK AND FILE (R08) EMPLOYEES AND EXCLUDED CONFIDENTIAL (C08) EMPLOYEES
R08/C08 Employees:
Effective July 1, 1998, the state shall pay a differential per pay period to all permanent
R08/C08 employees with the exception of Fire Fighter I, Fire Lookout -Seasonal-, and
Forestry Aid who meet at least one of the criteria listed.

REFERENCES
(No. 83 May 2002)

R08/C08 Employees:
Bargaining Unit 8 Memorandum of Understanding, Section 17.11
DPA Pay Letter 98-33
State Civil Service Pay Scales, Section 14

GENERAL PROVISIONS
(No. 83 May 2002)

Eligible Classifications

R08/C08 Employees:
Air Operations Officer I
Air Operations Officer I (Maintenance)
Air Operations Officer II
Air Operations Officer II (Maintenance)
Air Operations Officer III
Air Operations Officer III (Maintenance)
Assistant Chief (Nonsupervisory)
Battalion Chief (Nonsupervisory)
Fire Apparatus Engineer
Fire Apparatus Engineer (Paramedic)
Fire Captain
Fire Captain (Paramedic)
Fire Fighter II
Fire Fighter II (Paramedic)
Fire Prevention Assistant
Fire Prevention Officer I
Fire Prevention Officer II
Fire Prevention Specialist I
Fire Prevention Specialist II
Forester I (Nonsupervisory)
Forester II (Nonsupervisory)
Forestry Assistant I
Forestry Assistant II
Forestry Fire Pilot
Forestry Logistics Officer I
Forestry Technician
Heavy Fire Equipment Operator
Payment Rate

R08/C08 Employees:
$75.00 per pay period

CAL FIRE CRITERIA FOR PAYMENT OF EDUCATIONAL INCENTIVE PAY 1037.11.2.3
(No. 83  May 2002)

R08/C08 Employees:
1. Permanent employees classified as Fire Fighter II (FFII), Fire Fighter II (Paramedic) (FFII(P)), Fire Apparatus Engineer (FAE), or Fire Apparatus Engineer (Paramedic) (FAE(P)) who have:
   a. journeyed under the approved Joint Apprenticeship Committee (JAC) Program, or
   b. been granted a journey-level equivalency, or
   c. been appointed to the classification prior to the initiation of the JAC Program on July 1, 1983, or
   d. successfully completed a Training and Development (T&D) Assignment in the classification of FFII, FFII(P), FAE or FAE(P)

2. Permanent employees in the following classifications:
   a. Fire Captain (FC) or Fire Captain (Paramedic) (FC(P))
   b. Employees who have successfully completed a T&D Assignment in the classification of FC or FC(P)
   c. Battalion Chief (Nonsupervisory)
   d. Forester I/II (Nonsupervisory)
   e. Assistant Chief (Nonsupervisory)

3. Permanent employees in classifications listed below who have completed 60 units from an accredited college or university.
   a. Air Operations Officer I/II/III (Maintenance classes included)
   b. Fire Prevention Assistant
   c. Fire Prevention Officer I/II
   d. Fire Prevention Specialist I/II
   e. Forestry Assistant I/II
   f. Forestry Field Trainee
   g. Forestry Logistics Officer I
   h. Forestry Fire Pilot
   i. Forestry Technician
   j. Heavy Fire Equipment Operator
Additional Criteria Provisions

R08/C08 Employees:
- Employees who meet the Educational Incentive Pay (EIP) under any criteria listed above, shall retain the pay upon movement to another eligible R08 or C08 classification regardless of the EIP criteria for the new classification.
- Employees on a limited-term appointment to another R08 or C08 classification, who qualify for EIP based on their permanent appointment, shall retain the incentive pay while on a limited-term assignment.
- Current JAC program employees, who have completed 60 units from an accredited community college, are STILL REQUIRED to achieve journey-level status before they are eligible to receive the EIP.
- EIP shall be eliminated upon movement to a classification not designated R08 or C08. If the employee moves to a classification designated R07 or S07, the employee must meet the appropriate criteria.
- Permanent intermittent employees who qualify for EIP must work 88 hours in a pay period to receive the $75.00 differential, and any hours under 88 shall not receive a pro-rated amount of this differential.

NOTE: Upon movement to another classification, the employee shall move from his/her base salary only.

REQUIRED DOCUMENTATION AND APPROVAL PROCESS 1037.11.2.4
(No. 83 May 2002)
Eligible employees qualifying under criteria #3 shall submit a completed EIP form (PO-29) along with the required documentation to his/her Personnel Services Specialist (PS) for processing.

REVIEW AND AUDIT PROCESS 1037.11.2.5
(No. 83 May 2002)
All records of payment shall be retained for audit review by the Department of Personnel Administration for three years.

INSTRUCTIONS FOR PERSONNEL SERVICES SPECIALISTS 1037.11.2.6
R08/C08 Employees:
PSs should refer to the “General Provisions” section of this document for information regarding the payment rate.

Bargaining Unit 8 Employees:
- For Employees Who Qualify Under CAL FIRE Criteria #1:
Notification of employees’ journey-level status will be sent to the Unit PSs and Region JAC Coordinators from Labor Relations. The PS should key upon receiving verification from Labor Relations. The effective date under criteria #1 of the EIP is the last day of the employees’ performed training (e.g., coursework, tests, etc.) regardless of the three-year apprenticeship date and will be included on the notice from Labor Relations.

- For Employees Who Qualify Under CAL FIRE Criteria #2:

The PS should key with any applicable appointment. The effective date under criteria #2 is the date the employee was appointed to the eligible classification.

- For Employees Who Qualify Under CAL FIRE Criteria #3:

Once the PO-29 form is received from the employee, the PS will verify that credits obtained were from an accredited college or university. After the information has been verified the PS should process 350/F671 transactions using Earnings ID: 8E6 for full-time employees and Earnings ID: 8E7 for intermittent employees. The effective date of the EIP is the date signed by the employee on the PO-29.

- The original PO-29 should be filed in the employees’ official personnel file.

If applicable, should pay differential be:

Pro rated
- Full time/part time Yes
- Intermittent No (see below)

Subject to qualifying pay period
- No

Time base eligibility
- All

Tenure eligibility
- Permanent*

Subject to PERS deduction
- Yes

For all classes: Inclusion in rate to calculate the following benefit pay
- Overtime Yes
- IDL Yes
- EIDL Yes
- NDI Yes
- Lump Sum Vacation Yes
- Lump Sum Sick Yes
- Lump Sum Extra Yes

* Permanent intermittent employees must work 88 hours in a pay period to receive the $75.00 differential, and any hours under 88 shall not receive a pro-rated amount of this differential.
Permanent employees in the Heavy Fire Equipment Operator classification with a passenger endorsement on their driver license shall receive the differential.

**REFERENCE**

Pay Letter 01-10 dated 5/18/01
State Pay Scales – Section 14: Pay Differential 228

**EFFECTIVE DATE**

This differential is effective May 1, 200.

**PAYMENT RATE**

$75.00 per month.

**ELIGIBILITY CRITERIA**

Permanent employees in the Heavy Fire Equipment Operator classification with a passenger endorsement on their driver license are eligible to receive this differential.

In order to receive this differential, the employee must provide a copy of his/her valid California driver license showing the passenger endorsement to their unit Personnel Services Specialist (PS). When the license expires and a new license is obtained, the employee must provide a copy of the new license showing the passenger endorsement to their unit PS.

**PERSONNEL SERVICES SPECIALIST INSTRUCTIONS**

Upon receipt of the copy of the employee’s driver license, the PS will verify that the employee has a passenger endorsement. The PS will keep a copy of the driver license in the employee’s official personnel file. Once the employee’s eligibility has been verified, the PS must process a 350 (Special Pay) Personnel Action Request (PAR) transaction indicating code 8PE in Item #350.
If applicable, should pay differential be:

- Pro-rated: Yes
- Subject to Qualifying Pay Period: No
- All Time Bases and Tenure Eligible: Yes
- Tenure Eligibility: Permanent
- Subject to PERS Deduction: Yes

Inclusion in Rate to Calculate the Following Benefit Pay:

- Overtime: Yes
- IDL: Yes
- EIDL: Yes
- NDI: Yes
- Lump Sum Vacation: Yes
- Lump Sum Sick Leave: Yes
- Lump Sum Extra: Yes

Employees who have questions regarding the HFEO Passenger Endorsement Pay differential should contact their Personnel Office.

(see next section)

(see HB Table of Contents)

(see Forms or Forms Samples)