

WARD WAGES

6238

(May 2003)

Responsibility

Camp Superintendent Division Chief

The pay budget for CYA is allocated at the program level at the beginning of each fiscal year. The Camp Superintendent and the Division Chief will establish the ward payroll within the allocated funds.

- The pay period is for the calendar month and wards are to be compensated for each day's work.
- Emergency Firefighter pay - \$1.00 hourly.

Pay categories maybe established at each camp for programs such as military, teacher's aide, etc.

"LAY-IN"

6238.2

(May 2003)

Responsibility

Camp Superintendent Division Chief

With the mutual agreement of CYA the Division Chief may authorize individual crews or portions to be "laid in with pay" at any time, to accommodate emergencies, mandatory training, shortage of supervision, injuries, etc. which may arise in the CDF work program or during weather conditions too hazardous to work.

WORK INCENTIVES

6238.3

(May 2003)

Responsibility

All

Ward work time will be recorded on the Ward Pay Sheet. Pay Sheets shall be audited by CYA staff prior to submission to the Department Accounting Office.

(see next section)

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(see Forms or Forms Samples)