

FEMA PAY PROCESS

PURPOSE

To establish guidelines concerning the pay of members deployed with VA-TF 2.

SCOPE

To ensure the members who deploy with VA-TF 2 are paid in accordance to City of Virginia Beach policy and Federal regulation.

CFAI REFERENCE

This policy applies to the following categories, criterion, and performance indicators of the Commission on Fire Accreditation International (CFAI): 4A.4, 7E.1.

DEFINITIONS

Home on Duty Work Hours: These are the hours that the temporary federal employee would have been on duty

Seven Day Period: A seven-day period, according to the Code of Federal Regulations (CFR) is midnight to midnight. Day 1 is any part of the first day up to midnight. At 00:01, day 2 starts.

Portal to Portal: From the time of activation to demobilization. During that time, the member is employed by the Federal Government as a "sworn temporary federal employee."

Straight Time Differential: Hours worked within the first 40 hours for which the temporary federal employee would NOT have been on duty; calculated by subtracting the member's 56 hour rate from the 40 hour rate.

Overtime Differential: Hours worked greater than 40 for which the temporary federal employee would have been on duty (home on duty work hours); calculated by subtracting the member's 56-hour straight rate from the 40-hour overtime rate.

CONTENT

CITY POLICY and CODE OF FEDERAL REGULATION

The Virginia Beach Fire Department shall comply with the following regulations and policies when paying members who deploy with VA-TF 2:

1. Municipal Operations and Staffing Policy [MOSP 6.03\(A\)](#)
2. Code of Federal Regulation 44 CFR 208 [44 CFR 208](#)

PROCEDURES FOR MEMBER PAY

1. At the time of Task Force activation, activation orders, with the time of assembly, and rosters will be sent to VBFD Finance. Task force members will be placed into TeleStaff as TDA. Task force members will be identified by what shift they currently are assigned to in order to process pay accurately.
2. Exempt and non-exempt 56-hour members' hourly pay will be converted to the equivalent hourly wage for a 40-hour work week.
3. Exempt and non-exempt 40-hour members' hourly pay will be based on their current annual salary.
4. Calculate Pay for First 40 Hours
 - a. Non-Exempt 56-Hour Members
 - 1) Straight Time: These are the hours from the first 40 that the temporary federal employee would not have been on duty (home on duty hours). Non-exempt 56 hour members will be paid at the 40 hour straight rate.
 - 2) Straight Time Differential: These are the hours from the first 40 that the temporary federal employee would have been on duty. Non-exempt 56 hour employees will be paid the difference between their 56 hour straight rate and their 40 hour straight rate (Payroll will subtract straight time home on duty hours at the 56 hour rate and add same number of hours at the 40 hour straight rate.)
 - b. Non-Exempt 40-Hour Members
 - 1) Straight Time: These are the hours from the first 40 that the temporary federal employee would not have been on duty (home on duty hours). Non-exempt 40 hour members will be paid at the 40 hour straight rate.
 - c. Exempt 56-Hour Members
 - 1) Straight Time: These are the hours from the first 40 that the temporary federal employee would not have been on duty (home on duty hours). Exempt 56 hour members will be paid at the 40 hour straight rate.
 - 2) Straight Time Differential: These are the hours from the first 40 that the temporary federal employee would have been on duty. Exempt 56 hour employees will be paid the difference between their 56 hour straight rate and their 40 hour straight rate (Payroll will subtract straight time home on duty hours at the 56 hour rate and add same number of hours at the 40 hour straight rate.)
 - d. Exempt 40-Hour Members
 - 1) Straight Time: These are the hours from the first 40 that the temporary federal employee would not have been on duty (home on duty hours). Exempt 40 hour members will be paid at the 40 hour straight rate.
5. Calculate Pay After First 40 Hours (until next 7 day cycle)
 - a. Non-Exempt 56-Hour Members
 - 1) Overtime: These are the hours that the temporary federal employee would not have been on duty (home on duty hours). Non-exempt 56-hour members will be paid at the 40 hour overtime rate up to seven days.
 - 2) Overtime Differential: These are the hours that the temporary federal employee would have been on duty. Non-exempt 56 hour employees will be paid the difference between their 56 hour straight rate and their 40 hour overtime rate up to seven days. (Payroll will subtract straight time home on duty hours at the 56 hour rate and add same number of hours at the 40 hour overtime rate.)

b. Non-Exempt 40-Hour Members

- 1) Overtime: These are the hours that the temporary federal employee would not have been on duty (home on duty hours). Non-exempt 40-hour members will be paid at the 40 hour overtime rate up to seven days.
- 2) Overtime Differential: These are the hours that the temporary federal employee would have been on duty. Non-exempt 40 hour employees will be paid the difference between their 40 hour straight rate and their 40 hour overtime rate up to seven days. (Payroll will subtract straight time home on duty hours at the 40 hour rate and add same number of hours at the 40 hour overtime rate.)

c. Exempt 56-Hour Members

- 1) Straight Time: These are the hours after the first 40 that the temporary federal employee would not have been on duty (home on duty hours). Exempt 56 hour members will be paid at the 40 hour straight rate for all hours worked over 40.
- 2) Straight Time Differential: These are the hours after the first 40 that the temporary federal employee would have been on duty. Exempt 56 hour employees will be paid the difference between their 56 hour straight rate and their 40 hour straight rate (Payroll will subtract straight time home on duty hours at the 56 hour rate and add same number of hours at the 40 hour straight rate.)

d. Exempt 40-Hour Members

- 1) Straight Time: These are the hours after the first 40 that the temporary federal employee would not have been on duty (home on duty hours). Exempt 40 hour members will be paid at the 40 hour straight rate.

Each 7 day cycle starts with another 40 hour period. Each 7 day cycle after the first cycle will commence at midnight on the first day of that cycle.

Appendices:

- A. Shift Calendar for Month Used in Scenarios
- B. A Shift Pay Scenario
- C. B Shift Pay Scenario
- D. C Shift Pay Scenario
- E. 40 Hour Member Pay Scenario

Prev. SOP No.	Current SOP No.	Date of Change	Description of Change
N/A	FR4.03	January 3, 2017	New SOP