

**Arizona State Forester's
Emergency Pay Plan
For
Seasonal Hires
2016-2018**

A. PREAMBLE. Pursuant to Arizona Revised Statutes 37- 621 and 37- 623.01, there is hereby established, effective **May 3, 2008**, the following Administratively Determined (AD) Pay Plan, which replaces and supersedes previously approved plans. In the event there is an emergency in progress on the effective date of this pay plan, the emergency workers on that emergency shall be paid under the provisions of the pay plan in effect at the start of the emergency. This pay plan applies wherever and whenever it becomes necessary to hire persons:

1. To cope with a sudden and unexpected emergency caused by a fire, or extreme fire potential, flood, storm, or any other emergency that threatens damage to state and private protected property unless brought under immediate control.
2. To provide emergency assistance to Federal Agencies under formalized cooperative agreements (see paragraph D).
3. To meet mission assignments issued by the State Division of Emergency Management Agency (DEMA).

This pay plan is complete within itself. Therefore, for any hiring under this plan, the provisions herein take precedence over any other policies or regulations that may be prescribed elsewhere.

B. RATES OF PAY. The Arizona State Forestry Division, State Foresters Office has selected to use the National Pay Plan for Emergency Workers as its guide for seasonal employee payment system.

The State of Arizona selected to use the National Emergency Pay Plan for several reasons:

1. These Incident Management System position are not found in the State Job Classification system because of there special use related emergency management activities.
2. The positions classifications and rates of pay review annual by (IBPWT) which includes state organizations.
3. These rates of pay are currently used by other state forestry organizations.

The National Wildfire Coordinating Group (NWCG) Incident Business Practices Working Team (IBPWT) facilitates establishment of rates and position review for casual positions on an annual basis. Changes to the pay plan may be proposed by any agency for a variety of reasons, i.e., new law or regulation, clarification of meaning, establishment of new positions. The agency hiring official will submit, through normal agency channels, pay plan change recommendations to the IBPWT.

Pay plan changes are normally requested and addressed in the first quarter of the fiscal year.

1. Rates per hour for AD-A through AD-L

| Classification | Hourly Rate | Overtime Rate |
|----------------|-------------|---------------|
| AD-A | 11.16 | 16.74 |
| AD-B | 12.28 | 18.42 |
| AD-C | 13.64 | 20.46 |
| AD-D | 15.08 | 22.62 |
| AD-E | 16.54 | 24.81 |
| AD-F | 18.10 | 27.15 |
| AD-G | 21.00* | 31.50 |
| AD-H | 24.00* | 36.00 |
| AD-I | 24.52* | 36.78 |
| AD-J | 26.94 | 40.41 |
| AD-K | 29.60 | 44.40 |
| AD-L | 35.48 | 53.22 |
| AD-M | 42.18 | 63.27 |

*Rates in these pay bands are frozen at the 2005 AD Pay Plan level. These rates will remain frozen until the formula calculation aligns with the annual cost of living adjustments.

CONDITIONS OF HIRE.

1. This pay plan applies only to those casual hires that are recruited for the sole purpose of dealing with an immediate fire emergency, extreme fire potential, or other emergency.
2. Under no conditions may active members of the Armed Forces be hired.
3. Casuals hired under this plan must meet minimum physical fitness standards and security and training requirements as established by agency policy. Hiring units shall use the Single Resource Casual Hire Information Form, per agency policy. In addition, casuals are required to complete agency specific health and medical screening requirements for certain positions prior to being hired.
4. Casuals in positions that require special certification or license (emergency medical technicians, drivers, instructors, and so forth) must meet the requirements of the hiring agency and of the State where the incident is located.
5. The Immigration Reform and Control Act of 1986 (8 U.S.C. 1324A) requires Employer's to hire only individuals who are eligible to work in the United States. This law also requires that the Department of Homeland Security (DHS) Form I-9 be completed within 3 business days of the appointment. Those units who establish and

train organized crews should complete DHS Form I-9 as soon as crews are organized to eliminate the need for verification at incidents. The appropriately delegated position on the hiring unit or the designee is responsible verifying the eligibility of any casuals hired.

6. The Agency Administrator or designee has the final authority to accept or reject any person hired under this plan.

8. To work under this plan requires a social security number for United States citizens or individual taxpayer identification number for non-United States citizens. Casuals shall be furnished a notice of mandatory social security number disclosure at the time of hire.

9. The salary rate shown for each classification is the rate per hour to be paid for all the service required of the casual hire. **Premium compensation will be paid for service in excess of 40 hours per week.**

10. The hiring period begins at the point of hire and the time an individual is available for hire at the request of an agency representative. It ends at the time the casual hire is returned the point of hire or is no longer available. Point of hire is defined as the location of the unit where hiring documentation is completed or other locations as determined by the hiring unit.

a. All hours worked under this pay plan must be recorded as either on-shift or offshift. All on-shift time is compensable; all off-shift time is non-compensable.

b. On-shift includes time spent in travel from and return to the point of hire and related waiting time; other travel necessary for the performance of work, such as from fire camp to fire line or between fire camps; ordered standby; and actual work.

c. Off-shift includes:

(1) Time allowed for sleeping and eating when personnel are free from assigned duty and

(2) Other periods when personnel are free from duty and are not in an ordered standby status. Ordered standby occurs when, at the direction of the agency representative, a casual is held in a specific location fully outfitted and ready for immediate assignment.

d. . Casuals assigned to an incident at their point of hire are not entitled to guaranteed hours on days off. This is considered off-shift time and is non-compensable. Casuals working at the point of hire are not guaranteed 8 hours each calendar day.

11. All transportation required from point of hire until return to point of hire shall be at Government expense. If a casual is fired or quits without an acceptable reason before

the emergency is over, pay will be stopped at that time. A government official may decide whether or not the Government will provide return transportation and if the casual will be paid for travel time back to the point of hire.

12. Meal periods during which a casual is free of duty in connection with an assigned job are not considered compensable work time. In situations where a casual cannot be relieved from work and must remain at the post of duty, count a meal period as time worked for which compensation shall be allowed. Compensable meal breaks shall be documented on Crew Time Reports (Form SF-261). (See IIBMH, Chapter 10.)

13. When casuals do not receive adequate food or lodging, they shall be in pay status the entire time they are working, sleeping, or eating. Adequate food is defined as: meals ready to eat, sack lunches, military type rations, and hot can or similar meals. Adequate lodging is described as: a sleeping bag (paper or cloth) or a blanket or equivalent covering to provide protection from the elements for sleeping.

14. Whenever deemed practical and necessary by the agency representative, furnish subsistence and lodging at State expense for casuals under this plan. If the State cannot provide subsistence for a casual, reimbursement should be made through the agency travel process, following current Agency Travel Regulations. The hiring agency/unit is responsible to issue authorization to travel and to process claims for travel expense reimbursement.

15. Federal agencies do not report wages earned to State offices for unemployment compensation purposes. The services performed by an individual on a temporary basis in case of fire, storm, earthquake, flood, or similar emergency are not considered as performing Federal service for the purpose of reporting wages for unemployment compensation benefits. Casuals may furnish statements of earnings to State Unemployment Offices on their own behalf.

16. Federal and State taxes shall be withheld from salary payments. Each casual shall present IRS Form W-4 and W-5, if applicable, at the time of initial hire. If the casual fails to submit a W-4, taxes shall be withheld at the single with no exemption rate. IRS Form W-2 shall be issued to the casual at the end of the year in which reported wages are earned.

17. Hiring units shall adhere to agency specific policy on the hiring of relatives as casuals.

F. **POSITION CLASSIFICATIONS.**

1. Rates are determined according to the job performed. Lengths of service and/or additional qualifications are not used to determine pay rate. Occasional or infrequent duties at a higher level do not justify a change in the pay rate.

2. Positions listed in the Incident Position Matrix which are found in the Wildland Fire Qualification System Guide (PMS 310-1) are designated with an asterisk in the 310-1

column. Individuals must possess a current agency issued incident qualification card (Red Card) showing specific qualification for the position in which they are hired.

3. When casuals work as trainees, they shall be paid one AD rate lower than the full performance AD rate. For example: a fire line squad boss trainee would be paid at the AD-C rate.

4. When casuals attend emergency incident training to qualify for another position they shall be paid one AD rate lower than the full performance rate.

5. When casuals attend refresher training, they shall be paid at their current position qualification rate.

6. The following Incident Position Matrix outlines the national standard rates prescribed positions commonly utilized in the Incident Command System structure.

7. Exception Positions. If none of the positions listed in the Incident Positions Matrix fit scope of duties for a position needed AND the scope of a current emergency warrants, an Exception Position could be established at the AD-A, AD-B, AD-F, AD-I and AD-K levels at the local unit by an appropriately delegated hiring official. A brief description of duties must accompany the Single resource Casual Hire form for audit purposes. The classifications below should be used as guidelines when determining at what level a new position may be established:

(a) AD-A (Exception Position 1): Positions within this level require no specialized skills or training. Performs simple routine, repetitive work tasks under close supervision or following step by step instructions; follows oral or written specific instructions.

(b) AD-B (Exception Position 2): Positions within this level require minimal skills or training. Routine assignments are carried out independently. Oral or written assignments are given with general information on quality, quantity and timeframe expectations.

(c) AD-F (Exception Position 3): Positions within this level require skills acquired through specific job training or experience. Work is performed independently. Interprets instructions, plans work, leads or supervises casuals at the next lower level.

(d) AD-I (Exception Position 4): Positions within this level require skills acquired through specific job training, technical education or experience and require the ability to apply or use specialized, complicated techniques or equipment. Instructs others in the requirements of the job, plans work or supervises casuals at the next lower level. Requires independent judgment and decision making. Assignments and most problem resolution are completed independently.

(e) AD-K (Exception Position 5): Positions within this level require expert knowledge and very high skill level in applying a wide range of concepts, principles and practices associated with professional or administrative work. Most often positions at this level are commensurate with knowledge gained from successful completion of

ICS courses 400 level and above, qualifications at the Type 1 or 2 level, or “ologist” positions that require higher level education or certification. May supervise other professionals or a group of technical specialists.

| Level | Hourly Salaries |
|---------------------------------------|------------------------|
| AD – A Exception Position 1 | 11.16 |
| AD – B Exception Position 2 | 12.28 |
| AD – F Exception Position 3 | 18.10 |
| AD – I Exception Position 4 | 24.52 |
| AD – K Exception Position 5 | 29.60 |

*For payment purposes, when completing the OF-288 (Firefighter Time Record) the position code will be recorded as a “THSP” (example: THSP – Exception Position)

**INCIDENT POSITION MATRIX
(Correlating Position in AD Pay Plan)
Rates A – L with Incident Command System (ICS)
2008**

Note: The ICS position codes identifiers are in the left column.

| ICS | POSITION TITLE | AD CLASS | 310 - 1 |
|-------------|--|-----------------|----------------|
| | COMMAND | | |
| AREP | AGENCY REPRESENTATIVE | K | * |
| ICT1 | INCIDENT COMMANDER TYPE 1 | M | * |
| ICT2 | INCIDENT COMMANDER TYPE 2 | K | * |
| ICT3 | INCIDENT COMMANDER TYPE 3 | J | * |
| ICT4 | INCIDENT COMMANDER TYPE 4 | F | * |
| ICT5 | INCIDENT COMMANDER TYPE 5 | E | * |
| PIO1 | PUBLIC INFORMATION OFFICER TYPE 1 | L | * |
| PIO2 | PUBLIC INFORMATION OFFICER TYPE 2 | K | * |
| PIOF | PUBLIC INFORMATION OFFICER | G | * |
| LOFR | LIAISON OFFICER | K | * |
| SOF1 | SAFETY OFFICER TYPE 1 | L | * |
| SOF2 | SAFETY OFFICER TYPE 2 | K | * |
| SOFR | SAFETY OFFICER LINE | H | * |

| | | | |
|--|--|-----------|--|
| | | AD | |
|--|--|-----------|--|

| ICS | POSITION TITLE | CLASS | 310 – 1 |
|-------------|-------------------------------------|----------|---------|
| | FINANCE | | |
| CLMS | CLAIMS SPECIALIST | E | * |
| CMSY | COMMISSARY MANAGER | E | * |
| COMP | COMP/CLAIMS UNIT LEADER | H | * |
| COST | COST UNIT LEADER | H | * |
| EQTR | EQUIPMENT TIME RECORDER | E | * |
| FSC1 | FINANCE SECTION CHIEF TYPE 1 | L | * |
| FSC2 | FINANCE SECTION CHIEF TYPE 2 | K | * |
| INJR | COMP FOR INJURY SPECIALIST | E | * |
| PROC | PROCUREMENT UNIT LEADER | I | * |
| PTRC | PERSONNEL TIME RECORDER | E | * |
| TIME | TIME UNIT LEADER | H | * |

| ICS | POSITION TITLE | AD CLAS S | 310 – 1 |
|-------------|---|-----------------|---------|
| | OPERATIONS | | |
| ABRO | AIRCRAFT BASE RADIO OPERATOR | C | * |
| ACAC | AREA COMMAND AVIATION COORD. | L | * |
| ABOS | AERIAL OBSERER | F | * |
| AOBD | AIR OPERATIONS BRANCH DIRECTOR | K | * |
| THSP | AIR SPACE COORDINATOR | H | * |
| ASGS | AIR SUPPORT GROUP SUPERVISOR | J | * |
| ATGS | AIR TACTICAL GROUP SUPERVISOR | J | * |
| CREP | CREW REPRESENTATIVE | G | * |
| CRWB | CREW BOSS | F | * |
| DECK | DECK COORDINATOR | F | * |
| DIVS | DIVISION GROUP SUPERVISOR | J | * |
| DOZ1 | DOZER OPERATOR | H | * |
| DOZB | DOZER BOSS | F | * |
| ENGB | ENGINE BOSS | F | * |
| ENOP | ENGINE OPERATOR | E | * |
| FALA | FALLER CLASS A (UP TO 12" DBH) | D | |
| FALB | FALLER CLASS B (UP TO 24" DBH) | F | |
| FALC | FALLER CLASS C (24" OR BIGGER) | I | |
| FELB | FELLING BOSS | F | * |
| FFT1 | FIREFIGHTER TYPE 1 (SQUAD BOSS) | D | * |
| FFT2 | FIREFIGHTER TYPE 2 (CREW MEMBER) | C | * |

| | | | |
|------|----------------------------------|---|---|
| THSP | FIRE LOOKOUT | D | * |
| FIRB | FIRING BOSS | F | * |
| HELM | HELICOPTER MANAGER | G | * |
| HEB1 | HELIBASE MANAGER TYPE 1 | I | * |
| HEB2 | HELIBASE MANAGER TYPE 2 | H | * |
| HECM | HELICOPTER CREWMEMBER | D | * |
| HELB | HELICOPTER BOSS, SINGLE RESOURCE | F | * |
| HLCO | HELICOPTER COORDINATOR | I | * |
| OPBD | OPERATIONBRANCH DIRECTOR | K | * |
| OSC1 | OPERATION SECTION CHIEF TYPE 1 | L | * |
| OSC2 | OPERATION SECTION CHIEF TYPE 2 | K | * |
| THSP | SEAT COORDINATOR | I | |
| SEMG | SINGLE ENIGNR A/T MANAGER | G | * |
| STAM | STAGING AREA MANAGER | F | * |
| STCR | STRIKE TEAM LEADER CREW | H | * |
| STDZ | STRIKE TEAM LEADER DOZER | H | * |
| STEN | STRIKE TEAM LEADER ENGINE | H | * |
| STLM | STRIKE TEAM LEADER MILITARY | H | * |
| STPL | STRIKE TEAM LEADER TRACTOR/PLOW | H | * |
| STPS | STRUCTURAL PROTECTION SPECIALST | J | * |
| TFLD | TASK FORCE LEADER | H | * |
| TOLC | TAKE-OFF & LANDING COORDINATOR | E | * |
| TRPB | TRACTOR/PLOW BOSS | F | * |
| WHSP | WATER HANDLING SPECIALIST | F | |

| ICS | POSITION TITLE | AD CLASS | 310 – 1 |
|------|-------------------------------|----------|---------|
| | PLANNING | | |
| ACPC | ASS. AREA COMMANDER PLANNING | L | * |
| DMOB | DEMOB UNIT LEADER | H | * |
| DOCL | DOCUMENTATION UNIT LEADER | F | * |
| DPRO | DISPLAY PROCESSOR | C | * |
| FBAN | FIRE BEHAVIOR ANALYST | J | * |
| FEMO | FIRE EFFECTS MONITOR | H | |
| FOBS | FIELD OBSERVER | F | * |
| GISS | GIS SPECIALIST | G | * |
| HRSP | HUMAN RESOURCE SPECIALIST | H | * |
| LTAN | LONG TERM FIRE ANALYST | J | * |
| PSC1 | PLANNING SECTION CHIEF TYPE 1 | L | * |
| PSC2 | PLANNING SECTION CHIEF TYPE 2 | K | * |
| RESL | RESOURCES UNIT LEADER | H | * |
| SCKN | STATUS/CHECK IN RECORDER | E | * |

| | | | |
|-------------|------------------------------|----------|----------|
| SITL | SITUATION UNIT LEADER | H | * |
| TNSP | TRAINING SPECIALIST | F | * |
| WOBS | WEATHER OBSERVER | E | |

| ICS | POSITION TITLE | AD CLASS | 310 – 1 |
|-------------|---|-----------------|----------------|
| | LOGISTICS | | |
| ACLC | ASS. AREA COMMANDER LOGISTICS | L | * |
| BCMG | BASE CAMP MANAGER | E | * |
| THSP | CAMP CREW MEMBER | A | * |
| THSP | CAMP CREW SQUAD BOSS | C | * |
| THAP | CAMP CREW BOSS | D | * |
| CASC | SUPPLY CLERK | C | * |
| CCOC | COMPUTER COODINATOR | G | * |
| CDSP | CACHE DEMOB SPECIALIST | F | * |
| COML | COMMUNICATIONS UNIT LEADER | H | * |
| COMT | INCIDENT COMMUNICATION TECH. | F | * |
| EMTI | EMERGENCY MEDICAL TECH. INTER | G | * |
| EMTB | EMERGENCY MEDICAL TECH. BASIC | G | * |
| EMPT | EMERGENCY MEDICAL TECH. PARAM. | J | * |
| EQPI | EQUIPMENT INSPECTOR | D | * |
| EQPM | EQUIPMENT MANAGER | E | * |
| FACL | FACILITIES UNIT LEADER | H | * |
| FDUL | FOOD UNIT LEADER | H | * |
| GSUL | GROUND SUPPORT UNIT LEADER | H | * |
| IMSA | INCIDENT MEDICAL SPEC. ASSIST | G | |
| IMSM | INCIDENT MEDICAL SPEC. MANAGER | H | |
| IMST | INCIDENT MEDICAL SPEC. TECH. | G | |
| INCM | INCIDENT COMM.CENTER MANAGER | E | * |
| LSC1 | LOGISTICS SECTION CHIEF TYPE 1 | L | * |
| LSC2 | LOGISTICS SECTION CHIEF TYPE 2 | K | * |
| MEDL | MEDICAL UNIT LEADER | H | * |
| ORDM | ORDERING MANAGER | E | * |
| RADO | RADIO OPERATOR | B | * |
| RCDM | RECEIVING & DISTRIBUTION MANAGER | E | * |
| SECG | SECURITY GUARD (not LE) | C | |
| SECM | SECURITY MANAGER | E | * |
| SUBD | SUPPORT BRANCH DIRECTOR | K | * |
| SPUL | SUPPORT UNIT LEADER | H | * |
| SVBD | SREVICE BRANCH DIRECTOR | K | * |
| TESP | TOOL AND EQUIPMENT SPECIALIST | C | * |

| ICS | POSITION TITLE | AD CLASS | 310 – 1 |
|--------------|--|-----------------|----------------|
| | COORDINATION AND SUPPORT | | |
| ARCHS | ARCHEOLOGIST | K | |
| ATBM | A/T BASE MANAGER | H | |
| ACDP | AIRCRAFT DISPATCHER | H | |
| THSP | GENERAL SUPPORT CLERK | C | |
| CDET | COMPUTER DATA ENTRY RECORDER | D | |
| COOK | COOK, HEAD CAMP | F | |
| CORD | EXPANDED DISPATCH COORDINATOR | J | * |
| COTR | CONTRACTING OFFICER TECH. REP. | G | |
| THSP | CONTRACT REPRES. NW | G | |
| CTSP | COMPUTER TECHNICAL SPECIALIST | H | |
| THSP | COST APPOR. TECH. SPECIALIST | H | |
| DRCL | DRIVER, CDL REQUIRED | E | |
| DRVS | DRIVER, 1 TON TO 4 TONS, NO CDL | D | |
| DRVP | DRIVER, 1 TON OR LESS | C | |
| THSP | EMERG. SUPPORT FUNCTION LEAD | K | |
| THSP | EMERG. SUPPORT FUNCTION SPEC. | I | |
| EDRC | EXPANDED DISPATCH RECORDER | C | * |
| EDSD | EXPANDED DISPATCH SUPPORT DIS. | F | * |
| EDSP | EXPANDED DISPATCH SUPV. DIS | H | * |
| FUEL | FUELING SPECIALIST | D | |
| FUM1 | FIRE USE MANAGER T1 | K | * |
| FUM2 | FIRE USE MANAGER T2 | J | |
| GMEC | MECHANIC (AUTO/HEAVY EQUIPMENT) | G | |
| IADP | INITIAL ATTACK DISDPATCHER | H | * |
| IBA1 | INCIDENT BUSINESS ADVISOR TYPE 1 | L | * |
| IBA2 | INCIDENT BUSINESS ADVISOR TYPE 2 | K | * |
| THSP | LABORER | C | |
| THSP | LEAD INSTRUCTOR (S-300 and below) | I | |
| THSP | LEAD INSTRUCTOR (S-400 and Above) | K | |
| MCCO | MAC GROUP COORDINATOR | K | |
| MXMS | MIXMASTER | G | |
| PACK | PACKER | F | |
| PETL | FIRE PREVENTION TEAM LEADER | J | * |
| READ | RESOURCE ADVISOR | I | |
| SEC2 | SECURITY SPECIALIST | C | |
| WHHR | MATERIAL HANDLER | E | |
| WHLR | MATERIAL HANDLER LEADER | F | |

| ICS | POSITION TITLE | AD CLASS | 310 – 1 |
|-------------|-------------------------------|-----------------|----------------|
| | PRESCRIBED FIRE | | |
| RXB1 | RX BURN BOSS TYPE 1 | I | * |
| RXB2 | RX BURN BOSS TYPE 2 | H | * |
| RXB3 | RX BURN BOSS TYPE 3 | F | |
| RXM1 | RX FIRE MANAGER TYPE 1 | J | * |
| RXM2 | RX FIRE MANAGER TYPE 2 | I | * |