



PERSONNEL CLASSIFICATION SOG

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

PURPOSE

The position classification plan, upon adoption, shall be set forth in the classification plan for the SPFD.

DEFINITIONS

SHALL - Indicates a mandatory requirement.

STANDARD OPERATING GUIDELINES (SOG) - Documents that help establish how an organization will operate and how its members are expected to carry out specific duties outlined in general terms.

GUIDELINE

Adoption

The position classification plan, upon adoption, shall be set forth in Appendix A as the classification plan for the SPFD.

Coverage

The classification plan will include all full-time permanent classes of positions in the SPFD service, except for the position of Fire Chief.

Policy Number
7A.009
Page 1 of 3



Administration of the Classification Plan

The Fire Chief is charged with maintenance of the classification plan so that it will accurately reflect the duties performed by employees in the classes to which their positions are allocated. It is his duty to examine the nature of the positions as they are created, to allocate them to existing classes, and to recommend to the Directors the creation of new classes as deemed appropriate, to make such changes in the classification plan as are made necessary by changes in the duties and responsibilities of existing positions, and periodically to review the entire classification plan and recommend to the Directors appropriate changes in individual position allocations or the classification plan itself.

Allocation of Positions

When a new position is established or the duties of an existing position change, the Fire Chief will submit in writing a comprehensive job description describing in detail the duties of such a position. The Fire Chief will the appropriate class allocation or will recommend to the Directors the establishment of a new class. The Directors will then act on such recommendations.

Policy Number
7A.009

Page 2 of 3

Pay Rates in Promotion, Demotion, Transfer, and Reclassification

When an employee is promoted, demoted, transferred, or reclassified, his rate-of-pay in the new position will be established in accordance with the following rules:

- When an employee is promoted, his salary will be advanced to within the established pay scale for the grade.
- When an employee is demoted to a position for which he is qualified his salary will be set at the pay scale for the grade reduced to. If the action is not for reasons of unsatisfactory performance or failure in personal conduct, or in the appropriate step rate in the lower range if the action is a result of unsatisfactory performance or failure in personal conduct;

Pay Rates in Salary Range Revisions

When the Directors approve a change in salary range for an employee whose position is in that class may have his salary raised, lowered, or left the same by the Fire Chief. When an employee whose position is in a class revised to a higher salary range, his salary will be advanced to the established rate.



Part-Time or Temporary Work

The pay plan established by this policy is for full-time service. An employee appointed to a part time position will be paid an hourly rate as approved by the Fire Chief and based on qualification for the position being filled.

Hiring above the entry level

There are no provisions to hire employees above already established entry level compensation plans. Any deviations must be brought to the directors by the Fire Chief for Approval and will be based on a case by case basis.

Policy Number

7A.009

Page 3 of 3