



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

General Order Number: 11-12	Effective Date: January 2010
Division: Personnel Management	
Chapter: Special Duty (Certification Pay) Process	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

This General Order shall establish a procedure for requesting and the terminating of special duty (certification pay) to include: Hazardous Materials Technician, Rope Rescue Technician, Swift Water Technician, Dive Rescue (Public Safety Diver), Structural Collapse Technician, Confined Space Technician, Trench Rescue Technician, Fire Investigator pay, and Peer Fitness Trainer pay, in accordance with the sworn collective bargaining agreement, International Association of Fire Fighters, IAFF, Local 1619, Section 7.21 Special Duty Pay and Section 12.7 Wellness/Fitness.

DEFINITIONS

N/A

PROCEDURES / RESPONSIBILITIES

1. Special Duty Pay within the Special Operations Division

It shall be the responsibility of the employee to notify the Special Operations Major of the addition or loss of any of the following certifications: Hazardous Materials, Rope Rescue, Swift Water Rescue, Dive Rescue (Public Safety Diver), Structural Collapse, Confined Space Rescue, or Trench Rescue. No employee shall receive more than four and one half percent (4 ½%) of special duty pay and each employee must successfully complete an annual skills competency evaluation administered by the Department. This compensation is not considered part of the employee's base pay.

Once the Special Operations Major verifies certification and confirms that employee has met all requirements to be part of the technical rescue team, he/she will prepare the application for special duty pay and attach documentation as proof of certification and forward to Human Resources to process. The effective date will be the beginning of the pay period following notification to the Human Resources office. Under no circumstances will retroactive payment be made.

If an employee loses his/her certification in any of the above outlined disciplines, it is the employee's responsibility to notify the Special Operations Major of the loss of certification. The Special Operations Major will immediately prepare a termination of special duty pay form, obtain all necessary signatures, and forward to Human Resources to process the deduction of special duty pay.



2. Fire Investigator Pay

It shall be the responsibility of the Major (or ranking officer) in Fire Investigations to notify the Human Resources office when an employee is assigned as a Fire Investigator and has full law enforcement powers; therefore, is entitled to Fire Investigators special duty pay.

Once the Major (or ranking officer) verifies certification and confirms that employee has met all requirements to be entitled to Fire Investigators Pay, he/she will prepare the application for special duty pay and attach documentation as proof of certification and forward to Human Resources to process. The effective date will be the beginning of the pay period following notification to the Human Resources office. This compensation is not considered part of the employee's base pay. Under no circumstances will retroactive payment be made.

If an employee is transferred out of Fire Investigations and is no longer entitled to Fire Investigator special duty pay, it is the responsibility of the Major (or ranking officer) to immediately prepare a termination of special duty pay form, obtain all necessary signatures, and forward to Human Resources to process the deduction of special duty pay.

3. Peer Fitness Trainer Pay

It shall be the responsibility of the Wellness/Fitness Coordinator of the Risk Management office to notify the Human Resources office when an employee is certified as a Peer Fitness Trainer and is entitled to Peer Fitness Trainer pay.

Once the Wellness/Fitness Coordinator verifies certification and confirms that employee has met all requirements to be entitled to Peer Fitness Trainer Pay, he/she will prepare the application for special duty pay and attach documentation as proof of certification and forward to Human Resources to process. The effective date will be the beginning of the pay period following notification to the Human Resources office. This pay is inclusive of compensation for maintaining certification and shall be considered part of the employee's base rate of pay (for the purposes of overtime). Under no circumstances will retroactive payment be made.

If an employee loses his/her certification, or is no longer entitled to the Peer Fitness Trainer pay, it is the employee's responsibility to notify the Wellness/Fitness Coordinator of Risk Management of the loss of certification. The Wellness/Fitness Coordinator will immediately prepare a termination of special duty pay form, obtain all necessary signatures, and forward to Human Resources to process the deduction of Peer Fitness Trainer pay.

REFERENCES

Collective Bargaining Agreement - International Association of Fire Fighters (IAFF, Local 1619)
Section 7.21 Special Duty Pay and Section 12.7 Wellness/Fitness



FORMS / ATTACHMENTS

Attachment #1 – Application for Special Duty Pay Form

Attachment #2 – Termination of Special Duty Pay Form

**PRINCE GEORGE'S COUNTY
FIRE/EMS DEPARTMENT**

APPLICATION FOR SPECIAL DUTY PAY

DATE: _____

TO: _____, Lieutenant Colonel
_____ Command

FROM: _____, Major, _____ Division

RE: Application for Special Duty Pay

Employee: _____ Current Rank: _____

Station Assignment: _____ Employee Number: _____ ID# _____

Date employee was certified in and/or started in Special Duty position: _____. This memo confirms that the employee is currently certified in the discipline(s) listed below and serves as a (circle all that apply): member of the Special Operations Division/assigned as a Fire Investigator/ serves as a Peer Fitness Trainer. All appropriate documentation is attached to this memo.

The employee is certified in the following Special Duty disciplines: (check all that apply)

☐ New Certification

☐ Additional Certification

☐ Hazardous Materials Technician

☐ Confined Space Technician

☐ Rope Rescue Technician

☐ Trench Rescue Technician

☐ Swift Water Technician

☐ Fire Investigator

☐ Dive Rescue (Public Safety Diver)

☐ Peer Fitness Trainer

☐ Structural Collapse Technician

Approved: Yes _____ No _____ Battalion Chief or Wellness/Fitness Coordinator

Signature: _____ Date: _____

Approved: Yes _____ No _____ Major

Signature: _____ Date: _____

Approved: Yes _____ No _____ Lt. Colonel

Signature: _____ Date: _____

PRINCE GEORGE'S COUNTY
FIRE/EMS DEPARTMENT

TERMINATION OF SPECIAL DUTY PAY

DATE:

TO: _____, Lieutenant Colonel
_____ Command

FROM: _____, Major, _____ Division

RE: Special Duty Pay Termination

Employee: _____ Current Rank: _____

Station Assignment: _____ Employee # _____ ID# _____

Date person started receiving Special Duty Pay: _____. Number of disciplines for Special Duty Pay: _____. List the
disciplines for Special Duty Pay: _____ The date you stopped performing these duties: _____

Termination of Special Duty Pay _____

Approved: Yes _____ No _____; Battalion Chief/Division Commander/Wellness/Fitness Coordinator

Signature: _____ Date: _____

Approved: Yes _____ No _____; Major

Signature: _____ Date: _____

Approved: Yes _____ No _____; Lt. Colonel

Signature: _____ Date: _____

Notification of termination of Special Duty pay: Yes _____ No _____ Date: _____

Comments: _____
