

BULLETIN

NO: 25-40

DATE: March 6, 2025

TO: All Local 145-Represented Employees

FROM: Dan Eddy, Assistant Fire Chief, Emergency Operations
James Gaboury, Assistant Fire Chief, Business Operations
Michelle Yamamoto, Deputy Director, Fiscal Services

SUBJECT: New Pay Code – Off-Duty Communication Pay (0152)

Pursuant to the Local 145 MOU, Article 36, Overtime, Section A(2), effective July 1, 2024 (Fiscal Year 2025), a new pay code 0152 titled “Off-Duty Communication Pay” is now available for use in SAP/OneSD. This pay is defined as follows:

“When an employee who has been released from work and has left the work premises receives a phone call or text authorized by a Deputy Fire Chief or higher, to address an emergency that cannot wait until the next business day requiring the employee’s expertise, the employee will receive premium pay for all time worked with a two-hour minimum of compensation in each instance for remote work”.

Employees who are eligible to receive Off-Duty Communication Pay are required to enter the actual time worked per instance (e.g., 20-minute telephone call) in SAP, after which the system will automatically generate the two-hour minimum of premium overtime pay. Within two hours of an off-duty communication call or text, etc., subsequent communications shall not constitute a *second timecard entry* of Off-Duty Communication Pay. Rather, within the same two-hour window, the employee should include any additional calls or texts, etc. in the total time actually worked within the first two hours entered on their timecard. A call or text outside of the two-hour window constitutes a separate timecard entry under Off-Duty Communication Pay. This attendance code is eligible to be converted into Comp Time in lieu of pay.

Please route any questions through your chain of command.