

CITY OF FLAGSTAFF

City Employee Directives No. 4-070

Title: Hazardous/Assignment Pay

Effective: January 1, 2004 **Revised:** October 14, 2019

Contact: Office of Human Resources (213-2090)

The purpose of this policy is to provide a monetary incentive that is paid in the form of a stipend to employees who perform demanding duties with an unusual degree of responsibility, a heightened level of physical risk that is above the norm for the job, and where additional certification and/or continuing education is needed above the minimum requirements for the position. Hazardous Assignment Pay entitles eligible employees to compensation above which they are normally entitled. The pay is available to employees who meet eligibility requirements, perform the functions listed under (A)(3) Eligibility, where funding has been allocated and with approval for this stipend by the Division Director.

Assignment pay will be based on three factors and three levels:

A. Factors

1. Risk – the employee’s personal safety.
2. Responsibility – for public safety, consequence of error, and responsibility to neutralize the situation.
3. Response – frequency of incidents and speed of response time required.

B. Levels

1. High
2. Medium
3. Low

A. ELIGIBILITY

1. Hazardous Assignment Pay is available to tenured or tenure-eligible employees who are selected to fill a hazardous or assignment pay slot in which the skills and/or certifications are required. Other employees who are qualified will not automatically be placed in the Hazardous Assignment Pay program, as the number of slots are limited.
2. Duties/skills must meet all the following criteria to qualify for Hazardous/Assignment Pay:
 - a) Are beyond the normal scope or outside the scope for that job
 - b) Are required
 - c) Actively heightened physical level of risk that is above the norm for the job
 - d) Add value to the City
 - e) Are not performed on a regular basis
 - f) Are required by a higher authority (such as the City, State, or Federal Government)
 - g) Require additional or continuing specialized training or certification

3. Employees performing the following functions may be eligible for Hazardous Assignment Pay:
 - a) Tactical Operations (SWAT) - Police Division and Fire Division
 - b) Bomb Squad - Police Division
 - c) Hostage negotiations - Police Division
 - d) Accident investigations - Police Division
 - e) Arson investigations – Fire Division
 - f) HAZMAT/TRT Team - Fire Division
 - g) Airport/CFR - Airport
 - h) Pesticides – Public Works
 - i) Motor Officers – Police Division
 - j) Phlebotomist – Police Division
4. All employees who participate in the program must be available on a regular basis to use their skills. Participating employees are required to maintain proficiency in their area of specialty through continuing education or recertification.
5. Participating employees must remain involved in continuing education in order to remain in the Hazardous Assignment Pay program. Employees who fail to maintain proficiency and/or certification in their area will have their Hazardous Assignment Pay removed.

B. PROCEDURES

1. As part of the annual budget process, Division Directors will be required to submit the following to the Budget Team for review:
 - a. number of participants to serve in the program
 - b. number of incidents from the previous year
 - c. requested adjustments to the number of Hazardous Assignment Pay slots
2. The Budget Team will review the requests and approve a number of slots based on the justification.
3. When a market analysis is conducted, a separate review of hazardous/assignment pay will be conducted and recommendations for pay adjustments will be made during the annual budget process. Pay adjustments will be approved by the Council.
4. In selecting employees to fill allotted slots, Division Directors should consider the positions where the skills are required. Whenever a Division has more employees than available slots, that Division Director will select the most qualified employees to fill the slots.
5. A qualified and authorized employee may receive Hazardous Assignment Pay in more than one area of specialty. However, Division Directors will need to manage the number of assignments any one employee receives so it does not over burden or diminish an employee's ability to perform his/her regular job duties.
6. Once an employee is selected, the authorizing division must complete a Personnel Action Form (PAF) and forward the appropriate back up documentation such as copies of certifications and/or memo authorizing the stipend to Human Resources.

C. EFFECTS OF STATUS CHANGE, ELIGIBILITY, AND TERMINATION

1. Compensation for Hazardous/Assignment pay will be discontinued if:

- a) the employee leaves employment
 - b) the employee's participation in the program is no longer authorized by the Division Director or City Manager or designee
 - c) the employee is no longer meeting Division standards
 - d) the employee has voluntarily withdrawn from the program
 - e) the employee has been promoted, transferred, or demoted to a position that no longer requires the employee to utilize his/her skills allotted to Assignment Pay
 - f) the employee has a position status change from tenure or tenure eligible to a position status that is not eligible for Hazardous/Assignment Pay
2. Employees voluntarily withdrawing from the Hazardous/Assignment Pay program will submit their request in writing to their division with the effective date.
 3. Divisions will be responsible for monitoring their employees and taking action promptly when changes in work content occur.
 4. The Division will submit a PAF to remove the Hazardous/Assignment Pay when any of the above criteria are met.



Greg Clifton, City Manager

1/3/20

Date Approved