

This operating policy establishes the Commissioner's role in the ENFD Payroll Review Process.

A. General Philosophy

1. Payroll assembly, processing, and accuracy is the responsibility of the Fire Chief, the Assistant Chief, and the Captains of each shift. The ENFD Commission is able to monitor this process at any point.

B. Payroll Review

1. ENFD Captains review the timecards of their firefighters. The Assistant Chief conducts a second review, and the Fire Chief is the final reviewer before submission to the ENFD payroll agent.

a) Any discrepancies noted at any step in the process are resolved prior to final approval and submission of the timecards to the ENFD payroll agent.

b) The purpose of each of these reviews is to insure accuracy of reporting.

2. Prior to each payday, the ENFD payroll agent will assure that the payroll summary is available to all Commissioners on the agent's website / portal. This allows all Commissioners oversight of the final payroll for each period.