

Montana DNRC Emergency Firefighter (EFF) Information Sheet

HIRING

The state of Montana DNRC hires casuals, or temporary employees, as state EFF's. They are not federal AD's. All hiring paperwork is normally completed and on file at the home unit prior to dispatch to an incident. While EFF's are considered Short Term Workers, they are not held to the 90 working day threshold.

WORKERS COMPENSATION INSURANCE: EFF's are covered under MT Workers Compensation Insurance (MT State Fund: 1-800-332-6102, team 6). See *First Report of Injury* and reporting instructions.

TAXES & BENEFITS: State and federal taxes are deducted from EFF gross earnings and state unemployment insurance is paid by the state. FICA (federal social security) taxes are not deducted from EFF earnings. EFF's are not entitled to sick or annual leave and are not required to participate in the state retirement plan unless already enrolled, or work more than 960 hours per year.

ENTITLEMENTS: If incident commissary is available, EFF's are granted commissary privileges in accordance with instructions in the Interagency Incident Business Management Handbook (IIBMH). EFF's earn overtime on greater than 8 hours in a day and greater than 40 hours in a week. Though time is kept on the OF-288, overtime will not be computed on an incident; it will be figured when EFF time reports are processed by DNRC Payroll. EFF's are not entitled to hazard pay or any other pay differentials. EFF's are not entitled to paid R&R upon return home; if the IC feels this is warranted, it must be provided by the incident prior to Demob.

PAY RATES: EFF pay rates are determined by the nature of the work assigned. See the NRCG supplement to Chapter 10 of the IIBMH at the following website for Montana EFF pay rates. See NRCG supplement to Chapter 50 for additional EFF info. http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm

TRAVEL

When in travel status, occasionally meals or lodging expenses must be paid out of pocket. Reimbursement for such expenses will be in accordance with *State of Montana Travel and Reimbursement Policies* and state per diem rates. Montana travel and per diem meal rates (in state or out of state, as applicable) always apply, regardless of host agency or location of incident. Lodging reimbursement rates are generally up to \$89/night plus tax. Lodging receipts must be submitted; reimbursement is at actual cost. Requests for reimbursement of travel expenses must be in the form of a Travel Expense Voucher, submitted to the home unit. Montana travel and per diem policies and forms can be found at the following website: <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information>. Higher meal rates may be available in-state for suppression personnel, please contact your hiring office for more information and Chapter 310 of the DNRC Fire Business (300) Manual.

MT Per Diem meal rates (flat rates, receipts not required):

<u>In state:</u>	Breakfast	\$5.00	<u>Out of state:</u>	Breakfast	\$11.00
	Lunch	\$6.00		Lunch:	\$12.00
	Dinner	<u>\$12.00</u>		Dinner:	<u>\$23.00</u>
		\$23.00 per day			\$46.00 per day

VEHICLE USE

The dispatch office should arrange for travel to and from the incident. Prior authorization is required for use of a personal vehicle. The State of Montana *Personal Vehicle Use Authorization Form* must be completed and approved by an authorized agency official. If approved to use a personal vehicle, the EFF will be reimbursed for mileage at state rates. This request for reimbursement should be documented on a Travel Expense Voucher. If the vehicle is specifically ordered on a Resource Order for use on the incident, it should be signed up on an EERA at the home unit and paid at a daily and/or mileage rate, as applicable.

PAYMENT DOCUMENTS

ALL PAYMENTS FOR EFF'S AND/OR LOCAL GOVERNMENT FORCES ARE PROCESSED THROUGH THE HOME UNIT (DNRC HIRING OFFICE). The crew representative (or individual) must bring the original payment documents back to the home unit for processing. MT DNRC is the only payment agency for EFF's and local government equipment from Montana.

HOME UNIT CONTACT INFORMATION (hiring Land Office or Unit Office)

Address: _____ Phone: _____

Contacts: _____

DNRC hiring official: Attach blank First Report of Injury and reporting instructions to this form; give to each EFF at time of hire.
EFF: Carry this form and a copy with you on incident assignments. Present copy to Finance Section.