MFA Stipend Procedures

Updated July 1, 2023

This policy is intended to provide guidance on stipends and procedures for reporting in SSTA

MFA

If an instructor is assigned *additional* responsibilities within an *eligible* training period, the instructor may qualify for a stipend (additional pay, which equals the Instructors' hourly wage). Attached please find the DFS Employee Contract Pay Rate Index, which includes a list of MFA Stipend compensation rates, eligibility and descriptions.

Eligible training period: Those training periods that are scheduled on a specific date within the DFS/MFA Learning Management System (LMS) and assigned a specific class title and session.

Additional responsibilities for Career Recruit: Those responsibilities as assigned by the Officer of the Day that are beyond the scope of an instructor in each training period.

This additional pay is equivalent to the hourly wage but is not applied to 'hours worked' nor is it added to the total hours worked. It should not be included in the total hours worked on MFA sign-in sheet; however, it is documented on the instructor sign in sheet, under 'special assignments' and 'special hours'. The additional pay, although the same dollar figure as an hour wage, is not included in the cap on annual hours (1,350 hrs.) worked for MFA, but is subject to the limitations on employment imposed by the State Retirement Board (for Retirees). An Instructor assigned to a stipend eligible position is authorized to earn no greater than one (1) stipend position/hour per defined training period.

Stipend pay is considered additional pay through Self-Serve Time and Attendance (SSTA) and can be found on the instructors pay advice as 'additional pay'.

Not all trainings and instructors are entitled to stipends. Instructors providing additional assignments beyond their daily tasks are subject to receiving a stipend, if all of the following criteria are met:

- Instructor has completed their Audit time.
- The instructor is qualified to receive the stipend.
- The training has been deemed eligible by the MFA for stipends.
- The training session requires a stipend (see below).

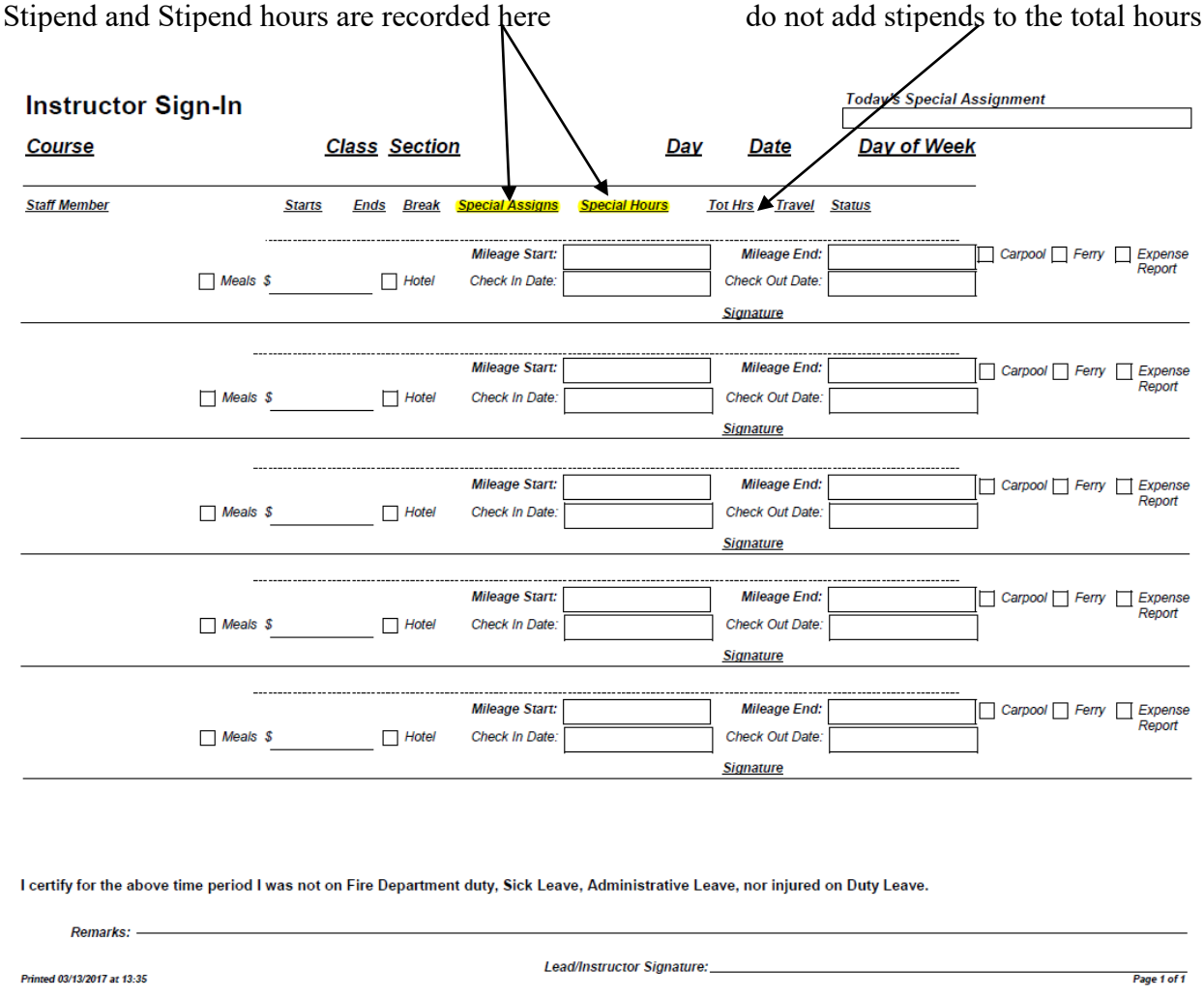
There are instances where an instructor is not eligible for a stipend, including the following:

- The instructor is a Program Coordinator or Assistant Coordinator.
- An instructor has not completed Audit hours.
- There are less than three (3) instructors scheduled for a training session.
- The training does not require stipends.
- An instructor is training on a municipal assist or utility trailer.
- The Coordinator has deemed the training as not requiring any stipends.
- The instructor has already received a stipend for the session.

* Prior approval from the MFA Director is required for any exceptions. Any requests for exceptions may be requested through the supervising PC III to the MFA Director.

Please review the below sample Instructor sign-in sheet for guidance on how to properly record additional pay for your assigned duties.

Stipend and Stipend hours are recorded here do not add stipends to the total hours



Instructor Sign-In

Today's Special Assignment

Course **Class** **Section** **Day** **Date** **Day of Week**

Staff Member **Starts** **Ends** **Break** **Special Assigns** **Special Hours** **Tot Hrs** **Travel** **Status**

Mileage Start: Mileage End: Carpool Ferry Expense Report

Meals $ Hotel Check In Date: Check Out Date:

Signature

Mileage Start: Mileage End: Carpool Ferry Expense Report

Meals $ Hotel Check In Date: Check Out Date:

Signature

Mileage Start: Mileage End: Carpool Ferry Expense Report

Meals $ Hotel Check In Date: Check Out Date:

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Mileage Start: Mileage End: Carpool Ferry Expense Report

Meals $ Hotel Check In Date: Check Out Date:

Signature

Mileage Start: Mileage End: Carpool Ferry Expense Report

Meals $ Hotel Check In Date: Check Out Date:

Signature

I certify for the above time period I was not on Fire Department duty, Sick Leave, Administrative Leave, nor injured on Duty Leave.

Remarks:

Lead/Instructor Signature:

Printed 03/13/2017 at 13:35

Page 1 of 1