



FCM 122-2016

FIRE CHIEF MEMORANDUM

DATE: October 21, 2016

TO: All Uniformed Members

THROUGH: Eric C. Tade, Chief of Department *TAB for ECT*
Todd A. Bower, Deputy Chief of Department *TAB*
Desmond G. Fulton, Division Chief, Administration *DGF*
James Hart, Assistant Chief, Administration *JH*

FROM: Gary R. Pierce, Captain, Administration *GP*

SUBJECT: PAYOUT DATES

Payouts for 2016 will be on the following dates:

- 11/18/2016: Firearms allowance (prorated for the time a firearm was required in 2016)
- 11/18/2016: Clothing allowance (by contract this will be \$550.00 and members retiring before 11/18/2016 will not receive a clothing allowance).
- 11/18/2016: Birthday allowance (a member who retires before their birthday will not receive a birthday allowance).
- 01/27/2017: ASL accruals
- 01/27/2017: Vacation / Odd Hour Vacation payout (hours less than 24 for members working in a 24-hour environment)

Beginning November 25, 2016 through the January 3, 2017, payroll will be switching operating systems, which will create a Workday freeze period. What this means for members is that any employee who wishes to add, remove, or change anything that affects paychecks in December must complete and submit a request by the close of business on **Friday, November 25, 2016**. This includes, but is not limited to: home address, emergency, or other contact information, direct deposit set-up or updates, and Form W-4 changes.

Requests associated with sick time, paid leave, mileage reimbursement, time cards, and other Kronos functions will not be affected by the freeze. Paychecks will be issued per the regular schedule through the end of 2016.

AN:kfc/H/FCM/2016/122-2016 Payout Dates

DISPOSITION: Read at Roll Call for three (3) consecutive shifts.
DISTRIBUTION: Suppression and Support Services (*electronic*)