

General Information

AD/Casuals are hired locally or through a State Employment Office via a Single Resource Casual Hire Information Form.

The Station Manager or Fire Management Officer **must** certify that the employee has completed the necessary training and has passed the pack test. INS FORM I-9 MUST ALSO BE COMPLETED WITHIN 3 BUSINESS DAYS OF APPOINTMENT.

Effective January 1, 1999, the Internal Revenue Service (IRS) requires that Federal and state income tax be withheld from wages of AD hires. ADs/Casuals must complete the appropriate Federal and state tax forms. Tax forms only need to be submitted once per year.

Effective March 2003, all payments made to ADs/Casuals will be made by direct deposit or Treasury issued check. All Casuals will be given the opportunity to complete a direct deposit form.

ADs/Casuals are **not** entitled to hazardous duty/environmental differentials. No compensation is made for overtime or holiday pay.

ADs/Casuals pay scale is based on duties they are performing, not knowledge and skills they possess.

The original (pink part) OF-288, SF-1199A Direct Deposit form, I-9 Employment Eligibility Verification, the Single Resource Casual Hire Information Form, and the Federal and State tax forms may be submitted to your Regional Casual Pay Specialist for payment.

Be sure to annotate on the OF-288, in Block 2, Fire No., **subactivity-project number** (9141-xxxx), and in Block 3, Unit Code, **org code**. Include a contact name and telephone number in case there are questions concerning the submission. Payment will be made direct to the AD/Casual.