

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

### 10.06.01 DISTRICT BENEFITS



Adopted: 12/20/16  
Reviewed: 12/20/16  
Revised: 00/00/00

Approved:

A handwritten signature in black ink, appearing to read "Tony Fisher", is written over a horizontal line.

**Purpose:** To outline District provided benefits afforded to its members.

**References:** N/A

**Procedure:**

1. The Human Resource Manager or designee will outline specifics of District-provided benefits for each employee classification during member orientation.
2. District-provided benefits may or may not include:
  - a) Medical / Dental / Vision Insurance.
  - b) Life / Disability Insurance.
  - c) Accident / Health Insurance.
  - d) Deferred Compensation.
  - e) Employee Assistance Program.
3. Medical Insurance.
  - a) The District provides medical, dental, and vision insurance for its fulltime, fully compensated employees.
  - b) All changes in employee status must be reported to District administration within ten days of the status change.
    - i. Marriage.
    - ii. Divorce.
    - iii. Addition of dependent child.
  - c) Employees who are covered by one of the District's medical plans will continue to receive paid benefits during FMLA leave as during regular employment.
  - d) Failure to return to work after FMLA leave may require employee reimbursement of District-paid insurance premiums.
    - i. An exception to the reimbursement requirement may be made for circumstances beyond the employee's control.
4. Life, Disability, Accident & Health Insurance.
  - a) Employees who receive Life, Disability, or Accident & Health insurance provided by the District will continue to receive those benefits during FMLA leave as during regular employment.
  - b) Employees who take unpaid FMLA leave will be responsible during leave to pay the employee and employer portion of premiums.
    - i. The District may choose to pay premiums for employees who do not pay in order to keep coverage from lapsing.

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1. The employee will be responsible to reimburse the District whether or not they return to work.
  
5. Deferred Compensation.
  - a) The District will provide a matching contribution up to \$55.00 per month to an approved deferred compensation plan for fulltime, fully compensated employees.
    - i. The minimum employee contribution to received District matching contributions is \$30 dollars per month.
  - b) All District provided contributions will cease if an employee stops contributing to their plan.
  
6. Employee Assistance Program.
  - a) The District provides all members confidential assistance with personal or work issues through access to an Employee Assistance Program.