

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

10.02.11  
PAYROLL



Adopted: 12/20/16  
Reviewed: 12/10/20  
Revised: 12/10/20

Approved:

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

**Purpose:** To outline the process for compensating District members.

**References:** N/A

**Procedure:**

1. Frequency.
  - a) Pay is processed semi-monthly for all fulltime, part-time, and resident volunteer members.
  - b) Pay is processed monthly for Volunteer-on-Duty members.
  - c) Pay is processed annually for Volunteer members, or upon exit, in accordance with the Volunteer Points Classification schedule.
2. Payroll Deductions.
  - a) Payroll deductions will be made from a member's gross pay as required by law, or as authorized by the member.
3. Method of Pay.
  - a) All pay to District members is issued through Electronic Funds Transfer.
    - i. Members shall maintain a current Authorization Agreement for Direct Payroll Deposit with Payroll.
  - b) Volunteer personnel who were members of the District prior to 2010 may elect to receive annual points reimbursement by District warrant.
  - c) Members are responsible for notifying Payroll of any changes in their mailing address.