

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.04.08
EMPLOYEE DEFINITION



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

Approved: *Jan J. Bahr*

Purpose: To identify and define the membership classifications within Spokane County Fire District 8.

References: Applicable sections of the Fair Labor Standards Act, Washington State Department of Labor and Industries, Washington State Department of Retirement, and Washington State Employment Compensation.

Procedure:

1. The District employs a variety of individuals who work in various FLSA approved categories. A salary schedule is prepared by the Fire Chief and approved by the Board of Fire Commissioners annually at the time the budget is adopted. Employees are considered at-will employees unless classified otherwise by employment contract or bargaining unit contract.

2. Fulltime, Fully Compensated Employees.

a) Fulltime, fully compensated employees are employees who work a minimum of 53 hours per week (firefighters) or 40 hours per week (office clerical, salary exempt, and salary non-exempt). Fulltime, fully compensated regular employees receive full District-provided benefits and are covered for injury under Washington State Department of Labor and Industries, for retirement under Washington State Department of Retirement, and for employment by Washington State Employment Security.

b) These employees include:

i. Job Title	Status	Time Card
Fire Chief	Salary, Exempt	No
Administrative Assistant	Salary, Non-Exempt	Yes
Assistant Chief	Salary, Exempt	No
Division Chief	Salary, Exempt	No
Captain	Hourly, Non-Exempt	Yes
Lieutenant	Hourly, Non-Exempt	Yes
Firefighter	Hourly, Non-Exempt	Yes
Office Assistant	Hourly, Non-Exempt	Yes
Maintenance Technician	Hourly, Non-Exempt	Yes

3. Part-time Employees.

a) Part-time employees are hourly employees. Part-time employees are covered for injury under Washington State Department of Labor and Industries, and may be covered for retirement under Washington State

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Department of Retirement, and for employment by Washington State Employment Security. Part-time employees will be compensated for approved overtime at one-and-one-half times the rate of their hourly rate after 40 hours in the workweek, or per bargaining unit agreement. All other paid time off is subject to bargaining unit agreement.

b) These employees include:

i.	<u>Job Title</u>	<u>Status</u>	<u>Time Card</u>
	Part-time Firefighter	Hourly, Non Exempt	Yes
	Specialist	Hourly, Non-Exempt	Yes
	Office Clerical	Hourly, Non-Exempt	Yes