

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.04.17
CHANGE OF STATUS



Adopted: 12/20/16
Reviewed: 05/30/18
Revised: 05/30/18

Approved:

A handwritten signature in black ink, appearing to read "Tony Fisher".

Purpose: To outline the procedure for documenting a change in status of a member within Spokane County Fire District 8.

References: N/A

Procedure:

1. A Personnel Action Form (PAF) should be completed to document each change in status of a member's employment with Spokane County Fire District 8.
2. It is the District's procedure to document the following changes of status:
 - a) Hire/re-hire;
 - b) Change in Classification
 - c) Change in Rate of Pay
 - i. Salary Adjustment
 - ii. Promotion
 - iii. Step Progression
 - d) Change in Benefits
 - e) Change in Shift
 - f) Change in Title
 - g) Leave of Absence
 - i. Administrative
 - ii. Medical
 - iii. Military
 - iv. Personal
 - h) Separation from Employment
 - i. Reduction in Force
 - ii. Resignation
 - iii. Retirement
 - iv. Termination