

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.02.11 PAYROLL



Adopted: 12/20/16
Reviewed: 12/15/23
Revised: 12/15/23

Approved: Lonnie J. Rash

Purpose: To outline the process for compensating District members.

References: N/A

Procedure:

1. Frequency.
 - a) Pay is processed semi-monthly.
 - b) 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 Finance.
 - 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 Finance of any changes in their mailing address.