

WAGE COMPENSATION

Wage Policy. The District maintains a salary schedule covering all positions in the District, showing the minimum and maximum rates of pay. In arriving at such salary ranges, consideration is given to prevailing rates of pay for comparable work in other public and in private employment, including consideration of conditions of work and basic pay, current costs of living, the local economy and wage adjustments in the community, suggestions of the Fire Chief, and the District's financial condition. Salary comparisons shall be conducted annually.

Salary Review. The Fire Chief will review compensation at the end of an employee's probationary period.

Regular employees' salaries will thereafter be reviewed after twelve (12) months of continuous employment in the current classification. Wage increases are not automatic. The Fire Chief makes salary recommendations to the Board of Directors based upon merit. For exceptional performance, the Fire Chief may recommend a merit increase to any employee paid below the top of the range. If an employee is granted a pay increase in this fashion, it may be reduced or increased to the step otherwise appropriate, based on longevity, at any time.

Promoted employees shall be moved to the beginning step of the promoted position as long as that step provides a minimum 5% salary increase over their previous position. If not, they will move to the next step in the promoted position that provides at least a 5% raise.

OTHER COMPENSATION

Employees may from time-to-time and for limited personal use only, utilize miscellaneous district equipment such as, but not limited to, telephone, fax, photocopier and District tools. No cost to the District shall be incurred by such use of equipment. Such use shall not interfere with District activities and is at the discretion of the Fire Chief or officer in charge.

The District offers its employees Life Flight Membership as well as Fire-Med Ground Ambulance coverage.

The District offers its full-time employees Accidental Death and Dismemberment Insurance. Specific benefit information is available from the Administration office.

PERS

The District participates in the Public Employee Retirement System and the PERS unused sick leave plan.

PAY DATES

Monthly paychecks are issued on the 25th of the month for work performed between the 18th of each month to the 17th of the following month. If the 25th falls on a holiday or weekend, paychecks will be issued on the previous business banking date.

All employees are required to submit time sheets. Time sheets are approved by the employee's Supervisor and then submitted to the Finance Manager for payroll entry.

DRAWS

Draws on salary are not allowed per Board Resolution passed on January 20, 1994.

PAYROLL DEDUCTIONS

- A. Required Deductions. Federal and state laws require the following deductions from every paycheck:
- a. Federal Withholding Tax
 - b. State Withholding Tax
 - c. Social Security Tax (Note: see Deferred Comp below)
 - d. Medicare
 - e. Court-ordered child support payments or garnishments
 - f. Retirement
 - g. WBF (Worker's Benefit Fund)
- B. Deferred Compensation. Employees classified as "Police & Fire" have opted out of social security. The District has agreed to contribute the 6.2% that would be required to be contributed to social security to the employee's Deferred Compensation 457 Plan. While there is no requirement for the employee to contribute an additional 6.2% for their portion that would normally be required to be contributed to social security, the District strongly encourages its employees to voluntarily take advantage of this tax-deferred retirement savings plan. The amount the District contributes will follow the employer social security rates set by the IRS.

Any District employee may elect to enroll in this deferred compensation plan approved by the District. Deferred compensation accounts will be established on behalf of any employee who is willing to make contributions to the plan in accordance with plan requirements.

TERMINATION PAY

If the District unilaterally discharges an employee, or the District and the employee agrees to termination, all wages that have not been paid become due and payable at the end of the first business day after termination.

Where a regular employee has given 48 hours' notice that the employee intends to quit, all wages that have been earned but not paid shall be payable at the employee's current rate of pay on the last day of the employee's employment together with any earned vacation or holiday pay. If an employee fails to give notice, all wages become due within 5 business days, or the next regularly scheduled payday, whichever occurs first.