



MASON COUNTY FIRE DISTRICT #4

TITLE: PAYROLL PRACTICES

CHAPTER: 2000 NUMBER: 2250 APPROVED: 10-07-2008

APPROVED: Signature on file Bob Burbridge, Chief

Salary Classification and Grades

Each job title within the District is classified into one of the District's classifications for salary purposes, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. Each classification is designated a particular salary or salary range shown on the District's salary and wage schedule, which is approved annually by the Board of Fire Commissioners.

Employee Pay Rates

- (a) Employees shall be paid within the limits of the wage range to which their positions are assigned.
- (b) Usually, new employees will start their employment at the minimum wage rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.
- (c) Pay increases are contingent on satisfactory performance.
- (d) The Chair of the Board of Fire Commissioners or his/her designee may propose and the Board of Fire Commissioners may grant an across the board pay adjustment (cost of living increase) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustment, if any, will not change an employee's pay anniversary date.

Payday

District employees are paid on the last day of each month. If a regularly scheduled payday falls on a weekend or holiday, paychecks will be distributed on Friday.

Deductions

Law requires some regular deductions from the employee's earnings; other deductions are specifically authorized by the employee. The District will withhold from the employee's paycheck



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those deductions required by law and any voluntary deductions authorized by the employee or statute.