



MASON COUNTY FIRE DISTRICT #4

TITLE: PAYROLL RECORDS

CHAPTER: 2000 NUMBER: 2260 APPROVED: 10-07-2008

APPROVED: Signature on file Bob Burbridge, Chief

The District Secretary keeps the official payroll records for District employees. The Fire Chief shall turn in to the district secretary on a monthly basis a signed work record for each employee within the District, noting time not worked and reason, i.e., vacation, sick leave, etc. Each work record shall be signed by the employee and approved by the Fire Chief. The Chair of the Board of Fire Commissioners or his/her designee shall approve work records for the Fire Chief.