



Jefferson County Fire Protection District No. 2

Commissioner Art Frank
Board Chair
P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

Commissioner Melody Bacchus
Commissioner Marcia Kelbon

MINUTES of the SPECIAL MEETING of the BOARD OF FIRE COMMISSIONERS held at BOB WILSON STATION 21 in QUILCENE, WA on March 9, 2026

ATTENDANCE:

Commissioner/Chair Kelbon
Commissioner Bacchus
Commissioner Frank
Chief McKern

Secretary Rewitzer
Executive Assistant D. Neuenschwander
Lieutenant Singleton
Firefighter/EMT Matheson

CALL TO ORDER:

Commissioner Kelbon called the meeting to order at 8:30 a.m.

PLEDGE OF ALLEGIANCE:

Firefighter/EMT Matheson led the pledge.

PUBLIC COMMENTS:

Executive Assistant D. Neuenschwander urged Commissioners to approve the job description, salary table, and the compensation and benefits plan that will be considered in Unfinished Business: Employment Agreement.

APPROVAL OF AGENDA:

Commissioner Kelbon moved, Commissioner Bacchus seconded, to adopt the agenda. Motion carried.

UNFINISHED BUSINESS:

- 1. Employment Agreement** – Sec’y Rewitzer made a short presentation regarding the comprehensive personnel plan for office staff introduced at the last meeting and reported the financial impact is within the approved 2026 budget appropriation. Sec’y Rewitzer requested a motion to adopt the Compensation and Benefits for Non-Represented Employees document, the Administrative Assistant I, II, III Job Description, and the GS Salary Table. Sec’y Rewitzer affirmed that updates from legal review were included in the documents provided to the Board. Commissioner Kelbon moved to adopt the Compensation and Benefits for Non-Represented Employees document, the Administrative Assistant I, II, III Job Description, and the GS Salary Table. Commissioner Frank amended the motion to add that it applied to positions as previously discussed. Commissioner Bacchus seconded. Motion carried.
- 2. Chief Employment Agreement** – Commissioners received a proposed employment agreement as well as salary comparables. Commissioner Kelbon reported on discussions with Chief McKern regarding compensation and mobilizations and called for a 10-minute executive session at 8:40 a.m. to review the performance of a public employee pursuant to Section 42.30.110(1)(g) RCW. The Executive Session was extended an additional 10 minutes at 8:50 a.m. The Executive Session was extended an additional 10 minutes at 9:00 a.m. The regular meeting was called back to order at 9:10 a.m. No actions were taken during the executive session.

Per the existing Employment Agreement with Chief McKern, the term will automatically extend for an additional twelve months with a mandated increase equal to the CPI-U, which was last reported at 3.1%.

- 3. **Regional ALS Program** – Chief McKern reported on his meeting with Chief Manly and Chief Knoepfle. Commissioners discussed ALS contract options as well as dual-role firefighter paramedics vs single-role paramedics. The next joint board meeting will take place on March 23, 2026.

ADJOURNMENT:

Commissioner Kelbon moved, Commissioner Bacchus seconded, to adjourn the meeting at 9:20 a.m. The motion carried.

APPROVED this 16th day of MARCH, 2026 by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2, then signed by those members present at the meeting:

BOARD OF FIRE COMMISSIONERS
JEFFERSON CO. FIRE PROTECTION DIST. #2



MARCIA KELBON, Commissioner/Chair



MELODY BACCHUS, Commissioner



ART FRANK, Commissioner

ATTEST:



ROBERT REWITZER, District Secretary



**Jefferson County Fire Protection District #2
dba Quilcene Fire Rescue**

Compensation and Benefits

For

**Non-Represented
Employees**

of Quilcene Fire Rescue

Adopted: March 9, 2026

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1 INTRODUCTION

1.1 SCOPE

This document outlines compensation and benefits for non-represented employees. It is intended to provide guidance and does not constitute an employment contract or guarantee of continued employment.

This document applies to any paid employee EXCEPT the following positions:

- Fire Chief
- Employees covered by a Collective Bargaining Agreement (CBA)
- Volunteers

At-Will Employment

Positions that are not covered by a formal employment agreement are at-will. This means that either the employee or the District may terminate the relationship at any time, with or without cause or advance notice, provided that separation benefits set forth in Section 5.3.4 herein below are subject to employees providing advance notice as specified therein.

Amendments

The District reserves the right to amend this document periodically. Unless mandated by law, no policy, procedure, future compensation, benefit, or practice is guaranteed, and all are subject to change at any time without notice at the sole discretion of the Board of Commissioners.

This document serves as a foundational guide for the District's non-represented staff. In recognition of that, the Chair of the Board of Commissioners will request and consider input from affected staff at least sixty (60) days prior to the Board approving implementation of any proposed material change to the compensation or benefits provided under this document. Any such change may be approved by the Board at a regularly scheduled public meeting after such period. This consultation and delayed effectiveness of change will not be required where not reasonably possible due to legally required changes or in the case of conditions beyond the control of the District.

2 CLASSIFICATIONS

2.1 EMPLOYEE CLASSIFICATIONS

Employee classifications establish legal compliance and determine benefits eligibility. Employees will be classified as Exempt or Non-Exempt, Salaried or Hourly, and by Work Schedule Status.

2.1.1 Exempt or Non-Exempt

Consistent with standards established in the Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act (WMWA), each employee will be classified as Exempt or Non-Exempt.

Exempt

Employees who are designated as exempt from both minimum wage and overtime pay according to guidelines in the FLSA and the WMWA are not paid overtime.

- *Employees hired in exempt positions are regularly paid a predetermined amount of salary each pay period.*

Non-Exempt (Overtime Eligible)

Employees designated as non-exempt receive overtime pay for hours worked beyond 40 in a workweek, in compliance with FLSA regulations. Authorized overtime requires prior written approval from the Chief.¹

2.1.2 Salaried or Hourly

Consistent with the needs of the District, each employee will be classified as Salaried or Hourly.

Salaried

Employees, typically in exempt positions, are paid a fixed monthly salary for scheduled hours rather than an hourly wage.

- *Salaried, non-exempt employees are entitled to overtime pay for any hours worked beyond 40 in a workweek*
- *Salaried, exempt employees are not entitled to overtime pay for any hours worked beyond 40 in a workweek*

¹ Employees engaged in fire suppression duties may be assigned to a work period other than 40 hours if permitted under the FLSA and authorized by the Chief.

Hourly

Employees are paid at a designated hourly wage rate for each hour actually worked.

- *Hourly, non-exempt employees are entitled to overtime pay for any hours worked beyond 40 in a workweek*

2.1.3 Work Schedule Status

In accordance with the requirements of the position, each employee will be classified as Regular Full-Time, Regular Part-Time, Part-Time Non-Benefited, or Temporary based on the requirements of the position. Work Schedule Status will identify Full-Time Equivalency (FTE) for calculation of compensation and benefits.

Regular Full-Time

Employees hired to work an average of thirty (30) hours or more per week (0.75 to 1.00 FTE).

Regular Part-Time

Employees hired to work an average of at least twenty (20) per week but less than thirty (30) hours per week (0.50 to 0.74 FTE).

Part Time Non-Benefited

Employees hired to work an average of less than sixteen (16) hours per week (under 0.4 FTE).

Temporary

Employees hired for a position with a defined, short-term, or fixed period of employment, often used for specific projects, grant programs, or seasonal needs. Temporary employees are generally not entitled to benefits, unless otherwise provided by law.

2.1.4 Independent Contractors

Independent contractors are persons contracted or retained to provide a service for a fee. With an independent contractor, the District controls only the result of the work and not what will be done or how it will be done. Independent contractors are self-employed and are not entitled to benefits, unless otherwise required by law. The contract or retainer agreement between the District and independent contractor stipulates services to be provided, payment arrangements, and the duration of contract. Ordinarily this agreement may be subject to termination or renewal, with notice, by mutual agreement of both parties.

2.2 POSITION CLASSIFICATIONS

Classification provides a standardized, transparent framework for positions, ensuring equal pay for substantially equal work. It establishes clear career ladders for advancement and aligns pay with occupational standards.

2.2.1 Grades

Position Grading

Each position is evaluated based on complexity, responsibility, and required qualifications. Positions are classified from GS-1 (lowest complexity, entry-level) to GS-15 (highest level, senior-level). Reference to or incorporation of federal General Service (GS) classifications shall not be construed as incorporating any federal regulation, standard, or policy not otherwise already applicable to the District and its employees.

Grade Levels and Typical Roles

- *GS-1 to GS-4: Entry-level, requiring a high school diploma or little to no experience.*
- *GS-5 to GS-7: Entry-level professional/technical roles.*
- *GS-8 to GS-12: Mid-level technical or first-level supervisory positions, typically requiring a bachelor's degree or equivalent experience.*
- *GS-13 to GS-15: Senior-level technical experts, managers, or supervisors*

Career Ladders

Specific positions (e.g., Administrative Assistant) are structured as career ladders, allowing progression through multiple grade levels.

- *These positions offer developmental opportunities that balance hands-on, entry-level work with higher-level, complex responsibilities.*

Employees may enter at a lower grade and advance non-competitively to a higher grade as they gain experience.

- *Employee performance must be at an acceptable level of competence.*
- *Employee must meet the qualification requirements for the higher grade.*

The highest grade in the ladder is the full performance level for the position.

Hiring can occur at any grade level within the ladder based on qualifications, education, and competence.

2.2.2 Steps

Each grade contains 10 steps. A step increase is a periodic raise that moves an employee to the next higher step within their current grade. While grades denote responsibility levels, steps recognize tenure and performance in a position.

- *Each step generally represents a 2-3% salary increment.*
- *The employee's most recent performance rating must be at least "Meets Standards" (or an equivalent "Acceptable" level of competence) in all areas.*

The employee must complete a specific length of service at their current step before advancing:

- *Steps 1–3: 1 year (52 weeks)*
- *Steps 4–6: 2 years (104 weeks)*
- *Steps 7–9: 3 years (156 weeks)*

Employees with high-performance ratings may receive faster, additional step increases (maximum of one per year), while employees determined to not have satisfactory performance in all areas may not receive step increases until sustained satisfactory performance is achieved.

- *The District in its discretion may determine to accelerate step increases in recognition of superior service or to delay step increases if sustained acceptable performance is not exhibited.*

New hires can negotiate a higher step (above step 1) based on superior qualifications or previous salary.

3 COMPENSATION

3.1 SALARY SCHEDULE

A salary schedule provides a standardized pay structure for determining pay based on position complexity, responsibility, and required qualifications (Grade), and tenure and performance (Step).

3.1.1 Salary and Hourly Wage

Salaries and hourly wages are determined by the applicable Grade and Step in the salary schedule.

- *The District will use the current year General Schedule (GS) Salary Table as adjusted for the Seattle-Tacoma WA locality, published by the U.S. Office of Personnel Management.*
- *The Office of Personnel Management will make periodic cost of living adjustments to the Salary Table.*

3.1.2 Promotion

An employee in a ladder position may be authorized by the Chief to advance non-competitively to a higher grade as they gain experience.

- *The employee's performance must be at an acceptable level of competence.*
- *The employee must meet the qualification requirements for the higher grade.*
- *An employee promoted to a position in a higher grade is entitled to pay at the lowest rate of the higher grade that exceeds his or her existing rate of pay by not less than two step increases of the grade from which promoted (two-step promotion rule).*

3.2 PAY, OVERTIME, AND COMPENSATORY TIME

Consistent with the WMWA and the FLSA, the District complies with overtime and compensatory time provisions listed below.

3.2.1 Non-Exempt (Overtime Eligible) Employees

This refers to employees who are overtime eligible and not exempt from the overtime provisions established in the FLSA and the WMWA. These employees are in positions that do not meet the WMWA salary threshold and/or the FLSA job duties test for executive, administrative, professional, or computer professional exemption.

Depending on circumstances, the Chief in his or her sole discretion, may allow flexibility in regularly scheduled working days and hours so long as the number of hours worked each week equals the hours requirements of the position.

- *Employees must have authorization from the Chief to work more than their regularly scheduled hours in any work week.*
- *In extraordinary circumstances, the Chief may require employees to work more than regularly scheduled hours.*

Payment for Hours Worked

For salaried employees, any hours actually worked more than scheduled, but less than forty (40), will have no effect on the employee's monthly salary.

- *Therefore, salaried Employees who work extra hours in one week may take equivalent time off in the following week but salaried Employees are not guaranteed equivalent time off if job duties do not permit reduced hours.*

For hourly employees, any hours actually worked more than scheduled, but less than forty (40), in any work week will be paid at the current hourly wage for the extra hours.

- *However, hourly Employees who work and are paid for extra hours in one week may be required to take equivalent unpaid time off in the following week.*

For both salaried and hourly employees, any hours actually worked in excess of forty (40) in any work week will be paid at one and one-half times the current hourly wage.

For purposes of calculation of overtime: sick leave, vacation, personal, or holiday hours are not considered hours actually worked.

3.2.2 Exempt Employees

This refers to employees who meet the salary threshold set by the WMWA and the job duties test established by the FLSA and WMWA.

- *Exempt employees are not eligible for overtime pay.*
- *In recognition of the extra hours exempt employees may be required to work at times, they may, with prior approval from the Chief, be permitted compensatory time calculated on an hour-for-hour basis off with no reduction in earnings and no charge against vacation time. The decision to grant compensatory time under this provision will be based on the needs of the District and can be granted or denied in the sole discretion of the Chief.*

4 WORK SCHEDULES, PAY CYCLES, AND HOURS

4.1 WORK SCHEDULES

Regularly scheduled working days and hours for each employee will be established by the Chief. Different positions may have different work schedule requirements depending on needs of the District.

- *Each employee's regularly scheduled days and hours will be used for computation of paid time off (PTO).*
- *Meals and rest periods must be taken in accordance with WAC² 296-126-092.*

4.2 WORK WEEK

The 40-hour work week for employees covered by this document starts on Monday and ends on the following Sunday.

4.3 PAY CYCLES, PAY DATES, AND TIMESHEETS

4.3.1 Pay Cycles

Pay cycles run from the first to end of each month.

4.3.2 Pay Dates

Pay dates are generally the fifth of each month. If the fifth is a non-banking day, the pay date will be the first banking day prior to the fifth.

4.3.3 Timesheets

Timesheets are required from all employees including salaried employees. Employees are responsible for submitting timesheets that accurately document actual hours worked and hours claimed for paid time off (PTO). Timesheets are due no later than 8:00 a.m. on the day payroll is to be processed.

² Washington Administrative Code

5 BENEFITS, LEAVE TIME, HOLIDAYS

Detailed information about individual benefit programs is available through the Chief.

5.1 BENEFIT PROGRAMS

The District is committed to supporting employee wellness by providing a comprehensive, high-quality benefits package. This document summarizes benefit offerings and related policies. Note that legal provisions within official contracts govern all benefit plans, and the District retains the right to modify or terminate benefits as necessary.

5.1.1 Health Insurance

Medical and dental health insurance plans for eligible employees are offered through Washington Fire Commissioners Association (WFCA) and administered by TPSC Benefits. Coverage for eligible employees and dependents begins upon date of hire. Domestic partner coverage is limited to state-registered domestic partners. The District's selected medical plan through WFCA is the PPO-100 Plan. Members in the PPO-100 plan are enrolled in a vision plan provided by VSP Vision Care. Dental insurance is the PPO Incentive Plan with Orthodontia coverage.

Regular Full-Time Employees

Health insurance coverage will be provided.

- **Medical Premium:** The employer contribution is one hundred percent (100%) of the plan premium for the employee and ninety percent (90%) of the plan premium for dependents of the employee.
- **Dental Premium:** The employer contribution is fifty percent (50%) of the plan premium for the employee and fifty percent (50%) of the plan premium for dependents of the employee.
- **Employee Contribution:** The required employee contribution towards any plan premium will be accomplished through a payroll deduction.
- **Opting out:** An employee may opt out of or waive WFCA medical coverage if they are enrolled in other qualifying coverage, including Medicare.
 - *The District will not reimburse employees for health insurance obtained outside the plan*
- **Parity:** Employer contributions and premium sharing will be the same percentage for all eligible, similarly situated employees.

Regular Part-Time Employees

Health insurance coverage will be offered on a self-pay basis.

- **Medical Premium:** There is no employer contribution.
- **Dental Premium:** There is no employer contribution.
- **Employee Contribution:** It is the responsibility of the employee to arrange for the payment of premium to TPSC Benefits.
- **Opting out:** Employees may decline coverage regardless of whether they have health insurance through another source.

Part-Time Non-Benefited Employees and Temporary Employees

Health insurance coverage is not offered.

5.1.2 Health Reimbursement Arrangement (HRA)

A Health Reimbursement Arrangement (HRA) is an employer-funded, IRS-approved plan offering tax-free reimbursement for medical expenses and premiums. Administered by HRA VEBA Trust, this employee-owned account features no "use-it-or-lose-it" rules, no annual limits, and no loss of funds upon separation. It provides a secure, flexible way to save for future healthcare costs.

Regular Full-Time Employees

The plan requires all eligible employees to be enrolled.

- The District will make a mandatory monthly contribution of \$100 to each employee's account, comprised of a \$50 mandatory salary reduction and a \$50 employer-paid contribution. No individual elections are permitted.
- Contributions may include the cash out value of unused sick Leave upon separation from service or retirement.

Part-Time Employees and Temporary Employees

These employees are not eligible to participate in the District's HRA.

5.1.3 Life and Disability Insurance

Group insurance plans are provided through Provident to all employees.

Group Accidental Death & Dismemberment (AD&D)

This benefit is available to all employees and volunteers of the District.

The District's AD&D insurance provides a lump-sum payment to the employee or beneficiaries in the event of the employee's accidental death or severe injury. All employees of the District are eligible for this benefit.

Group Accident & Health Insurance (A&H)

This benefit is available to all employees of the District.

The District's A&H insurance provides income replacement and many additional benefits in the event of the employee's injury or illness. All employees of the District are eligible for this benefit.

Access to an Employee Assistance Program (EAP) is included with this coverage. This confidential program offers resources and referrals 24/7 online or by phone for employees and their families for personal issues regarding stress, grief, substance misuse, relationships, and more.

5.1.4 Retirement Plans

Washington State Retirement System

Non-suppression qualified positions participate in the Washington State Public Employee Retirement System (PERS). At the time of hire, the eligible employee may choose between PERS 2 and PERS 3 plans. PERS 2 requires an employee and employer to both contribute at a fixed percentage set by the Legislature. PERS 3 allows for choice of percentage of employee contribution with a fixed employer contribution.

Full-time fire-suppression qualified positions participate in the Washington State LEOFF 2 retirement system. This plan requires an employee and employer to both contribute at a fixed percentage set by the Legislature.

Regular Full-Time and Regular Part-Time Employees:

- *The District will enroll the employee in the appropriate public service retirement plan of the Washington State Department of Retirement Services including Temporary Employees if they are in a fire suppression qualified position and working full time during the temporary period.*

Part-Time Non-Benefited Employees:

- *Eligibility for PERS Plan 2/3 requires a position that demands at least 70 hours a month for at least five months during a 12-month period.*

Deferred Compensation

The District offers access to a 457(b) and Roth 457(b) deferred compensation program which are tax-advantaged retirement savings plans available to government employees.

Contributions to a 457(b) plan are generally made pre-tax, which reduces current taxable income. Contributions to a Roth 457(b) plan are made after tax. The deferred compensation plan is administered by Nationwide. Eligible employees may enroll in this benefit at any time during their tenure and can make contribution adjustments at any time.

Employee contributions must be set at a specific dollar amount and not a percentage of wages.

Regular Full-Time Employees:

- *The District provides a dollar-for-dollar match on employee contributions, up to 5% of their annual salary. This means for every dollar an employee contributes, the District matches it 100% until the total match reaches 5% of their salary.*

Regular Part-Time Employees:

- *These employees may elect to enroll in the deferred compensation plan offered by the District, however there is no matching contribution provided by the District.*

Part-Time Non-Benefited Employees and Temporary Employees

- *These employees are not eligible for this benefit*

5.1.5 Workers' Compensation

The District participates in the State of Washington Industrial Insurance Fund (also known as “worker’s compensation”) administered by the Department of Labor and Industries (LNI). The workers’ compensation premium is paid by the District.

For an employee injured at work, there are two very important things to do immediately: get medical help and tell the employer. Many injuries can become serious if they aren’t treated. Injured employees should seek first aid and, if further treatment is necessary, go to the emergency room or health-care provider and notify them that the injury (or illness) is work-related. The doctor will certify whether it is work-related and will help the employee file a workers compensation claim.

- *Any on-the-job injury or accident, regardless of physical injury and however minor, must be reported to the Chief through the chain of command as soon as possible.*

Workers’ compensation pays for medical care directly related to a workplace accident or illness. An employee unable to work following injury may be eligible to receive a portion of their lost wages. The benefits under the State program are those in effect at the time of the incident.

5.1.6 Unemployment Insurance

The District complies with the provisions of the Washington State unemployment laws. The unemployment insurance premium is paid by the District. Employees who have worked at least 680 hours in their base year may be entitled to unemployment benefits if laid off by the District, but not if separation is voluntary or for cause. Unemployment benefits are administered by the Washington State Economic Security Department.

5.1.7 Long-Term Care Insurance

WA Cares Fund is a long-term care insurance program for all eligible employees in the State of Washington. This State mandated program is administered through the Washington State Employment Security Department. The employee pays their portion of the WA Cares Fund premium through a payroll tax. Employees who secured private long-term care insurance by November 1, 2021 may receive a state exemption from the tax which must be provided to the District.

5.1.8 Paid Family & Medical Leave

Washington State's Paid Family & Medical Leave (PFML) is a leave benefit program for all eligible employees in the State of Washington. This State mandated program is administered through the Washington State Employment Security Department. The employee portion of the PFML premium is paid by the District. Employees who have worked at least 820 hours during the qualifying period (the first four of the last five completed calendar quarters) may be entitled to PFML benefits for a qualifying life event.

For more information about how Paid Family & Medical Leave works go to <https://paidleave.wa.gov>

General Provisions:

- *Health insurance benefits will continue during the paid leave at the same level and conditions as if the employee were continuing to work. Employees remain responsible for any premium amounts normally contributed toward their health care coverage, including dependent coverage.*
- *Paid time off (vacation leave and/or sick leave) will continue to accrue during the paid leave at the same level as if the employee were continuing to work; accrual will not continue during any unpaid leave time [see Leave Without Pay for details].*
- *The employer portion of pension contributions will continue to be made on amount, if any, of salary paid during the leave; pension payments will not be made during unpaid leave. Employees may arrange to continue employee contributions.*
- *Employees on leave are expected to keep the employer posted regarding expected return date.*
- *An employee on leave will return to the same job or one of like status and pay unless the position was eliminated due to reorganization or a reduction in force or other reason unrelated to the leave.*

5.2 PAID TIME OFF (PTO)

The District provides Employees with paid time off (PTO) to promote work-life balance, reduce stress, and prevent burnout, which ultimately leads to increased productivity and job satisfaction.

Salaried Employees

- *PTO is generally not required for any partial day absence.*

5.2.1 Vacation Leave

The District provides paid vacation leave to regular full-time and part-time employees to provide opportunities for rest, relaxation, and personal pursuits.

Regular Full-Time and Regular Part-Time Employees:

Graduated levels of vacation leave are provided based on years of service with the District. For employees scheduled to work less than forty (40) hours per week, the accrued vacation hours are prorated in accordance with the percentage of full-time equivalent (FTE) hours for their position.

- *For example, an employee in their first year of service with the District, who is regularly scheduled to work 30 hours per week (0.75 FTE) will accrue vacation at 6.67 hours per month multiplied by 0.75 FTE which equals 60 hours per year which corresponds to 2 weeks of vacation leave per year for that employee.*

Years of Service	Hours Accrued per Month per FTE	Weeks Accrued per Year
Upon Hire	6.67 Hours	2 Weeks
After 2 Years of Service	10 Hours	3 Weeks
After 4 Years of Service	13.33 Hours	4 Weeks

Vacation leave must be approved in advance by the Chief.

- *The District reserves the right to adjust vacation periods to meet operational needs.*

Vacation leave may not be taken in advance of being earned except on approval of the Chief.

Holidays falling within an employee's scheduled vacation period will not be charged as vacation leave.

Should an employee become ill for at least three consecutive days during a scheduled vacation period, the working days of illness may be charged as sick leave. Presentation of a doctor's certificate may be required.

A maximum of 96 hours of accrued vacation leave may be carried over from one calendar year to the next.

Unused vacation leave hours accrued in excess of the maximum carryover will be forfeited at the end of the calendar year.

- *For example, an employee who ended the year with an unused vacation leave balance of 106 hours would carry over 96 hours of that balance into the next calendar year (10 hours would be forfeited).*

Vacation leave is paid the same as the employee's regular rate of pay and is subject to the same withholdings.

Except as provided in the next section, vacation leave may not be redeemed for cash.

On termination of employment:

- *Negative vacation leave balances will be deducted from the final paycheck at pay rates in effect at the time of termination.*
- *Unused vacation leave accrued through the last pay cycle up to 96 hours may be paid on the employees' last paycheck in accordance with the Separation Benefits section of this document.*

Part-Time Non-Benefited Employees and Temporary Employees:

These employees do not receive vacation leave.

5.2.2 Sick Leave

The District provides paid sick leave to all employees as required by law. Employees may use paid sick leave for themselves or their family members for any of the following reasons:

- A mental or physical illness, injury, or health condition.
- To diagnose, care for, or treat a mental or physical illness, injury, or health condition.
- To receive preventive medical care.
- For leave that qualifies under the state's Domestic Violence Leave Act.
- If an employee's workplace, or their child's school or place of care, has been closed by order of a public official for a health-related reason or after the

declaration of an emergency by a local or state government or agency, or by the federal government.

- To prepare for, or participate in, a judicial or administrative immigration proceeding involving the employee or their family member.

Regular Full-Time and Regular Part-Time Employees:

Sick leave accrues at the rate of 6.67 hours per FTE per month. This is equivalent to two weeks of paid sick leave per year. For employees scheduled to work less than forty (40) hours per week (1.0 FTE), the sick leave accrual is prorated in accordance with the percentage of full-time equivalent (FTE) hours for their position.

- *For example, an employee who is regularly scheduled to work 30 hours per week (0.75 FTE) will accrue sick leave at 6.67 hours per month multiplied by 0.75 FTE which equals 60 hours per year which corresponds to 2 weeks of sick leave per year for that employee.*

The maximum sick leave balance is four weeks.

For an employee regularly scheduled to work 40 hours per week, the maximum sick leave balance is 160 hours, which is equivalent to 4 weeks of sick leave for that employee.

For employees working less than 1.00 FTE, the maximum will be prorated based on the scheduled hours for their position.

- *For example, an employee regularly scheduled to work 30 hours per week (0.75 FTE) will have a maximum balance of 160 multiplied by 0.75 FTE which equals 120 hours which corresponds to 4 weeks of sick leave for that employee.*

Accrued sick leave will carry over from one calendar year to the next up to the maximum sick leave balance.

No sick leave hours will accrue in excess of the maximum sick leave balance.

- *Written requests to use sick leave must be submitted to the Chief at least 10 days in advance for planned or foreseeable absences, or as soon as practicable for unforeseen situations.*

Employees may be required to provide verification for absences beyond three consecutive days.

Holidays falling within an absence for illness will not be charged as sick leave.

Sick leave is paid the same as the employee's regular rate of pay in effect at the time sick leave is used.

Accrued sick leave may be voluntarily donated to another employee in need of additional sick leave for a serious medical emergency or illness.

- *Donors must maintain a minimum sick leave balance equivalent to one week of paid sick leave for their own protection. For example, an employee regularly scheduled to work 30 hours per week will need to retain a sick leave balance of at least 30 hours.*

Except as provided in the next section, sick leave may not be redeemed for cash.

On separation from employment:

- *Negative sick leave balances will be deducted from the final paycheck at pay rates in effect at the time of termination.*
- *Unused sick leave accrued through the last pay cycle up to the maximum accrual for the employee may be paid on the employees' last paycheck in accordance with the Separation Benefits section of this document.*
- *Should an employee be rehired within 12 months after separating from the District, the employee's previous employment will be counted towards the eligibility waiting period and any forfeited sick leave will be restored.*

Part-Time Non-Benefited Employees and Temporary Employees:

Paid sick leave accrues at the rate of one hour for every 40 hours worked.

- *The amount of sick leave available will be listed on pay stubs as required by law.*

Accrued sick leave may be used after 90 calendar days of employment.

A maximum of 40 hours of accrued sick leave may be carried over from one calendar year to the next.

Unused sick leave hours accrued in excess of the maximum carryover will be forfeited at the end of the calendar year.

- *For example, an employee who ended the year with an unused sick leave balance of 50 hours would carry over 40 hours of that balance into the next calendar year (10 hours would be forfeited).*

Sick leave may not be redeemed for cash.

Unused accrued sick leave is forfeited upon termination.

- *Should an employee be rehired within 12 months after separating from the District, the employee's previous employment will be counted towards the eligibility waiting period and any forfeited sick leave will be restored.*

5.2.3 Holidays

The administrative offices of the District will be closed on the following Washington State-designated holidays on the day designated as the holiday, irrespective of when the day actually occurs (i.e. in 2026 Independence Day is designated as Friday, July 3rd).

- New Year's Day
- Martin Luther King, Jr., Day (Third Monday in January)
- Presidents' Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19)
- Independence Day
- Labor Day (first Monday in September)
- Veteran's Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Native American Heritage Day (Friday after Thanksgiving)
- Christmas Day

Salaried Employees

These Employee will receive a paid day off for each of the above-listed Washington State-designated holidays as they occur, as well as one floating holiday per calendar year.

If the Employee's position requires working on one of the above-listed holidays, or if one of the above-listed holidays occurs on the Employee's regular day off, the Employee will receive an additional day off with pay in lieu thereof.

- *Lieu days arising from designated paid holidays will be scheduled with the Chief subject to operational requirements.*

Regular Full-Time Employees:

These Employee will receive a paid day off for each of the above-listed Washington State-designated holidays as they occur, as well as one floating holiday per calendar year.

Paid holiday hours are prorated in accordance with the percentage of full-time equivalency (FTE) hours.

- *For example, an employee who works 30 hours per week will be paid 8 hours multiplied by 0.75 FTE which equals 6 hours pay for the holiday.*

If the Employee's position requires working on one of the above-listed holidays, or if one of the above-listed holidays occurs on the Employee's regular day off, the Employee will receive an additional day off with pay in lieu thereof.

- *Lieu days arising from designated paid holidays will be scheduled with the Chief subject to operational requirements.*

Regular Part-Time Employees and Temporary Employees:

These Employee will receive a paid day off for hours regularly scheduled to be worked on a holiday. Work schedules may not be manipulated with the intent of including or excluding holidays that wouldn't ordinarily fall within the employees' regular schedule.

- *Employees who are not regularly scheduled to work on a holiday will not receive holiday pay.*

Part-Time Non-Benefited Employees:

Are not expected to work on, and will not be scheduled for work on, any State-designated or actual holidays.

5.2.4 Bereavement Leave

The District provides leave in the event of death of the employee's spouse, state-registered domestic partner, children (biological, adopted, foster, stepchild, or legal guardian), parents (including in-laws), siblings, grandparents, grandchildren, any individual who regularly resides in the employee's home, or any individual with a close association to the employee equivalent to a family relationship.

Regular Full-Time and Regular Part-Time Employees:

These employees are eligible for up to three consecutive, regularly scheduled working days of paid bereavement leave.

- *Up to three additional consecutive days of paid bereavement leave may be granted to attend a funeral requiring overnight travel.*

If an employee wishes additional time other than authorized above, the employee may elect to use accrued Vacation or Sick Leave or request personal leave without pay (subject to stipulations in Leave Without Pay (below)).

Part-Time Non-Benefited Employees and Temporary Employees:

Bereavement leave will be treated as leave without pay.

5.2.5 Jury Duty

In Washington state, employers are required by law to provide leave for jury duty. The District provides Jury Duty Leave as follow:

Regular Full-Time and Regular Part-Time Employees:

Employees called for jury duty will be excused from work for the purpose of meeting jury duty obligations.

Normal pay will be provided during the period of jury duty.

- *Court payments for jury service (not including travel expenses) must be paid (or turned over) to the District.*

On those days when continued presence on the jury is not required, the employee will report to work.

Part-Time Non-Benefited Employees and Temporary Employees:

Jury duty will be treated as leave without pay.

5.2.6 Military Leave

Under Washington law, every state or local government official or employee is entitled to a military leave of absence for a period not to exceed 21 workdays during each year, from October 1 through September 30, so that the employee may report for required military duty, training, or drills, including those in the national guard and the reserves.

Military leave is paid and is only charged for those workdays that an employee is scheduled to work. However, if an employee is scheduled to work a shift that extends into a second day, the employee is only charged military leave for the first day of the shift.

Military Spouse Leave

Employees who are married to military personnel deployed or on leave from deployment may take up to 15 days of unpaid leave per deployment.

5.2.7 Domestic Violence Leave

Employees may take sick leave, vacation leave, or reasonable unpaid leave to seek medical, legal, or counseling support for themselves or a family member affected by domestic violence, sexual assault, or stalking. When appropriate, this leave will be coordinated with Family Leave. For assistance and further details on eligibility, please contact the Chief.

5.2.8 Leave without Pay

Regular Full-Time and Regular Part-Time Employees:

Employees are eligible to request leave without pay.

- *Employees will be granted a leave of absence that is required by federal, state, or local law.*

In situations not covered by Paid Family & Medical Leave, or other law or leave policies noted above, the Chief may approve requests for leave without pay. Specific terms of the leave must be submitted in usual circumstances at least 60 days in advance. This period may be waived in emergencies. The Chief's response generally

will be within 30 days of non-emergency requests and in the case of emergency requests as soon as practical.

The employee may continue coverage with the District's health insurance plans at the employee's expense, with premiums paid one month in advance.

Service time will be unbroken for the purpose of calculating future benefits.

No vacation entitlements or sick leave will accrue during the leave period.

The employee is required to apply all accrued paid leave benefits, e.g., vacation leave, sick leave (if applicable), while initially on leave under this policy, and before such time off is designated as unpaid.

Upon completion of the employee's leave, the employee generally will be restored to the same position or a position with equivalent status and pay unless the position is eliminated due to reorganization or a reduction in force or other reason unrelated to the leave.

The length of leave granted, in most instances, is determined by length of service.

- *Under five years: No leave except in the case of medical or family emergencies*
- *Five to ten years: Up to 12 months*
- *More than 10 years: At the discretion of the Chief*

5.2.9 Inclement Weather and Natural Disasters

It is impossible to know local conditions in every employee's neighborhood. Each employee is expected to use reasonable judgment regarding the driving conditions in his/her area and is expected to never jeopardize personal safety.

District closure decisions will balance information from several available sources. Official closure of District offices or facilities will be communicated via text, email message, or telephone call.

Regular Full-Time and Regular Part-Time Employees:

On a day when District offices are closed due to inclement weather or natural disaster, it will be treated like a holiday and employees will be paid in accordance with work schedules and with no expectation that the time will be made up.

All meetings scheduled at District offices on a day it is closed will also be considered cancelled; it is the responsibility of the employee hosting the meeting to communicate the closure and cancellation or relocation of the meeting to attendees, and to the Chief.

Part-Time Non-Benefited Employees:

Office closures will be treated as time without pay.

On days when the District is open, but an employee judges local conditions to be unsafe, the employee will call his or her immediate supervisor and the Chief as appropriate, and may either work remotely from home if possible, use a vacation day, make up the time by the end of the next pay period, or take the time without pay.

5.3 OTHER BENEFITS

5.3.1 Reimbursement of Personal Expenses

The District provides reimbursement for reasonable, authorized personal expenses, subject to approval by the Chief.

Clothing

Employees, regardless of classification, will receive uniform apparel consistent with District policy (Uniform Regulations) at no expense to the employee.

Vehicle/Mileage

Employees, regardless of classification, will be reimbursed for business miles driven in their personal vehicles at the IRS standard rate. No reimbursement is provided for commuting to and from work.

Travel

Employees, regardless of classification, will be reimbursed for reasonable, documented expenses incurred while traveling on authorized District business.

Lodging Reimbursement

For travel requiring overnight accommodations (generally locations greater than 50 miles from the District), employees will be reimbursed for lodging expense at actual costs, not to exceed the Washington state per diem rate for that specific area, or the applicable U.S. General Services Administration (GSA) rate for out-of-state travel.

Meals and Incidental Expenses (M&IE)

For overnight travel, employees will receive a daily meal allowance (which does not require receipts) based on the Washington state per diem rate for that specific area, or the GSA rate for out-of-state travel. The per diem allowance is designed to cover the basic cost of food, applicable sales tax, and a customary tip.

- *On the first and last day of travel, employees will receive 75% of the full daily per diem rate.*

For non-overnight, single day trips, exceeding 11 hours (not including time taken specifically for a meal break), employees will receive the daily meal allowance

(which does not require receipts) based on the Washington state per diem rate for the destination area, or the applicable GSA rate for out-of-state travel.

If the employee chooses to submit receipts instead of per diem, they must be consistent for the entire trip (cannot mix methods).

- *Alcohol is a non-reimbursable expense. If alcohol is purchased as part of a meal (e.g. glass of wine), it must be separated from food on receipts and in no event should alcohol be charged to a District credit card.*

If a meal is provided during a conference or flight, the per diem rate must be reduced (e.g. if lunch is provided, the per diem will be reduced by the per diem amount for lunch).

Transportation and Other Expenses

Personal vehicle use is reimbursed at the current official federal mileage rate.

Reimbursement for airfare is generally limited to the most economical, direct option available at the time of booking.

Miscellaneous travel expenses essential to the transaction of official District business are reimbursable to the employee. Reimbursable expenses include, but are not limited to:

- *Transportation services including; taxi, shuttle, limousine fares, town car, Uber and Lyft, (including a customary tip or gratuity), motor vehicle rentals, parking fees, and ferry and bridge tolls.*
- *Fees charged for internet access required in connection with business travel.*
- *Charges for checked baggage, if any, excluding overweight charges, for up to the first two bags on domestic flights.*
- *All miscellaneous travel expenses require receipts.*

Documentation and Submission

Expense reports, with itemized receipts for all expenses (except per diem meals), must be submitted within 5 days of returning from travel.

5.3.2 Remote Work

The District may, upon approval by the Chief, permit an employee to perform situational remote work that allows the employee to telework on an occasional, episodic, or short-term basis. Situational remote work is approved by the Chief on a case-by-case basis. Situational remote work will only be authorized where it meets a compelling District need and does not diminish District operations.

- *An employee authorized to work remotely must be accessible by telephone and District email while working remotely.*
- *The District may, at its discretion, provide an employee with a remote desktop access account to facilitate remote work.*

5.3.3 Litigation Defense

Litigation defense will be provided in accordance with District policy.

5.3.4 Separation Benefits

Separation benefits are available to regular full-time employees with more than 12 months of continuous service who separate in good standing. Key components of separating in good standing include:

- **Proper Notice:** Providing required written notice of six weeks for an appointed position (e.g. District Secretary) or two weeks for all other positions.
- **No Pending Misconduct:** The absence of active disciplinary investigations or pending removal actions at the time of departure.
- **Performance Standards:** Not being under a performance improvement plan or deemed unfit for duty.
- **Asset/Responsibility Return:** Returning all District property (keys, laptops, badges) and finalizing pending work.
- **Voluntary Resignation or Termination Without Cause:** The departure is either initiated by the employee, not forced due to misconduct, or is due to termination of employment by the District without cause.

Employees who did not separate in good standing are entitled to a payout of accrued vacation leave but are not entitled to any other leave balance or severance payout from the District.

Regular Full-Time Employees:

Leave Balance Payout: Employees are eligible to receive a payout of accrued paid time off as follows:

- **Vacation Leave** – Unused vacation leave accrued through the last pay cycle will be paid on the employee’s last paycheck.
- **Sick Leave** - Unused sick leave accrued through the last pay cycle, up to the maximum sick leave balance allowed, may be paid to the employee’s HRA account at 25% of the Employee’s rate of pay.

Severance Pay: In addition to a Leave Balance Payout, an employee separated due to the District terminating their employment through no fault of the employee for reasons other than cause such as misconduct or incompetence (e.g., Reduction in Force, abolishment of position) is eligible for one (1) week of pay per year of service up to a maximum of four (4) weeks of pay, prorated in accordance with the percentage of full-time equivalent (FTE) hours for their position.

- *For example, an employee with 3 years of service with the District who is regularly scheduled to work 30 hours per week (0.75 FTE) and who is involuntarily terminated due solely to abolishment of position will be eligible to receive 90 hours (three weeks) of severance pay in addition to payout of accrued leave balances.*

Regular Part-Time Employees:

Leave Balance Payout: Employees are eligible to receive a payout of accrued paid time off as follows:

- **Vacation Leave** – Unused vacation leave accrued through the last pay cycle will be paid on the employee’s last paycheck.

Part-Time Non-Benefited Employees and Temporary Employees:

These employees are not eligible for separation benefits.

6 MISCELLANEOUS WORK-RELATED INFORMATION

6.1 MISCONDUCT, INCOMPETENCE, AND DISCIPLINE

Public employees hold a position of public trust and are expected to maintain high standards of integrity, efficiency, and professional conduct. This section defines improper conduct and poor performance ("incompetence") and outlines the disciplinary procedures the District may elect to use at its discretion with the goal to correct behavior when possible or to remove employees who cannot or will not meet these standards.

All employees not covered by a written, formal contract are employed on an 'at-will' basis. Employment is not for any specific time period, and either the District or the employee may end the relationship at any time, for any reason, with or without notice or cause provided that separation benefits set forth in Section 5.3.4 herein above are subject to employees providing advance notice as specified therein. The District reserves the right to terminate employment immediately without reference to this Section and to skip any preliminary steps, such as progressive discipline.

6.1.1 Definitions

- **Misconduct:** Inappropriate behavior, acts, or omissions that violate workplace rules, laws, or the code of ethics. This is generally a "won't do" issue, where an employee consciously disregards policies or standards. Examples include theft, insubordination, or harassment.
- **Incompetence (Performance Deficiencies):** The inability or failure to perform job duties at an acceptable level, despite having the necessary training and opportunity to do so. This is generally a "can't do" issue, reflecting a lack of skill, efficiency, or attention to duty.
- **Gross Misconduct:** Severe infractions that warrant immediate, severe discipline, including termination, without prior warning. Examples include violent acts, severe fraud, or recklessness that endangers others.

6.1.2 Examples of Misconduct

The following acts constitute misconduct. This list is not exhaustive:

- **Insubordination:** Refusal to follow reasonable, lawful instructions from a supervisor.
- **Dishonesty:** Falsifying records, lying, or misappropriation of public funds/property.
- **Neglect of Duty:** Loafing, sleeping on duty, or leaving the workplace without permission.

- **Misuse of Resources:** Unauthorized use of government vehicles, equipment, or confidential information.
- **Unprofessionalism:** Abusive behavior, bullying, or harassment toward coworkers or the public.
- **Violations of Safety:** Reckless disregard for health and safety protocols.
- **Attendance/Leave Abuse:** Frequent unauthorized absences or tardiness.

6.1.3 Examples of Incompetence

The following behaviors may be considered incompetence or unacceptable performance:

- Failure to meet established performance standards or goals.
- Repeated negligent errors that cause damage, waste, or risk to the organization.
- Inability to operate equipment or software necessary for the job after training.

6.1.4 Disciplinary Process and Due Process

At its discretion, the District may elect to follow a progressive discipline process, although the severity of the incident may determine the starting point (e.g., immediate suspension or termination for gross misconduct).

Progressive Discipline Structure

1. **Verbal Warning (Documented):** Supervisor discusses the issue with the employee.
2. **Written Warning:** Formal written notice outlining the deficiency.
3. **Suspension/Demotion:** Temporary removal from duties without pay.
4. **Termination:** End of employment.

Performance Improvement Plan (PIP)

For issues related to incompetence, the agency may offer a Performance Improvement Plan (PIP) to provide the employee with an opportunity to improve their performance before harsher discipline is implemented.

Due Process

Employees subject to this policy are employed on an at-will basis and do not have a property right to continued employment. Accordingly, employees do not have any rights to due process prior to any nature of disciplinary decision including but not limited to suspension without pay and termination.

6.2 CONFIDENTIALITY AND PUBLIC RECORDS

Employees may have access to information that is sensitive or legally protected. All employees have a duty to protect confidential information from unauthorized disclosure while ensuring the public's right to access government records under the Washington Public Records Act (RCW 42.56) is maintained.

Ethical Obligations

In accordance with the Code of Ethics For Municipal Officers, chapter 42.23 RCW, employees must not:

- Disclose confidential information gained through their official position to unauthorized persons.
- Use confidential information for personal gain or the benefit of others.
- Accept outside employment that might induce the unauthorized disclosure of confidential information.

Protected Information

"Confidential information" typically includes data exempt from public disclosure, such as:

- Personal Employee Data: Social Security numbers, residential addresses, personal phone numbers, and emergency contact information.
- Medical Records: Any health or psychiatric information about employees or citizens.
- Investigative Details: Identities of witnesses or victims in certain workplace investigations, particularly those involving harassment or discrimination.
- Security Information: Security codes, passwords, and vulnerability assessments.

Transparency and PRA Compliance

Under Washington law, all records created or used in the scope of public employment are presumed to be public records. This includes emails and text messages on personal devices if they relate to agency business. Employees must not intentionally conceal records required to be released under the PRA.

Protected Disclosures

Nothing in this policy prohibits employees from disclosing or discussing conduct they reasonably believe to be illegal discrimination, harassment, retaliation, or wage violations.

Administrative Assistant I, II, III Job Description

1001.1 POSITION OVERVIEW

The Administrative Assistant is a full-time, paid employee of the District providing administrative, clerical, and technical support in the business operations of the Fire District. This job description is subject to revision at any time upon approval by the Fire Chief or, with respect to salary classification, the Board of Fire Commissioners.

1001.1.1 CLASSIFICATION

The Administrative Assistant is a ladderred position, allowing promotion to the next grade level without further competition, up to the full performance level of GS-10. Reference to or incorporation of federal General Service (GS) classifications shall not be construed as incorporating any federal regulation, standard, or policy not otherwise already applicable to the District and its employees.

- Administrative Assistant I is a GS-6 position
- Administrative Assistant II is a GS-8 position
- Administrative Assistant III is a GS-10 position

1001.1.2 SUPERVISION RECEIVED

At lower levels (GS-6), work is supervised closely by the Fire Chief or a higher-level Administrative Assistant. At higher levels (GS-10), work is performed with high independence under the general supervision of the Fire Chief.

The Administrative Assistant is expected to accomplish his/her duties in accordance with training received as well as established protocols and procedures. The Administrative Assistant may be called upon to exercise independent judgement based on legal requirements, District policies/procedures and professional guidelines.

1001.1.3 SUPERVISION EXERCISED

At lower levels (GS-6), the Administrative Assistant has limited supervisory authority. At higher levels (GS-10), the Administrative Assistant directly supervises and leads administrative office personnel, interns, and/or volunteers assigned to the business operations of the Fire District.

1001.1.4 BASIC FUNCTIONS

The Administrative Assistant supports the District in one or more of the following major office functions:

- Payroll Processing
- Claims Processing
- Financial Administration
- Ambulance Transport Billing

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- Personnel Administration
- Board of Fire Commissioners Support
- Miscellaneous Office Administration

1001.2 MAJOR DUTIES (PROGRESSIVE)

The omission of specific duties does not exclude them from being performed if the work is similar, related to, and/or a logical assignment for the position.

1001.2.1 ADMINISTRATIVE ASSISTANT I

GS-06 (Developmental):

Assists a higher-level Administrative Assistant or the Fire Chief with:

- General Office – data entry, word processing, report generation, bookkeeping, cash handling, copying, and filing.
- Reception – answer non-emergency incoming calls and provide customer service to walk-ins.
- Mail – retrieve, process, and distribute incoming mail and parcels; prepare outgoing mail.
- Aid and provide backup support to the appointed District Secretary with one or more of the BASIC FUNCTIONS listed above.

1001.2.2 ADMINISTRATIVE ASSISTANT II

GS-08 (Intermediate):

In addition to the duties of Administrative Assistant I:

- Demonstrates mastery and independently manages Payroll Processing, Claims processing, and Board of Fire Commissioners Support from the BASIC FUNCTIONS listed above.

1001.2.3 ADMINISTRATIVE ASSISTANT III

GS-10 (Full Performance):

In addition to the duties of Administrative Assistant I and II:

- Demonstrates mastery and independently manages all major office functions from the BASIC FUNCTIONS listed above.

1001.2.4 DISTRICT SECRETARY

The District Secretary is an Administrative Assistant III, appointed by the Board of Fire Commissioners. The District Secretary provides administrative support to the Board of Fire Commissioners as a non-board member pursuant to the laws of the State of Washington, Section 52.14.080 RCW. The District Secretary is responsible for managing the major financial functions of the District and ensuring legal requirements are met. The District Secretary is required to take an Oath of Office upon appointment.

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Administrative Assistant I, II, III Job Description

In addition to the duties of Administrative Assistant, the District Secretary performs complex administrative, technical, and accounting work as needed:

- Maintain official records including a recording of the proceedings of the Board of Fire Commissioners pursuant to the laws of the State of Washington, Section 52.14.080 RCW.
- Prepare, certify, and file the District's budget pursuant to the laws of the State of Washington, Section 52.16.030 RCW.
- Prepare and file the District's Annual Report pursuant to the laws of the State of Washington, Section 43.09.230 RCW.
- Act as the Investment Officer for the District pursuant to the District's Cash Management and Investment policy.
- Serve as Records Custodian of the District. Maintain a variety of complex and confidential records. Respond to requests for District information consistent with the Open Public Meetings Act and the Public Records Act and within public disclosure requirements. Manage records retention and destruction.
- Provides confidential administrative support to the Fire Chief.

1001.3 REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The Administrative Assistant must acquire and maintain a working **knowledge** of the following:

- District policies, procedures, and protocols as they apply to the position.
- Generally accepted accounting principles relevant to the position
- Open Government requirements.
- Federal and state requirements regarding protected health information.
- Microsoft Office Suite (Word, Outlook, Excel) and Adobe Acrobat or similar programs.
- Business English, grammar, spelling, and arithmetic.

The Administrative Assistant must possess the necessary **skills** to effectively:

- Organize and manage electronic and paper files, maintain office supplies, and facilitate efficient operation of the District's business office.
- Handle documents, data entry, receipting, and other clerical tasks with precision, paying close attention to detail to maintain accuracy and avoid errors.
- Use relevant resources to complete tasks and address problems; find solutions when faced with challenges.
- Work cooperatively with other employees, volunteers, and the public.

The Administrative Assistant must possess the **ability** to:

- Use sound judgement, uphold high ethical standards, exercise discretion, and maintain confidentiality.

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Administrative Assistant I, II, III Job Description

- Manage time effectively to prioritize tasks and meet deadlines.
- Work independently and follow directions.
- Communicate confidently and effectively in both private and public settings.
- Present a positive, respectful, and professional demeanor when dealing with others.
- Operate District office equipment, software, computers, and technology.
- Analyze information objectively and use logic to make decisions.

1001.4 REQUIREMENTS OF POSITION

For Administrative Assistant I and II:

- Must have a high school diploma or have a G.E.D. certificate or equivalent.
- Must possess and maintain a valid Washington State driver's license.
- Must be able to read, write, and speak the English language.
- Must have a satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the described job duties.
- Must be able to pass a comprehensive background check.
- Must be a U.S. citizen or a registered permanent resident alien with authorization to work in the U.S.
- Must pass a criminal background check and driving record check.

For Administrative Assistant III, in addition to the above:

- Must have a bachelor's degree or a minimum of 4 years of relevant professional experience in a similar role.

1001.4.1 REQUIRED TRAINING

The Administrative Assistant must complete the following Open Government Training courses, offered by the Washington State Office of the Attorney General (or equivalent), within 90 days of hire, or provide proof of prior attendance occurring within three years prior to hire:

- Records Training – Public Records Act
- Records Training – Record Retention
- Open Public Meetings Act

1001.5 PHYSICAL DEMANDS AND WORKING CONDITIONS

1001.5.1 ENVIRONMENTAL

Work is generally performed in office settings with occasional outside travel between District buildings and to the bank and post office to conduct District business. The office setting is within a wood-framed building built in 1934. The Administrative Assistant must be comfortable working in a well-lit office with background conversations, radio traffic, and pager alerts. The Administrative

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Administrative Assistant I, II, III Job Description

Assistant may occasionally be exposed to outside weather conditions, wet/humid conditions, and windy conditions.

1001.5.2 PHYSICAL

Primary functions of the Administrative Assistant require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; bend, kneel, stoop, crouch, reach, and twist; occasionally push, pull, lift and/or carry moderate weights; operate office equipment including computer keyboards; requires sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information.

The Administrative Assistant must see within the normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

The Administrative Assistant must hear in the normal audio range with or without correction.

1001.5.3 HOURS

The usual working hours of the Administrative Assistant will occur within the regular business hours and workdays of the administrative offices of the Fire District as determined by the Fire Chief. In addition, the Administrative Assistant may be called upon to attend Board of Fire Commissioner meetings and regularly scheduled or special meetings which may occur after regular business hours.

Any hours to be worked in excess of 40 hours per workweek requires preauthorization by the Fire Chief and will be paid at an overtime rate.

Salary Table 2026-SEA
Incorporating the 1% General Schedule Increase and a Locality Payment of 31.57% For the Locality Pay Area of Seattle-Tacoma, WA
Total Increase: 1%
Effective January 2026

Hourly Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 14.29	\$ 14.76	\$ 15.24	\$ 15.71	\$ 16.19	\$ 16.46	\$ 16.93	\$ 17.41	\$ 17.43	\$ 17.87
2	\$ 16.06	\$ 16.44	\$ 16.98	\$ 17.43	\$ 17.62	\$ 18.14	\$ 18.66	\$ 19.18	\$ 19.69	\$ 20.21
3	\$ 17.53	\$ 18.11	\$ 18.70	\$ 19.28	\$ 19.86	\$ 20.45	\$ 21.03	\$ 21.62	\$ 22.20	\$ 22.79
4	\$ 19.67	\$ 20.33	\$ 20.99	\$ 21.64	\$ 22.30	\$ 22.95	\$ 23.61	\$ 24.27	\$ 24.92	\$ 25.58
5	\$ 22.01	\$ 22.75	\$ 23.48	\$ 24.21	\$ 24.95	\$ 25.68	\$ 26.41	\$ 27.15	\$ 27.88	\$ 28.62
6	\$ 24.54	\$ 25.36	\$ 26.17	\$ 26.99	\$ 27.81	\$ 28.63	\$ 29.44	\$ 30.26	\$ 31.08	\$ 31.90
7	\$ 27.27	\$ 28.18	\$ 29.08	\$ 29.99	\$ 30.90	\$ 31.81	\$ 32.72	\$ 33.63	\$ 34.54	\$ 35.45
8	\$ 30.20	\$ 31.20	\$ 32.21	\$ 33.22	\$ 34.22	\$ 35.23	\$ 36.24	\$ 37.24	\$ 38.25	\$ 39.25
9	\$ 33.35	\$ 34.46	\$ 35.58	\$ 36.69	\$ 37.80	\$ 38.91	\$ 40.02	\$ 41.14	\$ 42.25	\$ 43.36
10	\$ 36.73	\$ 37.95	\$ 39.18	\$ 40.40	\$ 41.62	\$ 42.85	\$ 44.07	\$ 45.30	\$ 46.52	\$ 47.74
11	\$ 40.35	\$ 41.70	\$ 43.04	\$ 44.39	\$ 45.74	\$ 47.08	\$ 48.43	\$ 49.77	\$ 51.12	\$ 52.46
12	\$ 48.37	\$ 49.98	\$ 51.59	\$ 53.20	\$ 54.82	\$ 56.43	\$ 58.04	\$ 59.65	\$ 61.27	\$ 62.88
13	\$ 57.51	\$ 59.43	\$ 61.35	\$ 63.27	\$ 65.18	\$ 67.10	\$ 69.02	\$ 70.94	\$ 72.85	\$ 74.77
14	\$ 67.96	\$ 70.23	\$ 72.50	\$ 74.76	\$ 77.03	\$ 79.29	\$ 81.56	\$ 83.83	\$ 86.09	\$ 88.36
15	\$ 79.94	\$ 82.61	\$ 85.27	\$ 87.94	\$ 90.60	\$ 93.27	\$ 94.81 *	\$ 94.81 *	\$ 94.81 *	\$ 94.81 *

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).

Applicable locations are shown on the 2026 Locality Pay Area Definitions page:
<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2026/locality-pay-area-definitions/>