

LEWIS COUNTY FIRE DISTRICT 3

Resolution # 24-06

RE: Payroll Leave Benefits Revised


WHEREAS, Lewis County Fire District #3 Board of Commissioners have met and considered the Resolution 22-10 Payroll Leave Benefits and have determined it to be of the best interest of the district to create an updated Resolution;

- **PTO**: Track accrued time off through a PTO (paid time off) system. Each PTO credit is for a 10-hour work day. The employee will accrue 2.5 PTO credits per month of employment with a total of 30 PTO credits per year. Up to 45 PTO credits may roll over to the next calendar year (Jan. 1, xxxx). Any number of credits over 45 will be lost if not used by the end of the calendar year. Employees may use PTO in 1-hour increments if needed for sick leave purposes. For use that is not based on sick leave, Employees must use the PTO in 10-hour (1 day off) blocks.
- **Comp Time**:
 - Exempt Employees are not entitled to overtime but may bank comp time at the rate of one hour comp time for each hour over 40 hours worked in a Monday - Sunday work week. Comp time cannot be cashed out and must be used by the end of the year it was banked or it is lost. The following are examples of events that are preauthorized to qualify for comp time when the 40-hour threshold is met. Chief's meeting, district BoC meeting, incident calls toned out up to 2 hours prior to shift and continue into shift time, incident calls that tone out during shift and continue past the end of shift, and any meeting or training ordered by the Board of Commissioners;
 - Non-Exempt Employees are entitled to overtime. In lieu of overtime, non-exempt employees may bank comp time at the rate of 1.5 hours for each hour over the 40 hours worked in a Monday – Sunday work week. Non-exempt employees shall not work more than 40 hours per week without approval of the Board Chair, provided, however, the following are events that are preauthorized to qualify for comp time when the 40-hour threshold is met. District BoC meeting, County Commissioner, County Fire Commissioner meetings and any meeting or employee training ordered by the Board of Commissioners. Use of comp time shall be scheduled in advance when possible and no more than 240 hours may be accumulated. Unused accrued comp time shall be paid out at the non-exempt employees' regular hourly rate upon separation from employment.
- **Tracking**: The employees PTO & comp time will be tracked on a monthly payroll sheet that will be entered into the district's payroll system to calculate the PTO total each month.
- **Non-Exempt administrative employees that also volunteer as firefighters**: Time spent volunteering as a firefighter does not count toward PTO or comp time benefit accruals as volunteer firefighter duties are separate from district administrative employee duties.


- Pay Out: If the employee leaves employment (retires, laid-off, resigns, disability), then the employee will be paid 50% of their accrued PTO at their current pay rate.
- Bereavement: In the event of death to an immediate family or spouse's family member, the employee will have 3 days, non-chargeable on approved time off with no restrictions. After 3 days, then the employee would be accountable with PTO days for additional time off if requested.
- Paid Holiday: If a Holiday lands on a day that the employee is scheduled off then the employee may take the prior or next working day off. Paid Holidays are: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Columbus Day, Thanksgiving Day and day after, Christmas Eve & Christmas Day.

BE IT RESOLVED Lewis County Fire District #3 Commissioners have approved the revision to update stipend and bonus stipulations.

ADOPTED by the Lewis County Fire District #3 Board of Commissioners at an open public meeting held on the 21st day of February 2024.



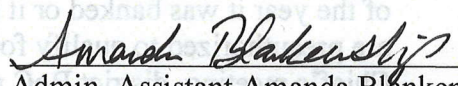
 Chair Commissioner Marty Majors



 Commissioner Doug Houghtelling



 Commissioner Curt Spahn



 Admin. Assistant Amanda Blankenship