

## Classification Specifications

### 1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the origin and maintenance processes of the job classifications applicable to the North Whatcom Fire & Rescue.

### 1004.2 POLICY

It is the policy of the North Whatcom Fire & Rescue to coordinate with the Administration for the development of job classifications unique to the District.

### 1004.3 PROCEDURE

The Fire Chief should appoint an officer from the Administration Division to work with the Administration to develop, update and maintain the job classifications. These should include information from collective bargaining agreements with each employee group; should identify the duties and responsibilities, authority, reporting requirements and chain of command for the member; and should include expected working hours, attire and working location.

#### 1004.3.1 POSITION DESCRIPTIONS

Multiple position descriptions may be needed for each job specification (e.g., a Captain assigned to the Training Division will have the same job specification, but will have a considerably different position description than a Captain assigned to the Operations Division). Position descriptions may be addressed in the contracts with the various employee groups or in the Position Descriptions Policy 1003.

### 1004.4 CLASSIFICATIONS

The following list identifies the categories of employees. Each employee must be placed into one of these categories, and the application of benefits may be affected by job classification.

Regular Employees: Also called full-time or full-paid, are hired to work the established workweek for their position. For non-represented employees, this is no less than 40-hours per week.

Regular Part-Time Employees: Hired to work 8-31 hours per week.

Independent contractors or consultants are not employees of NWFR but may be hired under contract to perform specialized services.

### 1004.5 SIGNATURE APPROVAL

Approved:



# North Whatcom Fire & Rescue

## Policy Manual

### *Classification Specifications*

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Fire Chief

North Whatcom Fire and Rescue

Date:

7/1/2025

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