

NORTH WHATCOM FIRE AND RESCUE

FIRE DISTRICT POLICY AND PROCEDURE

Number: 0400.022.00

Date: 12/15/2011

Area: Personnel

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Subject: Personnel Work Classifications

Approved: *BB***Policy 0400.022.00****1.0 General**

All members of North Whatcom Fire and Rescue are assigned a work classification based on their assignment within the organization regardless if the member is full-paid, part-paid, or volunteer. Work classifications are normally based on job assignment and/or areas of responsibility. For full-paid firefighters, their classification also changes based on the tenure with the fire district.

2.0 Purpose

It is the purpose of this policy and procedure to identify the various work classifications and to provide direction to the Board of Fire Commissioners and district Administration as to the proper classification of employees.

3.0 Scope

The policy applies to all full-paid, part-paid, and volunteer support personnel who provide services to the fire district.

4.0 Policy**4.1 Definitions**

Full-Paid Support Personnel – Individuals who work a full-time work schedule for the fire district where such work constitutes a minimum of forty hours per week. Full-Paid Support personnel are administrative and maintenance personnel who provide support to fire district administration and operations.

Command Staff Personnel – Chief Officers who work as part of the command structure of the fire district, where compensation is based on a contracted monthly salary. Command Staff personnel are identified as being FLSA Exempt.

Full-Paid Firefighter Personnel – Emergency response personnel who work a full-time work schedule for the fire district where such work constitutes a maximum of two-hundred sixteen hours as negotiated in the current collective bargaining agreement (CBA), and whose hours of work are covered under the 7(k) exemption of the Fair Labor Standard Act.

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Part-Paid Firefighter Personnel – Emergency response personnel who work for the fire district on a part-paid basis, where total hours worked cannot exceed one-hundred forty-four hours in any given month, and whose rate of compensation is based on an hourly rate. Part-paid employees are not eligible for employee benefits.

Volunteer Support Personnel – Individuals who support fire district operations through an “on call” alerting system, and who receive a minimum stipend reimbursement based on an event where that event has a three hour time limitation.

Stipend Reimbursement – a reimbursement amount paid to Volunteer Support Personnel who are not full-paid or part-paid employees, and who are reimbursed an established amount for an event, where such reimbursement is based on specific qualifications and tenure with the fire district. The stipend reimbursement amount is income that is designed to compensate Volunteer Support Personnel for expenses incurred in attending training and for responding to incidents.

Hourly Rate of Compensation – An established rate of compensation paid to part-paid personnel for each hour worked, where such rate is based on qualifications only.

Monthly Salary – A rate of compensation paid to regular full-paid personnel where such compensation is calculated on a monthly basis based on an average of one hundred seventy-three and thirty-five one hundredths (173.35) hours per month, and where the employee will receive additional compensation at one and one-half times an hourly rate when the monthly salary is divided by the number of hours in the work month. These employees are “Non-Exempt FLAS Employees”. Full Paid Firefighter Personnel receive a monthly salary based on the current CBA in effect. In addition, Full Paid Firefighter Personnel receive overtime at the standard one and one-half times the normal rate of pay when working over the identified hours of work in the CBA.

Monthly Salary-FSLA Exempt – The compensation paid to command staff personnel where such compensation is not subject to a minimum or maximum number of hours, and therefore are not subject to the requirements of paying overtime.

4.2 Work Classifications of Positions:

- 4.2.1 All positions in North Whatcom Fire and Rescue will be assigned to a work classification regardless of the, the position held, the tenure with the fire district or the hours worked.

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4.2.2 Work classifications may include a specific single position or a group of positions where such classification is not based solely on financial compensation.

4.2.3 Group positions are those positions that are sufficiently alike in duties, functions, and responsibilities such that the positions can be identified by the same classification title, use the same classification specifications, but may have varying rates of compensation.

4.2.4 Work classifications currently recognized by the fire district include:

- Board of Fire Commissioners
 - Board Secretary
- Command Staff Officers
 - Fire Chief
 - Assistant Chief/Director of Operations
 - Division Chief/Training
 - Division Chief/Technical Support
 - Division Chief/Fire Marshal
- Administrative Support
 - Business Manager
 - Administrative Assistant to the Fire Chief
 - Assistant to Business Manager
 - Secretary/Data Entry Specialist
 - Health/Wellness Coordinator
- Maintenance
 - Lead Mechanic
 - Mechanic
 - Maintenance Support Technician
- Emergency Response
 - Battalion Chief
 - Training Captain
 - Shift Captain
 - Shift Lieutenant
 - Firefighter (classification based on tenure per CBA)
 - Recruit Firefighter
 - Part-Paid Lieutenant
 - Part-Paid Firefighter
 - EMS Only


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- Volunteer Support
 - Tender Operator
 - Ambulance/aid unit driver
 - Rehab Officer
 - Volunteer Recruit Firefighter

4.3 Preparation and Maintenance of Work Classifications:

- 4.3.1 Classifications for each fire district position are prepared and maintained in a manner consistent with accurately describing the duties and responsibilities of the positions and classifications within those positions. (Reference Job description Policies)
- 4.3.2 All work classifications other than the positions of Board of Fire Commissioner member and the Secretary to the Board of Fire Commissioners are set by the fire chief or his/her designee.
- 4.3.3 The Board of Fire Commissioners position(s) are filled by the election process and the duties and responsibilities of a fire commissioner are defined in statute, Title 52 of the Revised Code of Washington (RCW).
- 4.3.4 The position of Secretary to the Board of Fire Commissioners is an appointed position made by the Board. The duties and responsibilities of the Board Secretary are defined in Title 52 of the Revised Code of Washington. In addition, the Board of Fire Commissioners can add additional duties and responsibilities to the Secretary to the Board of Fire Commissioners, but cannot negate any statutory requirements set forth under Title 52 RCW.
- 4.3.5 A compensation review that reflects industry comparables for specific and like duties and responsibilities shall be performed by the fire chief or his/her designee annually.
- 4.3.6 The fire chief in association with the Board of Fire Commissioners shall conduct a compensation review and comparison for all command staff personnel on an annual basis.

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4.3.7 Comparable analysis and/or a work classification review for all employees covered under a recognized Collective Bargaining Agreement (CBA) shall only be conducted in accordance with the CBA in effect or when contract negotiations are being anticipated, which should occur at the termination of the then CBA in force.

4.3.8 Work Classification reviews, unless the work classification is covered under a CBA, will occur:

- Annually as part of the employee's/member's annual evaluation
- When requested by an employee/member
- When requested by an employee's/member's supervisor
- Whenever there has been a significant change in an employee's job responsibilities.
- When an employee satisfies the qualification requirements of a different classification.

4.3.9 Work Classification Reviews will not be conducted more than one time in twelve calendar months unless the provisions of 4.3.8 warrant the re-classification of a member.

4.3.10 If a Classification Review does occur, any change in work classification shall occur at the beginning of the next pay period that is appropriate for that classification.

4.4 Requests for Work Re-Classification:

4.4.1 If there are significant changes in duties and/or responsibilities for any specific work classification, it shall be deemed appropriate to conduct a work classification review of the position.

4.4.2 Changes in the actual work classification normally results from gradual modifications and/or additions to the duties and responsibilities of a particular classification and therefore normally occur at a minimum annually during a classification review.


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- 4.4.3 When the Fire Chief or his/her designee recognizes that a new classification specification, or a re-classification of an existing classification is necessary, a new and/or revised classification will be prepared to include recommended salary range or hourly rate.
- 4.4.4 A review of classification begins when the Fire Chief or his/her designee clearly identifies changes in responsibilities that occur as a result of re-organization, enhanced job duties and responsibilities and/or changes in work complexity.
- 4.4.5 Increases in work volume, outstanding performance, or admirable behavioral traits of the worker, although valued and important are not relevant in a classification audit.
- 4.4.6 Employees who believe that their position is no longer properly classified may request that a classification audit be conducted.
- 4.4.7 Positions covered under a collective bargaining agreement shall not be subject to classification audits or re-classification until the expiration of the current CBA, unless there is a negotiated agreement between the union and the fire chief, or his/her designee, and provided any such negotiated agreement is identified in a written memorandum of understanding on file with the fire district.
- 4.4.8 The fire chief may elect to change the duties and responsibilities of an employee/member to ensure that individual is working within a current classification, provided that such change does not constitute a change in working conditions covered under a collective bargaining agreement.
- 4.4.9 Classification audits, changes to classifications, and/or new classifications shall occur at appropriate times so as to minimize the financial impact to the fire district's annual budget.

5.0 Procedure for Conducting a Classification Audit

5.1 The classification audit process shall include the following steps.

- 5.1.1 Requests for re-classification are submitted in writing to the Fire Chief or his/her designee and must include:
 - A copy of the most recent job description

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- A detailed listing of specific additions, deletions, or changes to the job description.
- Additional materials germane to the requested change

5.1.2 The classification audit shall include:

- A review of the existing classification specification to include the current job description that outlines basic functions, required knowledge, basic qualification and experience.
- A review of the proposed re-classification to include changes in job description, and proposed changes to basic functions, required knowledge, basic qualification and experience.
- Conducting a thorough analysis of the proposed re-classification to determine the justification of the need to re-classify the position.
- Identifying any financial implications to include pay rate changes.
- Submitting the re-classification recommendation with supporting documentation to the fire chief for consideration.

5.1.3 The fire chief or his/her designee will determine the proper action regarding a re-classification request based on the information submitted.

5.1.4 Re-classification audits and subsequent decisions shall be completed in a timely fashion, and shall be submitted to all interested parties within sixty-days (60) of the initial request date.

5.2 Implementation of a Re-classification:

5.2.1 Upon approval of a new classification or a re-classification by the Fire Chief, the appropriate position(s) is/are assigned the new classification.

5.2.2 Employees/members in an existing classification that has been changed, if qualified, shall be placed into the new classification. If the employee/member lacks sufficient qualifications, he/she shall be allowed an agreed to length of time to obtain the needed qualifications.

5.2.3 If the new classification or re-classification has a higher pay range, the employee/member shall be paid at the new rate appropriate to their specific qualifications. Pay adjustments will occur commencing on the beginning of the next pay cycle appropriate for the position.

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5.2.4 If the new classification. Or re-classification has a lower pay range, the employee/member shall be paid at the new rate appropriate to their specific qualifications. Pay adjustments will occur commencing on the beginning of the next pay cycle appropriate for the position.

5.3 Establishing a New Classification Specification:

5.3.1 Requests for new classification titles, classification specifications, and/or job descriptions shall be submit to the Fire Chief.

5.3.2 Upon approval, the new classification title, new classification specifications, and/or new job description shall be published.

5.3.3 If required, collective bargaining shall occur commensurate with the new position being considered if it is determined that collective bargaining is appropriate.

5.3.4 Whenever any supervisor request that a new classification of employee/member be implemented, the following information shall be provided and the following steps shall occur:

- Provide a full description of the duties, functions, and responsibilities of the position to include the location of the classification/position within the district organizational chart in relation to existing positions and classifications.
- Provide a suggested position or classification title and specifications
- Provide a statement explaining the impact and relationship of the new position or classification on existing positions and classifications.
- Provide any additional supporting documentation that would assist in justifying the need for the new position or classification.

6.0 Control Mechanisms

The responsibility for review and implementation of this policy and procedure shall remain with the fire chief.

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Approved:	<i>Bill Salter</i>
	Chairman, Board of Fire Commissioners North Whatcom Fire & Rescue
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