

**POLICY - 2.11.2 - WAGE COMPENSATION**  
**SCOPE - ALL EMPLOYEES**

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- A. **WAGE POLICY:** The District maintains a pay plan covering all positions in the District, showing the minimum and maximum rates of pay. In arriving at such salary ranges, consideration is given to prevailing rates of pay for comparable work in other public and in private employment, including consideration of conditions of work and basic pay, current costs of living, the local economy and wage adjustments in the community, suggestions of the Fire Chief, and the District's financial condition.
- B. **SALARY REVIEW:** Compensation will be reviewed by the Fire Chief at the end of an employee's probationary period.
- Regular employees' salaries will thereafter be reviewed annually, during the month of June for increases beginning in the month of July. Wage increases are not automatic. The Fire Chief makes salary recommendations to the Board of Directors based upon merit.
- C. **PAY DAY:** Pay checks are issued on the last day of each month. Employees may schedule a draw on the 15th day of each month, equivalent to a maximum of 50% of the monthly net wage.
- D. **SEVERANCE PAY:** A regular employee terminating employment with the District will be paid on the date of separation any earned and unpaid wages then due plus any accumulated and unused vacation pay and compensatory time. Work hours, earned vacation which the employee is eligible to take off, and compensatory time shall be paid at the employee's hourly rate at the date of separation. However, if the employee has failed to give at least forty-eight (48) hours advanced notice prior to quitting District employment, severance pay shall be paid within forty-eight (48) hours of the termination excluding weekends and holidays.
- E. **OVERTIME:** When budgeted funds are available, regular employees shall be paid time and a half for any hours worked over the stipulated work week. Regular employees who do not come under the exemptions of executive, supervisory, administrative, professional or fire protection personnel, or by a collective bargaining agreement, shall be paid time and a half for any hours worked over eight in a day.
- F. **COMPENSATORY TIME:** When budgeted funds are not available, and in advance of the performance of the work, a regular employee may agree to be compensated in time off at the rate of 1.5 hours for each overtime hour worked.