

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.04.17 CHANGE OF STATUS



Adopted: 12/20/16
Reviewed: 12/15/23
Revised: 12/15/23
Approved: Lonnie J. Rash

Purpose: To outline the procedure for documenting a change in status of a member within Spokane County Fire District 8.

References: N/A

Procedure:

1. A Personnel Action Form (PAF) shall be completed to document each change in status during a member's employment with Spokane County Fire District 8.
2. It is the District's procedure to complete a PAF in order to document the following:
 - a) Hire/re-hire;
 - b) Change in Classification
 - c) Change in Rate of Pay
 - i. Salary Adjustment
 - ii. Promotion
 - iii. Step Progression
 - d) Change in Title
 - e) Leave of Absence
 - i. Military
 - ii. Personal
 - f) Separation from Employment
 - i. Reduction in Force
 - ii. Resignation
 - iii. Retirement
 - iv. Termination