

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.06.01 DISTRICT BENEFITS



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

Purpose: To outline District provided benefits afforded to its members.

References: N/A

Procedure:

1. The Human Resource Manager or designee will outline specifics of District-provided benefits for each employee classification during member orientation.
2. District-provided benefits may or may not include:
 - a) Medical / Dental / Vision Insurance.
 - b) Life / Disability Insurance.
 - c) Accident / Health Insurance.
 - d) Deferred Compensation Plan.
 - e) Employee Assistance Program.
3. Medical Insurance.
 - a) The District provides medical, dental, and vision insurance for its fulltime, fully compensated employees.
 - b) All changes in employee status must be reported to Human Resources within ten days of the status change.
 - i. Marriage.
 - ii. Divorce.
 - iii. Addition of dependent child.
 - c) Employees who are covered by one of the District's medical plans will continue to receive paid benefits during FMLA leave as during regular employment.
 - d) Failure to return to work after FMLA leave may require employee reimbursement of District-paid insurance premiums.
 - i. An exception to the reimbursement requirement may be made for circumstances beyond the employee's control.
4. Life, Disability, Accident & Health Insurance.
 - a) Employees who receive Life, Disability, or Accident & Health insurance provided by the District will continue to receive those benefits during FMLA leave as during regular employment.
 - b) Employees who take unpaid FMLA leave will be responsible during leave to pay the employee and employer portion of premiums.
 - i. The District may choose to pay premiums for employees who do not pay in order to keep coverage from lapsing.

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.06.01 DISTRICT BENEFITS



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

1. The employee will be responsible to reimburse the District whether or not they return to work.

5. Deferred Compensation.
 - a) The District will provide a matching contribution up to \$100 per month to an approved deferred compensation plan for fulltime, fully compensated employees.
 - i. The minimum employee contribution to received District matching contributions is \$30 dollars per month.
 - b) All District provided contributions will cease if an employee stops contributing to their plan.

6. Employee Assistance Program.
 - a) The District provides all members confidential assistance with personal or work issues through access to an Employee Assistance Program.