



SUBJECT: SPECIAL COMPENSATION FOR EXEMPT PERSONNEL

PURPOSE: To establish the guidelines under which exempt employees will be compensated for special non-district emergency assignments

DEFINITION: State Fire Mobilizations and Other DNR or USFS Assignments

SCOPE: All Exempt Personnel

PROCEDURE: The response of exempt personnel of the District to major emergency incidents outside of the jurisdictional boundaries of the District is recognized and deemed to be in the best interest of the District, the region, and the state.

Compensation should be paid to exempt personnel who respond to major emergency incident situations commensurate with the time, duties, and responsibilities of the work undertaken in such circumstances. As such, the District may authorize and grant, in its sole discretion, a special duty bonus to any exempt employee of the District as compensation for special emergency assignments not performed on behalf of the District.

The form and amount of special duty bonus is hereby established at 1.5 x the employee's regular rate of pay for any hours worked over and above the employee's regularly assigned hours. The rate of pay will be based on an equivalent hourly rate.

Reimbursement of any special duty bonus granted in accordance with this SOG shall be sought from or through the State of Washington, Washington Department of Natural Resources (DNR), or the United States Forest Service (USFS) when there are provisions for such reimbursement by either agreement or law.

Each resource mobilization or assignment shall constitute a separate event and a potential separate period under which an exempt employee is eligible for special duty bonus.

The payment of any special duty bonus shall not affect the current or future exempt status of an exempt employee as defined by the Fair Labor Standards Act (FLSA) or applicable law.