

	EAST JEFFERSON FIRE RESCUE	
	POLICY	
	Title of Policy: Administrative Benefits	
	Policy Number: 6008	
	Date of Implementation: 1/1/2018	
Replaces: Previous version		
Signature of Approval: <i>Dave Seabrook</i>		Date: 11/1/2023

SECTION 1.0 PURPOSE

This policy is to establish benefits that are not contractually defined for full-time administrative employees.

SECTION 2.0 VEBA

2.1 East Jefferson Fire Rescue (“Employer”) has adopted the HRA VEBA plans offered and administered by the Voluntary Employees’ Beneficiary Association Trust for Public Employees in the Northwest (collectively the “Plans”): the Standard HRA Plan, which shall be integrated with the Employer’s or another qualified group health plan and to which the Employer shall remit contributions on behalf of eligible employees who are enrolled in or covered by such qualified group health plan and any other contributions that may be permitted by applicable law from time to time; and the Post-separation HRA Plan to which the Employer may remit contributions on behalf of eligible employees, including eligible employees who are not enrolled in or covered by the Employer’s or another qualified group health plan, and which shall provide benefits only after a participant separates from service or retires. Employer shall contribute to the Plans on behalf of all non-represented employees (“Group”) defined as eligible to participate in the Plans. Each eligible employee must submit a completed and signed Enrollment Form or enroll online to become an eligible participant and become eligible for benefits under the Plans.

2.2 Direct Employer contributions.

Eligibility is limited to fulltime administrative employees. Employer contributions shall be equal to \$200.00, which shall be contributed on a monthly basis on behalf of all eligible Group employees.

SECTION 3.0 HOLIDAYS

The following days shall be observed as paid holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day
Independence Day	Floating Holiday (Personal Day)

SECTION 4.0 BANKED TIME OFF

4.1 Exempt executive employees that work outside of their normal 40-hour work week may be eligible to bank time.

- 4.2** Exempt executive staff working outside of normal business hours may bank time hour for hour to use in the future. For example, an employee may bank two hours for attending a Commissioner meeting on Wednesday and then work a six hour day on a Friday.
- 4.3** Exempt executive staff are generally expected to work/be available during the District’s regular business hours. In addition, this position will involve routinely working outside of regular business hours and on the weekends – as well as some travel, both within and outside of Washington State. Exempt executive staff required to work on a weekend and/or holiday, in excess of four hours will earn 8 hours of banked time off (the equivalent to one day) to use during the work-week, Monday – Friday. Examples include duty chief rotations, public education and outreach events such as the Jefferson County Fair, All County Picnic, etc.
- 4.4** Banked hours have no monetary value and therefore will not be cashed out at the end of an Exempt Executive staff members’ employment.

*Exempt Employee Special Compensation is addressed in Policy 6009.