

**SOUTH KING FIRE
RESOLUTION NO. 663**

**A RESOLUTION of the Board of Fire Commissioners of South King Fire,
King County, Washington, Regarding the Adoption a
Non-Represented Employee Handbook**

WHEREAS, a function of the Board of Commissioners is to approve compensation and benefits provided to all employees of the District and;

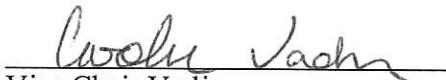
WHEREAS, it is a function of the Board of Commissioners to adopt policies and procedures governing said benefits.

NOW THEREFORE BE IT HEREBY RESOLVED that the Board of Fire Commissioners approve as follows:

- a. **The Board hereby adopts the South King Fire Employee Handbook for Non-Represented Personnel**
 - a. Effective: January 1st, 2025
 - b. Revision: 01.A
- b. **Expectations for routine Employee Handbook changes:**
 - a. Non-substantive changes (e.g., editorial changes, formatting updates) to the aforementioned Employee Handbook shall be proposed by District staff, submitted to the Policy and Procedure Committee, and approved by the Executive Director.
 - i. Non-substantive changes shall be documented in the Handbook Revision page using an alphabetical designator.
 - b. Substantive changes¹ to employee benefits, compensation, leave accruals, and other benefits of employment set forth in the Employee Handbook must be approved by the Board of Commissioners.
 - i. Substantive changes shall be documented in the Handbook Revision page and identified using a numerical designator.

ADOPTED at the Regular meeting of the Board of Commissioners of South King Fire this 23rd day of December 2024, the following Commissioners being present and voting.


Chair Baruso


Vice Chair Vadino


Commissioner Gates

Commissioner Fuller

¹ "Substantive changes" refer to specific alterations of employee benefits and working conditions, rather than formatting/ministerial corrections.



Commissioner Burrus

ATTEST:



District Secretary

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