

Exempt Employee Incident Compensation Policy

Jeffcom 911 Communications

Adopted August 27, 2026, by Resolution 2026-0006

Original policy.

Intent

The intent of this policy is to provide the basis and requirements of special compensation for overtime-exempt employees who participate in qualified incident-management activities. The special compensation is made based on the requirements and duties necessary to participate in incident-management activities.

Section 1: Definitions

For the purposes of this Policy:

1. Employee: Any present employee of Jeffcom
2. Exempt Employee: Any Employee who is exempt from overtime compensation as defined by the Fair Labor Standards Act and is therefore not eligible to collect overtime for excess hours worked performing normal Jeffcom duties
3. Calculated Hourly Wage: For an Exempt Employee, their annual salary divided by 2080
4. Jeffcom: Jefferson County 911, doing business as Jeffcom 911 Communications, a non-state public agency within the scope of RCW 4.24.470
5. Administrative Board: The governing body of Jefferson County 911
6. Incident Management Team: An interagency team comprised of trained and qualified personnel following the Incident Command System and National Incident Management System that is assigned as needed to manage response to complex public-safety incidents in support of federal, state or local agencies or jurisdictions

Section 2: Purpose

1. The Administrative Board has declared that qualified Employees being assigned to and deploying with an Incident Management Team for wildland fire and all-hazards response is in the best interest of Jeffcom. This is in part because it allows Employees to develop skills required to manage complex incidents within Jefferson County, providing opportunities to experience complex incidents more frequently than occur in Jefferson County; and it is in part because mutual aid among federal, state and local agencies and jurisdictions is essential to the functioning of the National Incident Management System.
2. Jeffcom has an agreement with Washington State Department of Natural Resources that authorizes Employee assignment to Incident Management Teams to support other agencies or jurisdictions and that requires that DNR reimburse Jeffcom for actual personnel and travel costs incurred when services are requested by DNR for resources to be dispatched under said agreement.

3. Code of Federal Regulations Title 29, Subchapter 541.604, allows an employer to provide an exempt employee with additional compensation without losing the exemption or violating the salary-basis requirement.

Section 3: Policy

1. Employees assigned to an Incident Management Team remain employees of Jeffcom at all times.
2. Any Exempt Employee when assigned to an Incident Management Team outside of normal job duties to Jeffcom shall be compensated their regular salary without alternation for their normal work schedule of weekdays for forty hours, exclusive of rest periods and meal breaks.
3. Any Exempt Employee when assigned to an Incident Management Team outside of normal job duties to Jeffcom shall be compensated at an incident rate of 1.5 times their Calculated Hourly Wage for all hours worked in excess of their normal work schedule of weekdays for forty hours, exclusive of rest periods and meal breaks.
4. This policy shall not apply to any Exempt Employee assigned to an Incident Management Team that is working at the expense of Jeffcom or any agency represented on the Administrative Board.
5. Compensation at the incident rate of 1.5 times their Calculated Hourly Wage shall not be eligible for deferred compensation matching by Jeffcom.

Section 4: Effective Date

This Policy shall take effect immediately upon its adoption.