

POLICY 8.1 PERSONNEL GENERAL OVERVIEW

ADOPTED: FEBRUARY 1, 2013

REVISED:

A. OVERVIEW AND GENERAL POLICIES

B. PURPOSE OF PERSONNEL POLICIES

These policies provide rules and regulations for all employees of the JEFFERSON RURAL FIRE PROTECTION DISTRICT (which is referred to as "the District" throughout these policies) relative to matters of personnel administration, except that the Fire Chief serves at the pleasure of the Board of Directors and is their representative in relation to application and administration of these policies to all other District employees. These rules and regulations are intended to set a general framework for effective personnel administration. In all cases, these policies should be construed with this in mind and should be understood as guiding the Fire Chief and not limiting in any way the prerogatives of the Board in its relationship with the Fire Chief.

C. INTRODUCTION

This manual contains statements of personnel policies and procedures. It is designed to inform every one of the working guidelines for supervisory and staff personnel in the day-to-day administration of the District to provide employees an understanding of what is expected of them, and to ensure consistent, fair and uniform treatment of District employees.

The District reserves the right to change these policies and procedures at any time. These policies and procedures do not and are not intended to confer any property right in continued employment, to constitute an express or implied contract. Employees and the District reserve the right to end the employment relationship, with or without cause, at any time. Further, except as might be approved in writing by the Board, no employee or representative of the District has the authority to enter into an agreement for employment for any specified period of time or to make any agreement contrary to Board approved policies.

Each employee can assist in keeping the District personnel program up to date by notifying the Fire Chief whenever problems are encountered or improvements can be made. When the need for a new or revised policy presents itself, a recommendation should be submitted to the Fire Chief for consideration.

The Fire Chief may vary or modify any District personnel policy, on a case-by-case basis, if it is found that strict application of the policy is impractical or if it would result in hardship. Exceptions granted in any instance will not be binding in the future.

D. PERSONNEL ADMINISTRATION GENERALLY

The Board of Directors and Fire Chief shall have authority over all matters of personnel administration through adoption and implementation of the District budget, pay plans and ordinances and resolutions adopting and/or amending the personnel rules and regulations.

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The Board of Directors is charged with responsibility for the interpretation and application of the policies.

The Board of Directors may specifically delegate in writing the authority for the enforcement of rules and policies.

The Board of Directors shall be responsible for insuring the effective implementation of these rules and regulations and may further establish, amend, or otherwise modify administrative rules and regulations pursuant to Board policies. The Board delegates to the Fire Chief discretion in all aspects of personnel and labor relations, subject to advice and concurrence of the Board.

Labor negotiations (including the settlement of any grievance after that grievance has been denied by the Board or a committee thereof) must and in every instance shall be approved by the Board of Directors before the District may be bound.

E. WRITTEN DEPARTMENTAL RULES AND STANDARD OPERATING PROCEDURES

The Fire District may establish such additional written rules and standard operating procedures as may be deemed necessary for the efficient and orderly administration of the department. Such rules and procedures are subject to approval by the Fire Chief before becoming effective and must be consistent with the general policies, procedures, rules, or regulations established by the District. Copies of the applicable departmental rules and operating procedures shall be made available to all employees in the department and shall be filed with the Board and maintained in the District's office.