



## GENERAL ADMINISTRATION

### 601.1 – DISTRICT'S PERSONNEL POLICIES AND ACKNOWLEDGEMENT

- I. **Policy Purpose:** To ensure non-represented and represented employees within the District receive and acknowledge the District Administrative Policies and Procedures. Furthermore, all employees are expected to read and familiarize themselves with the contents of these policies and procedures.

**Policy Coverage:** This policy is intended to be applicable to all employees (represented and non-represented, part-time hourly, temporary/casual/seasonal, provisional, board members, volunteers, as well as contract and temporary workers) and anyone else on the property of the East Fork Fire Protection District.

**Adopted Date:** 11/20/2018

**Revised Date:** N/A

**Policy #:** 601.1

*\*\*The procedure established in this policy will be superseded and have no effect when covered by a similar or conflicting provision in a Collective Bargaining Agreement and/or Administrative Order. For detailed information, please refer to your Collective Bargaining Agreement or Administrative Order. \*\**

- II. **Policy:**
- A. After receiving and reviewing these policies, each employee is expected to sign an acknowledgement form (reference: District's Personnel Policies – Acknowledgment Form). The employee should return the signed acknowledgement form to the Executive Office Manager or designee for inclusion into his/her personnel file.
  - B. Employees who fail to comply with these policies may be subject to disciplinary action, up to and including termination.
  - C. All changes, revisions, additions, and notices of deletions to these policies will be made available to all employees.

**RESPONSIBILITY FOR REVIEW:** The District Fire Chief, or designee and/or the Executive Office Manager, or designee will review this policy every 3 years or sooner as necessary.