



GENERAL ADMINISTRATION

601.2 – PERSONNEL ADMINISTRATIVE DIRECTIVE

- I. **Policy Purpose:** To establish authority to implement the District's Personnel Program.

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 #: 601.2

***The procedure established in this policy will be superseded and have no effect when covered by a similar or conflicting provision in a Collective Bargaining Agreement and/or Administrative Order.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:**

The District Fire Chief, or designee and/or the Human Resources (Executive Office Manager, or designee) shall have the authority and the duty to develop and promulgate administrative directives, interpretive memoranda, and other administrative procedures to execute these policies, and to implement the District's personnel program on a consistent basis.

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.