



GENERAL ADMINISTRATION

601.4 – ADMINISTRATION OF POLICIES AND PROCEDURE POLICY

- I. **POLICY PURPOSE:** The Administrative Policies and Procedure manual is intended to serve as a centralized reference source for District policies and procedures and to help provide a unified approach to District operations. This policy establishes how policies and procedures are developed, coordinated, issued or deleted.

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 #: 601.4

***The procedure established in this policy will be superseded and have no effect when covered by a similar or conflicting provision in a Collective Bargaining Agreement and/or Administrative Order.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

1. The District: Shall mean the East Fork Fire Protection District under the responsibility of the District Fire Chief and the East Fork Fire Protection District Board of Directors.
2. Policy: A general principle, plan or course of action the District intends to pursue. District policies may only be established by action of the District Fire Chief and approved by the District Board of Directors, except as otherwise provided herein.

3. Operating Procedure: Specific instructions to implement policies. Procedures may be established by action of the District Fire Chief, or designee, except as otherwise provided herein.

B. PROCEDURE:

1. District staff can propose a policy and/or procedure, or revision of an existing policy and/or procedure related to the administrative operations of the District.
2. All policy and procedure documents must be reviewed by the District Fire Chief and the Executive Office Manager prior to submittal to the District Board of Directors to ensure appropriateness to subject matter and adherence to format.

C. COORDINATION AND APPROVAL:

1. Any suggested policies and procedures, either new or revised, must be submitted to the District Fire Chief, or designee for review. Where there is non-concurrence, reasons and/or alternatives should be included in the comments.
2. Forward to District's Legal Counsel if there are legal implications.
3. Forward to Executive Office Manager, or designee, if there are employee relations, benefit or personnel impacts.
4. Upon preliminary approval, submit to impacted District section(s) for review and comment.
5. Submit to District Accountant for review if there are financial impacts
6. Revise as appropriate.
7. Review final draft.
8. Prepare action sheet, schedule on District Board of Directors agenda for Board of Directors meeting.
9. Final approval of a new or revised policy can only be made by the District Board of Directors.
10. Final approval of a new or revised procedure can be made by the District Fire Chief, or designee.

D. DISTRIBUTION

1. Approved policies and procedures will be dated by the Executive Office Manager, or designee and entered into the District's Administrative Policies and Procedure Manual.
2. The Executive Office Manager, or designee will distribute the policy or procedure in accordance with the appropriate distribution list.
3. All employees will be required to sign a statement indicating they have read and understand the policies and procedures, as well as any policy revisions or modifications.

E. ACCOUNTABILITY

1. All District personnel are responsible for keeping themselves informed of the policies and procedures as they affect their job responsibilities and must immediately implement all new or revised policies and procedures. An employee is not excused from implementing or following a new or revised policy or procedure simply because he/she has not accepted the new policy or procedure.
2. The District Fire Chief, or designee are encouraged to periodically review the policies and procedures with District employees.

F. RELATIONSHIP TO COLLECTIVE BARGAINING AGREEMENTS

These policies and procedures are intended to apply to employees covered by collective bargaining agreements only in those situations where the agreement is silent. In the absence of a collective bargaining agreement that covers specific policy or procedure set forth in the District's Administrative Policy and Procedure Manual, all employees shall be governed by the policies and procedures set forth in the manual.

G. CONTRACT OF EMPLOYMENT

This Manual does not create a Contract of Employment. The contents of this manual, or any section/office specific manual, do not create contracts of employment for any person employed by the District.

H. AMENDMENTS

The policies and procedures are subject to change and/or modifications from time to time.

I. MAINTENANCE OF DISTRICT ADMINISTRATION POLICIES AND PROCEDURES

1. The Executive Office Manager will assign a specific time period for review of the policy or procedure.
2. The Executive Office Manager, or designee, will establish and maintain a tickler file to identify those policies and procedures due for review.
3. The policies and procedures needing review will be sent to the affected section and/or office for performing the review.
4. The section and/or office reviewing the policy or procedure will be asked to review and make appropriate changes to correct or revise the policy or procedure.
5. Implementation of all changes will follow the procedures outlined under creating policies or procedures.

J. DELETING A POLICY OR PROCEDURE

Deletion of an existing policy or procedure requires the same procedures as creation or revision. A thorough justification for deletion must be presented.

K. SECTION/OFFICE SPECIFIC POLICIES AND OPERATING PROCEDURES

1. Deputy Chiefs, Battalion Chiefs, Fire Captains and Executive Office Manager may prepare and submit for adoption of District specific policies and administrative procedure manuals for the Department's/Section's operation, provided that such manual is not in conflict with the District's Administrative Policy and Procedure Manual.
2. Deputy Chiefs, Battalion Chiefs, Fire Captains and Executive Office Manager are responsible for originating and drafting their procedures for their respective areas of responsibility.
3. Assistance in coordinating, finalizing and distributing procedures will be provided by the Executive Office Manager, or designee. Requests for assistance should outline the subject, describe the intended procedure, indicate the responsibility of those involved and refer to all appropriate District policy actions.

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.