



GENERAL ADMINISTRATION

601.5 – COMPUTING TIME FOR POLICY NOTICE/FAILURE TO RECEIVE NOTICES

- 1. Policy Purpose:** Determining the length of time periods for processing an action in these policies and responsibility for written communications.

Policy Coverage: This policy is applicable to all non-represented and represented employees of the East Fork Fire Protection District.

Effective Date: 06/18/2019

Revised Date: N/A

Policy #: 601.5

***The procedure established in this policy will be superseded and have no effect when covered by a similar or conflicting provision in a Collective Bargaining.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

- 2. Policy:**

A. Computing Time.

Unless otherwise provided in another District policy, in calculating the length of time required or allowed by District policies, days shall be counted beginning with the calendar day following the act, event or failure to act that triggers the requirement of a response and conclude at 5:00 p.m., on the last day of the prescribed period. If the last day of the prescribed period falls on a Saturday, Sunday or holiday identified in District Policy 606.1, the period will end at 5:00 p.m., on the first day that is not a Saturday, Sunday or District holiday.

B. Written Communication.

Written communications to employees considered to be routine in nature shall be delivered by regular mail to the address for the employee contained in the District's records or via email sent to the employee's District email address. Written communications to employees identified as significant, important or time-sensitive shall be hand-delivered or sent by certified mail, return receipt requested, to the address on record or via email utilizing the read receipt function. All written communications to applicants shall be hand-delivered or

sent by U.S. mail to the address shown on the application for employment or sent via email to the address shown on the application, unless notified by the applicant of an address change. The District is not responsible in the event mail is not received. It is the employee's responsibility to notify the District of any change of the employee's physical address, and to respond to all District communication requesting a response, including those mailed and/or emailed to the address on record. It is the responsibility of an applicant to comply with all phases of the selection process within the specified time and by the specified method. Failure of employees or applicants to respond for any reason, including failure to receive written notice, may have an adverse effect on an individual's employment status and/or result in disqualification from the selection and hiring process.

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