

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

Minutes of Special Meeting held September 20, 2023

The Bonneville County Fire Protection District No. 1 ("Fire District") held a special meeting of Commissioners on Wednesday, the 20th day of September, 2023 at the offices of Nelson Hall Parry Tucker, PLLC, at 490 Memorial Drive, Suite 200, Idaho Falls, Idaho 83402 convening at 12:00 p.m.

The following were present:

Commissioners Ralph Isom, Derik Nielsen, Dana Kirkham (via telephone from 12:13 p.m. to 12:21 p.m.), David Long, and Tyler Gebs were present. District Operations Officer Dick Fowler, Stacy Hyde (from 12:03 p.m. to 12:13 p.m.), Attorney Doug Nelson, and Attorney Abigail French.

Notice of the time, place and purpose was posted at premises of 490 Memorial Drive, Idaho Falls, Idaho, as well as the Fire District website. A copy of the notice and agenda is attached to these minutes.

It was declared that a Quorum of Commissioners were present and due notice of the meeting had been posted in accordance with law.

DISCUSSION AND ACTIONS

1. **Call to Order.** The meeting was called to order at 12:03 p.m. by Ralph Isom.
2. Chief Stacy Hyde briefly updated the commissioners on a computer error that resulted in several inaccurate paid time off calculations. Chief Hyde reported that he was working with Teresa at Cooper Norman to resolve the matter.
3. Chief Stacy Hyde presented his proposed revisions to the personnel policy and operations manual. Chief Hyde explained that the changes made were necessary due to the adoption of the collective bargaining agreement with the union. A motion to accept and adopt the revised personnel policy and operations manual was made by Tyler Gebs and seconded by Derik Nielsen. The motion carried with the following vote Aye- David Long, Ralph Isom, Tyler Gebs, and Derik Nielsen. Nay- None. Dana Kirkham did not participate in the vote. A copy of the accepted personnel policy and operations manual can be found attached to these minutes.
4. **Executive Session.** At approximately 12:26 p.m., Derik Nielsen moved that the commissioners enter into Executive Session pursuant to Idaho Code Section 74-206(1)(b) to consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, an employee. The motion was seconded by Tyler Gebs. The motion carried by the following vote: Aye- Tyler Gebs, David Long, Ralph Isom, and Derik Nielsen. Nay- None. Dana Kirkham did not participate in the vote.

The Commissioners for the Bonneville County Fire Protection District No. 1 met in Executive Session on Wednesday, September 20, 2023, at the offices of Nelson Hall Parry

Tucker, PLLC located at 490 Memorial Drive, Suite 200, Idaho Falls, Idaho 83402 at approximately 12:26 p.m.

There were present:

- David Long
- Ralph Isom
- Derik Nielsen
- Tyler Gebs
- District Operations Officer Dick Fowler
- Attorney Doug Nelson
- Attorney Abigail French

The Executive Session was called pursuant to Idaho Code Section 74-206(1)(b) to consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, an employee.

At approximately 12:59 p.m., David Long moved to close Executive Session. Derik Nelsen seconded. The motion carried.

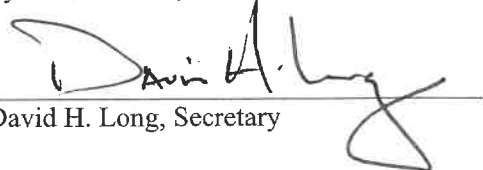
5. A brief discussion was had on the proposed Bonneville County Fire Protection District No. 1 Employee Evaluation Form. After said discussion, a motion was made by Derik Nielsen to adopt the proposed Bonneville County Fire Protection District No. 1 Employee Evaluation Form. David Long seconded the motion. The motion carried with the following vote: Aye- Tyler Gebs, David Long, Ralph Isom, and Derik Nielsen. Nay- None. Dana Kirkham did not participate in the vote.
6. **Adjournment.** There being no further business to come before the Board of Commissioners at the meeting a motion was made to adjourn by Derik Nielsen and seconded by Tyler Gebs with unanimous approval at approximately 1:00 p.m.

Approved the 9th day of November, 2023.


Approved by Board Chairman

ATTEST:

The undersigned, as Secretary of the Bonneville County Fire Protection District No. 1, hereby attests that the foregoing minutes were approved by a proper vote of the Board of Commissioners of the Fire Protection District on the 9th day of November, 2023.


David H. Long, Secretary

NOTICE OF PUBLIC MEETING
Bonneville County Fire Protection District No. 1

Wednesday, September 20, 2023

SPECIAL MEETING

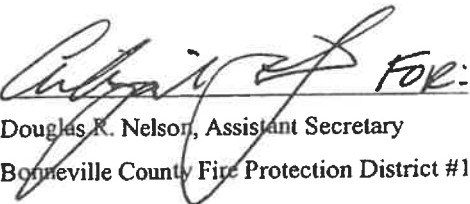
Notice is hereby given that the Bonneville County Fire Protection District No. 1 will hold a special meeting on Wednesday, September 20, 2023 at 12:00 p.m. The meeting will be conducted in person. The meeting will be held at 490 Memorial Drive, Idaho Falls, ID, 83402 in the second floor conference room. The Commissioners of the Fire District will take up the following agenda during the meeting:

- 1) Call to Order and Roll Call by Chairman Ralph Isom.
- 2) **EXECUTIVE SESSION:** An executive session will be held immediately following the agenda item above. The executive session will be closed to the public as permitted by law. The executive session has been called pursuant to: Idaho Code Section 74-206(1)(b) to consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent.
Action: Enter into Executive Session by roll call vote.
- 3) Close Executive Session and reconvene Open Meeting.
Action: Close Executive Session and reconvene Open Meeting.
- 4) Discussion regarding proposed Bonneville County Fire Protection District No. 1 Employee Evaluation Form.
Possible Action: Approve the proposed Bonneville County Fire Protection District No. 1 Employee Evaluation Form.
- 5) Discussion regarding proposed revisions to personnel policy, and/or operating procedures, and/or operations manual.
Possible Action: Approve proposed revisions to personnel policy, and/or operating procedures, and/or operations manual.
- 6) Recess/Adjournment.

Summary of Action Items:

- a. Enter into Executive Session by roll call vote.
- b. Close Executive Session and reconvene Open Meeting.
- c. Possible approval of proposed Bonneville County Fire Protection District No. 1 Employee Evaluation Form.
- d. Possible approval of revisions to personnel policy, and/or operating procedures, and/or operations manual.

DATED this 14th day of September, 2023


Douglas R. Nelson, Assistant Secretary
Bonneville County Fire Protection District #1



PERSONNEL POLICY MANUAL

BONNEVILLE COUNTY FIRE DISTRICT #1

PERSONNEL POLICY MANUAL

This policy establishes a safe, efficient, and cooperative working environment, establishes the responsibilities and level of performance expected of all District employees and explains certain benefits provided to District employees.

The policies and benefit offerings outlined in this policy are subject to change at any time, without prior notice to, and consent of, District employees. Changes may be made in the sole discretion of the Fire Commission.

All employees of the District are At-Will and are employed at the discretion of the Fire Commission and will have no right to continued employment or employment benefits, except as may be agreed to in writing and expressly approved by the Fire Commission. This personnel policy is not a contract of employment and is not intended to specify the duration of employment or limit the reasons for which an employee may be discharged. All provisions of this Policy will be interpreted in a manner consistent with this paragraph. In the event of any irreconcilable inconsistencies, the terms of this paragraph will prevail. Only a written contract expressly authorized by the Fire Commission can alter the at-will nature of employment by the District, notwithstanding anything said by an Elected Official or supervisor.

Relevant Policy Dates

Adopted updated City of Ammon Policy October 1, 2020

Updated for minor corrections and FLSA Sleep Time October 1, 2022

AMMON DIVISION MISSION STATEMENT

We are committed to the fundamental beliefs of life safety, incident stabilization and property conservation. We dedicate ourselves to serving the community with honor and integrity.

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POLICY MANUAL ACKNOWLEDGEMENT OF RECEIPT SIGNATURE PAGE - ATTACHED

A. INTRODUCTION TO PUBLIC EMPLOYMENT

Working for Bonneville County Fire District #1, hereafter referred to as ‘the District, may be somewhat different from any employer for which you may have worked in the past. The District is a political subdivision of the State of Idaho, though it is not a part of state government. The Fire Commission, hereafter referred to as ‘the Commissioners’, serve as the governing entity for the District, carrying out local legislative duties and fulfilling other obligations. Only the Commissioners have authority to establish general policy for employees, including terms and conditions of employment. The Commissioners also appoint personnel to help carry out administrative responsibilities.

Each employee should recognize that although he/she may serve as an employee in the office of an elected or appointed official, he/she remains an employee of the District, not of the official who supervises his/her work. The terms and conditions set forth in this policy, and in the resolutions and policy statements which support it, cannot be superseded by any other official's commitment, without the express written agreement of the Commissioners. That is particularly true for terms or conditions which would establish a financial obligation for the District, now or in the future. It is important that all employees understand the relationship between policy adopted by the Commissioners and department policy implemented by other officials.

The terms set forth in this booklet reflect District policy at the time of its printing, and are subject to change at any time, without prior notice, and at the sole discretion of the Commissioners.

As with all elected public officials, the Commissioners are ultimately responsible to the voters of the District.

B. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All selection of District employees and all employment decisions, including classification, transfer, discipline, and discharge, shall be made without regard to race, color, religion, gender, age, national origin, sexual orientation, veteran status, non-job-related disability, or any other characteristic protected by applicable law.

No job or class of jobs will be closed to any individual with these exceptions:

1. Where a mental or physical attribute, gender, or age is a bona fide occupational qualification.
 - a. It is the policy of the District to comply in all respects with the Americans with Disabilities Act. All objections to application of the District’s policy, in this regard, shall be brought to the attention of the Commissioners, or in the case

of objection to actions undertaken by the Commissioners, to legal counsel for the District.

2. Employees that are family members cannot hold positions that will allow them to directly supervise one another.
3. Employees that are in personal relationships cannot hold positions based at the same location or hold positions that will allow them to directly supervise one another.

C. VETERAN'S PREFERENCE

The District will accord a preference to employment of veterans of the U.S. Armed Services in accord with provisions of Idaho Code § 65-502 or its successor. In the event of equal qualifications for an available position, a veteran who qualifies for preference pursuant to Idaho Code § 65-502 or its successor will be employed.

D. RELATIONSHIPS IN THE WORKPLACE

Employees are strictly prohibited from initiating any type of personal relationship with any Cadet or Probationary Firefighter, regardless of the employee's current assignment or rank. Furthermore, BCFD1 prohibits personal relationships between a supervisor and their subordinates; this includes all employees who work at the same station as such relationships, even when they are consensual, can create compromising conflicts of interest or the appearance of such conflicts.

Personal and family relationships shall constitute neither an advantage nor a disadvantage to selection, promotion, salary, or other conditions of employment.

1. Employees who are family members:
 - a. Cannot be directly supervised by another family member.
 - b. Should not supervise in the direct chain of command unless authorized by a Chief Officer
2. Employees who are in a personal relationship:
 - a. Cannot work in the same fire station.
 - b. Cannot be directly supervised by the other person in the relationship.
 - c. Should not supervise in the direct chain of command unless authorized by a Chief Officer

No person related to a fire commissioner within the second degree by blood or marriage may be hired or appointed if the pay is from public funds. No person related to a manager may report directly to them.

E. PREFERENCE FOR PROMOTION FROM WITHIN

Qualified individuals who are already employees of the District may be given preference over outside applicants to fill vacancies in the work force. This preference does not apply to the Fire Chief position.

EMPLOYMENT START-UP

A. EMPLOYMENT FORMS TO BE COMPLETED

The following pre-employment forms must be completed before the employee may begin work for the District:

1. Employment application form.
2. Employee's withholding allowance (W-4).
3. Immigration form (I-9), with accompanying identification.
4. Criminal background check for full-time regular employees with financial access.
5. Benefit forms.

B. PAYROLL REPORTING SYSTEMS

Reports of hours worked and time on and off the job must be completed in a timely manner in accord with procedures established by this policy and the accountant's office. Employee time reports shall contain a certification that it is a true and correct record of the employee's time and benefit usage for the time period covered and must be approved by both the Fire Chief and by the employee. For further information, see section 4.B.8 of this policy.

C. DISTRIBUTION OF POLICY

At the time of employment, each employee should receive a copy of this personnel policy. It is the responsibility of the employee to familiarize himself/herself with the contents of the personnel policy and to acknowledge its receipt. Voluntary acceptance of this policy and addendums are required for all District employees and officials, unless otherwise noted or rendered invalid by law. Periodic updates or changes shall be distributed and acknowledged.

D. INTRODUCTORY PERIOD

Employees of the District are subject to a three-month introductory period where employees must demonstrate their abilities to handle the responsibilities of their new position. The District uses this three-month period to determine if the employee meets the job requirements for which the employee was hired. During this three-month introductory period either the employee or the District may end the employment relationship at will, with or without cause or advance notice.

Employees who transfer or promote to another position within the District shall be subject to the same three-month introductory period. If the employee is terminated during this introductory period, they may be returned to their previous position or transferred to another position they are fully qualified for if such a vacancy exists with the district. The Commissioners and/or the Fire Chief may extend the introductory period.

E. POSITION REQUIREMENTS

Positions requiring specific qualifications, such as certifications or licenses shall detail the requirement(s) in their respective job description. This includes positions that require a valid Commercial Driver's License. In no case shall the District bear the costs associated with the acquisition of a qualification which is a stated condition for hiring.

A. PERSONAL PERFORMANCE AND BEHAVIOR

Each employee of the District is expected to conduct himself/herself as a professional in harmony with the high standards of the District as established by its mission statement, policies, and other stated goals. Each employee must recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. To accomplish the goals of the District as a public institution, each employee is expected to avoid personal behaviors which would bring unfavorable public impressions of the District and its officials. To accomplish this, each employee:

1. SHALL be prompt and regular in attendance at work or other required job functions. Reports of chronic lateness shall be investigated by the Fire Chief and appropriate disciplinary action, including dismissal, will be taken if the tardiness continues.
2. SHALL comply with established dress standards. Dress, grooming, and personal cleanliness of employees affects the morale and productivity of other employees in the workplace and the image which the District presents to the public. All employees are expected to maintain dress, grooming, and personal hygiene standards which are appropriate for their work assignment. Radical departures from conventional dress or personal grooming and hygiene standards are prohibited in the workplace or when representing the District except when specifically authorized. Dress standards shall be set by the Fire Chief, but in the absence of any departmental dress standard, clothing shall be appropriate for the functions performed and shall present a professional appearance to the public.
 - A. Consult the Operations Manual, Personnel Section, Policy P6-Uniforms for all rules related to dress and personal appearance.
 - B. In the case of known meetings with customers and fellow business associates, the dress should be appropriate for the meeting. If you are in doubt about what is appropriate in these cases, it is your responsibility to contact an Officer for direction in this matter.

Employees who do not meet established personal appearance, dress, or cleanliness standards may be required to leave work, if necessary, until the problem is corrected. Employees generally will not be compensated for time lost when they are required to leave work to comply with established personal appearance requirements. Repeated

violations may result in disciplinary action up to and including termination of employment.

3. SHALL dedicate primary efforts to District employment. The Fire Chief has the right to establish unacceptable secondary employment for all personnel.
4. SHALL avoid conflicts in appointments and working relationships with other employees in the District and related agencies. No employee shall engage in conduct which violates Idaho Code § 18-1356 conflict of interest laws.
 - A. SHALL not accept gifts or gratuities in excess of \$50.00 in any professional capacity which could create partiality or the impression of partiality.
5. SHALL work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity.
6. SHALL show a sincere regard for the feelings and self-respect of others. Courtesy is more than surface politeness; genuine regard for others is recognized in the way you treat constituents and staff or answer the telephone. Tolerance for other people's shortcomings, as well as awareness of your own, should be the standard by which employees interact with each other and the public. Positive and productive interactions should be the goal of every employee.
7. SHALL be professional and on task when performing job functions. Unprofessional behavior, such as "horseplay" detracts from quality of work, poses a safety risk and will not be tolerated.
8. SHALL not serve on any board or commission which regulates or otherwise affects the official duties or personal interests of said official or employee in a way that could create disadvantage for other members of the public or advantage for the employee.
9. SHALL not release personnel information or any other public record without the express authority of the Fire Chief, without an order from a court of competent jurisdiction, or an approved request for public information form.
10. SHALL not use substances, unlawful or otherwise, which will impair the employee's ability to function as a valued and competent part of the District work force.
11. SHALL not engage in conduct otherwise detrimental to the accomplishment of the goals established by the Fire Commissioners and/or the Fire Chief.
12. SHALL respect the workplace and your co-workers that may be sensitive to fragrances and cologne by limiting the use of these products in the workplace.

B. WORKPLACE CONDUCT

Each employee shall be expected to conduct him/herself in the workplace in accordance with the following rules. These rules are not to be considered an all-inclusive list of required conduct for District employees. Rather the following rules are provided to establish fundamental policy guidelines which help define what is expected and required of all employees.

Each employee:

1. SHALL give his/her best efforts to accomplish the work of the District for public benefit in accordance with policies and procedures adopted by the Commissioners. Each employee shall be subject to the administrative authority of the Fire Chief.
2. SHALL adhere to any code of ethics and avoid conflicts of interest or using his/her public position for personal gain.
3. SHALL follow all rules for care and use of public property to assure that the public investment in equipment is protected and that the safety of the public and other workers is maintained.
4. SHALL abide by all departmental rules whether they be written or issued verbally. No employee shall be required to follow a directive which violates laws of any local jurisdiction, the state, or nation.
5. SHALL abide by pertinent State and Federal Statutes concerning the dissemination of information to the public from public records or about public matters. The decision to release information from the public records or to disclose writings or other information in the hands of a public official belongs with the responsible official who has official custody of that record. Each employee shall maintain the confidential nature of records which are not open to public scrutiny in accordance with the direction of the responsible official.
6. SHALL follow rules regarding the reporting of work hours. Failure to follow such rules may be grounds for delayed payment of wages, salaries, or reimbursements. Repeated or deliberate violations of time reporting policy shall result in disciplinary action.
7. SHALL follow rules regarding breaks and lunch periods.
8. SHALL follow all rules for reporting on the job accidents. Each employee shall cooperate in the reporting and reconstruction of any job-related accident in order that workplace hazards can be eliminated, and that proper consideration can be accorded to injured workers and the public.

9. SHALL report any accident(s) observed to have happened on District property or involving District property. Each employee shall provide as much information as he/she can from the observations made in the course of activities associated with one's work. Such information should be reported to the employee's supervisor as soon as physically possible and reasonable efforts should be made to assist those in need.
10. SHALL follow all rules regarding safety in the workplace whether established formally by the department or by outside agencies. Employees are encouraged to suggest ways to make the workplace and/or work procedures safer.
11. SHALL maintain a current driver's license. Each employee must report any state-imposed driving restrictions to a Chief Officer. Each employee is also obligated to notify his/her supervisor in the event that his/her driving abilities are impaired by anything other than state restrictions.
12. SHALL perform such obligations as are necessary to carry out the work of the District in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.

C. PROHIBITED WORKPLACE CONDUCT

These rules are not to be considered an all-inclusive list of inappropriate conduct for District employees. Rather these rules establish fundamental policy guidelines which provide a basis to define inappropriate workplace conduct for all employees.

Each employee:

1. SHALL NOT be present in the workplace under the influence of drugs, alcohol, illegal substances or other substances which would impair the ability of the employee to perform his/her work competently or which would threaten the safety or well-being of other workers or the public. No employee should be absent from work as a result of the conditions described above, even though the conduct resulting in the condition actually occurs outside regular working hours. For further information, please see the Drug Free Workplace Policy, Appendix A.
2. SHALL NOT engage in abusive conduct to fellow employees or to the public, or use abusive language in the presence of fellow employees or the public. Abusive language shall include profanity and loud or harassing speech.
3. SHALL NOT sleep or be absent from the employee's work station when on duty.
Exception: 24-hour shift employees.
4. SHALL NOT engage in malicious gossip and/or spreading rumors; engaging in behavior

designed to create discord and lack of harmony; willfully interfering with another employee's work output, horseplay or encouraging others to do the same.

5. SHALL NOT use work time for personal business including selling of goods or services to the general public or preaching religious or political views to members of the public during the work day. Employees should minimize the amount of work time spent on similar activities engaged with fellow employees.
6. SHALL NOT engage in political activities while on duty in public service. This rule shall not apply to elected officials or chief deputies to an elected official. Employees shall enjoy full political rights when not carrying out their work obligations.
7. SHALL NOT provide false or misleading information on employment applications, job performance reports, payroll records, insurance claims, or any other related personnel documents or papers.
8. SHALL NOT willfully give false statements to the public, employees of partner service organizations, other employees, department officers, or the Commissioners.
9. SHALL NOT discriminate in the treatment of co-workers or members of the public on the basis of race, color, religion, gender, age, disability, sexual orientation, veteran status, or national origin, or any other characteristic protected by applicable law.
10. SHALL NOT smoke, vape, or use any similar device or use tobacco within any District vehicle, on/in any District property or any other public building. Cigarette butts shall be properly disposed of by depositing in approved waste containers.
11. SHALL NOT allow unlawful substances or alcoholic beverages either opened or unopened within any District vehicle, and/or, on/in any District property at any time.
12. SHALL NOT violate state statutes or local rules regarding the inappropriate use, alteration, destruction, or removal of records kept by the District or by other public officials, particularly when required by law.
13. SHALL NOT abuse employee benefit offerings by taking unjustified paid-time-off, or otherwise participate in a scheme or deception designed to create incorrect personnel records or to claim benefits which are not deserved in accordance with District policy.
14. SHALL NOT violate rules concerning absence from the workplace. Employees must obtain prior permission as required by District policy for use of paid/unpaid leave granted by this personnel policy.
15. SHALL NOT engage in prolonged visits with co-workers, children, friends, or family members that will interfere with the course of work.

16. SHALL NOT use telephones or computers in the office or workplace in a manner that violates policy. All employees are responsible to review, understand, accept and adhere to the Technology Use Policy, Appendix B.
17. SHALL NOT engage in criminal conduct of any kind at any time. Employees are expected to behave in a lawful and socially acceptable manner. Failure to do so is a violation of the trust placed in such employees by the public and the managing officials.
18. SHALL NOT violate any lawful rule established to maintain order and productivity in the workplace.
19. SHALL NOT duplicate or misuse District key(s).

D. PROHIBITED DISCRIMINATORY HARASSMENT POLICY

The District is committed to providing all of its employees with a workplace free of discriminatory harassment. The District maintains a strict policy prohibiting sexual harassment and harassment on the basis of race, color, national origin, religion, sex, physical or mental disability, age, veteran status, sexual orientation, or any other characteristic protected by applicable law.

This prohibition applies to all employees, vendors, associates, or representatives of the District.

No employee shall tolerate any conduct prohibited by this policy from anyone while at work or engaged in District business. The employee shall report any such prohibited behavior to their appropriate supervisor.

This policy is not intended to protect anyone who makes a false allegation of discriminatory harassment. The District reserves the right to take appropriate disciplinary action against any employee who makes a false allegation of harassment.

1. SEXUAL HARASSMENT DEFINED:

Sexual harassment prohibited by this policy includes conduct of a sexual nature when:

- A. Submission to such conduct is made a term or condition of employment; or
- B. Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an employee's work or creating an intimidating, hostile or offensive working environment.

Whenever one or more of the conditions above exist, the following shall be considered sexual harassment:

- A. Unwanted sexual advances.
- B. Offering employment benefits in exchange for sexual favors.
- C. Making or threatening retaliation after a negative response to sexual advances.
- D. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars, or posters.
- E. Verbal conduct such as making derogatory comments, epithets, slurs, jokes, or comments of a sexual nature about an employee's body or dress.
- F. Written communications of a sexual nature distributed in hard copy or via a computer network.
- G. Verbal sexual advances or propositions.
- H. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations.
- I. Inappropriate physical conduct such as touching, assault, impeding or blocking movements.
- J. Retaliation for making harassment reports or threatening to report harassment.

This list is not provided as a complete list, but rather to provide direction in defining sexual harassment.

Sexual harassment can occur between employees of the same sex. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females.

2. OTHER TYPES OF UNLAWFUL HARASSMENT

The District also prohibits harassment on the basis of race, color, national origin, religion, gender, physical or mental disability, age, veteran status, sexual orientation, or any other characteristic protected by applicable law. Such prohibited harassment includes but is not limited to the following examples of offensive conduct:

- A. Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- B. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures.
- C. Written communications containing statements, which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures.
- D. Physical conduct such as assault, unwanted touching or blocking normal movement.
- E. Retaliation for making or threatening to make harassment reports to the District.

3. HARASSMENT COMPLAINT PROCEDURE

Any employee who believes he/she has been subjected to unlawful harassment, prohibited by this policy, should tell the harasser to stop his/her unwanted behavior and immediately report the behavior, preferably in writing, to their supervisor and/or the Fire Chief.

Any employee who becomes aware of unlawful harassing conduct, prohibited by this policy, either engaged in or suffered by a District employee, regardless of whether or not such harassment directly affects that employee, the employee shall immediately report the incident, preferably in writing, to their supervisor and/or the Fire Chief.

Any employee reporting an incident shall do so either preferably in writing or verbally to at least one of the following: their supervisor, a Shift Captain, a Chief Officer and/or the Fire Chief. Upon receipt of a complaint, the Fire Chief shall all be made aware of the complaint. The Fire Chief will then be responsible to administer an immediate, thorough, and objective investigation on behalf of the District. The Fire Chief shall appoint another Officer who will be responsible for the creation and maintenance of all record keeping necessary for the proper execution and enforcement of this policy.

Therefore, all written correspondence relative to the incident, including written electronic communications shall be forwarded to the Fire Chief upon receipt. In addition, any relative verbal communication shall be summarized by the recipient in writing and forwarded to the Fire Chief. If it is determined and substantiated that prohibited harassment has occurred, appropriate action will be taken to ensure that the conduct will not reoccur. A determination regarding the alleged harassment shall be made and communicated to the person claiming harassment, as soon as practical. Employees violating this policy are subject to the employee discipline procedure outlined in this policy.

The District strictly prohibits retaliation against any person by another employee or by the District for using this complaint procedure, reporting harassment, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the District or a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

The District does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including elected officials or management employees.

EMPLOYEE CLASSIFICATION, COMPENSATION, AND BENEFITS

A. CLASSIFYING EMPLOYEES FOR POLICY PURPOSES

1. EMPLOYMENT STATUS

For varied reasons, employee status must be organized by classes to administer employee policies, benefits or otherwise address employment issues. It is generally the responsibility of the employee to assure that he/she is properly categorized for purposes of each issue or benefit type. The District will endeavor to assist with such matters, but the employee is ultimately responsible to assure that his/her service is properly addressed.

2. EMPLOYEE CLASSIFICATION

The classification of the position you hold with the District may affect the status of obligations or benefits associated with your employment. The primary classes of employees and their respective status is outlined as follows:

A. Full-Time Regular Employees:

Typical work schedule calls for at least 30 or more hours of scheduled work during each seven (7) calendar-day payroll period. Full-time regular employees shall receive all employee benefits provided by the District; as such benefits now exist or may be subsequently changed.

B. Full-Time 24-Hour Shift Employees:

The hours of work shall be so established that the average weekly hours of duty in any year shall not exceed fifty-six (56) hours. Each shift will be twenty-four (24) hours, from 7:00 am to 6:59:59 am the following day. The regular 21-day schedule shall consist of three (3) platoons (A, B, and C) each working shifts in accordance with the following rotation: Week 1: Monday, Wednesday, Friday; Week 2: Tuesday, Thursday, Saturday; Week 3: Sunday. Full-time 24-hour shift employees shall receive all employee benefits provided by the District; as such benefits now exist or may be subsequently changed.

C. Part-Time Regular Employees:

Typical work schedule calls for 29 or less hours of scheduled work during each seven (7) calendar-day payroll period. Part-time regular employees shall receive reduced employee benefits in accordance with policies adopted by the District and required by PERSI. The scope of benefits received may vary proportionately with the number of hours typically scheduled for a part-time regular employee. The number of hours scheduled may also affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available.

D. Seasonal Employees:

Provide services for the District on an irregular or temporary basis and whose time of employment is less than 8 consecutive months annually. Seasonal employees shall receive no benefits provided to regular employees, except those required by law or those provided by express written authorization of the Commissioners. The District accountant will file required reports regarding seasonal employees with PERSI.

B. COMPENSATION POLICIES

1. ESTABLISHMENT OF PAY SYSTEM

The District compensates employees in accordance with decisions by the Commissioners as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance for any time period. The Fire Chief may make suggestions about salary compensation and other pay system concerns but the final decision regarding compensation levels rests with the Commissioner's budgetary rulings and directives.

2. COMPLIANCE WITH STATE AND FEDERAL PAY ACTS

The District shall comply with all State and Federal pay acts respecting the compensation of employees for services performed.

3. RIGHT TO CHANGE COMPENSATION AND BENEFITS

The Fire Commission reserves the right to make budget adjustments, and consequently pay adjustments, during the course of the budget year in order to manage cash flow or to deal with other circumstances which justify changes in District expenditures.

Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent budget.

4. OVERTIME COMPENSATION - COMPLIANCE WITH FAIR LABOR STANDARDS ACT

In addition to the employee classifications set forth elsewhere in this policy, all employees are classified as either exempt or hourly for purposes of complying with the Federal Fair Labor Standards Act (FLSA). The FLSA is the Federal wage and hour law which governs the obligation of employers to pay overtime compensation. Exempt employees are not required to receive overtime pay for hours worked beyond the limits provided by the statute. Employees who serve as fire fighters shall be subject to special exceptions found in the FLSA (207K). Please contact the Fire Chief for further clarification of your FLSA status. Personal Time Off (PTO), Compensatory Time, Bereavement Time, and holidays will be excluded from hours worked for overtime purposes. All overtime hours shall be compensated at the rate of 1 ½ times the regular hourly rate. Overtime shall be worked only when necessary.

In the event of a Declaration of Disaster, which is later confirmed by the Commissioners, exempt (salaried) employees will become non-exempt (hourly) for the duration of the disaster. When the Declaration of Disaster has concluded, original exempt employees will automatically be transitioned back to exempt status. The Fire Chief shall determine the precise moment when exempt employees are transitioned to hourly employees. This transition may coincide with existing or future pay cycles.

When providing assistance to contract requests, all exempt (salaried) employees will become non-exempt (hourly) for the duration of the assistance.

5. REPORTING AND VERIFYING TIME RECORDS

It is the responsibility of each employee to properly record the time that he/she has worked during a payroll period. Each time sheet shall be approved by the employee verifying its accuracy with an additional approval by the Fire Chief indicating that the hours claimed were actually worked. These records shall be retained in the office of the Fire Chief and the District accountant.

6. WORK PERIODS

Employment with the District is subject to the Federal Fair Labor Standards Act as previously described. Each employee is responsible for monitoring the status of hours worked in each work period. Overtime shall be allowed only when preapproved by the Fire Chief or when absolutely necessary in an emergency. The work week for all employees who are subject to the FLSA shall begin at 12:00 a.m. (midnight) on Sunday of each week and concludes at 11:59 p.m. of the succeeding Saturday.

- A. Hourly employees will record actual hours worked. Paid overtime shall be computed by the overtime worked at 1 ½ times the employees hourly rate based on a 40-hour work week.
- B. The maximum allowed break time is 15 minutes for every 4 hours of contiguous work. The staff on duty is responsible to coordinate breaks which maintain appropriate staffing levels and efficient operations. Lunch breaks shall generally be from noon to 1300; non-administrative employees are to follow the directive of the Captain on Duty for all breaks.
- C. Exempt employees shall not receive overtime pay for hours worked beyond 80 hours per pay cycle or reductions in pay for pay periods with less than 80 hours worked per pay cycle. Exempt employees are expected to work a minimum of 80 hours per pay cycle and additional hours necessary to fulfill their responsibilities. Exempt employees have control over their work schedule and hours as long as job requirements are met.

- D. Call-back time: There shall be a minimum compensation of one and a half (1.5) hours for call-back time.
- E. 24-hour shift employees shall be compensated equally each week based on the average weekly hours of duty in any year, this average is fifty-six (56) hours per week.
 - i. Shift firefighters shall be compensated upon this average and receive regular bi-weekly pay periods of one hundred twelve (112) total hours; If all hours are actual hours worked, the biweekly total will be 106 straight time hours plus 6 FLSA overtime hours; FLSA Overtime compensation shall be six (6) hours of Compensatory Time (four hours of overtime equates to six compensatory hours) and two hours of paid overtime. In pay periods that an employee utilizes any combination of benefit hours, straight time shall be paid for all hours and overtime shall only be paid for actual hours worked.
 - ii. Holdover time of more than fifteen (15) minutes, but less than thirty (30) minutes, will be compensated for one-half (0.5) hour.
 - iii. The Fair Labor Standards Act shall be followed for all straight time and overtime calculations. Callback and holdover time shall be compensated one (1) hour for each hour worked up to the FLSA maximum and one-and-a-half (1.5) hours for all actual hours worked exceeding the FLSA maximum.
 - iv. Upon approval of the Fire/Deputy Chief, any employee will have the right to exchange shifts or trade with any other employee. The practice of exchanging shifts or trading time will be a voluntary program by the employees in order to permit in order to permit an employee to absent himself/herself from work to attend to purely personal pursuits.
 - a. When an employee is absent from work under the exchange of shifts, no other employee will be paid for working out of classification and/or overtime paid as a result of the change of shifts. FLSA overtime shall not be affected by shift trades, it shall be treated as if the employee who is off is working.
 - b. When a change is desired, a Shift Trade Form must be filled out and given to the Fire Chief/Deputy Chief, no less than twenty-four (24) hours prior to the trade under normal conditions, or as soon as possible in extenuating circumstances. The person who agrees to the exchange of shifts will assume the responsibility for working that day.

7. PROMOTIONS AND COMPENSATION

Compensation for all employees is established by action of the Commissioners. The annual budget of the District sets the funding available for compensation of employees.

Promotions and changes in status may be recommended and made by the Fire Chief but

final authority regarding compensation rests with the Fire Commissioners through the budgeting process with final action on promotions and compensation approval by the Fire Chief. Any promotion or compensation not budgeted for in the current budget must be approved by the Commissioners prior to said promotion or compensation.

Employees shall participate in a performance evaluation system. Such evaluation systems shall be one basis for allocating changes in compensation in each budget year. Records of all such evaluations shall be kept in the personnel file of each employee.

8. PAYROLL PROCEDURES AND PAYDAYS

Employees are paid every two weeks throughout the year. Time sheets are to be approved within four hours of notification that timesheets are ready for approval which shall be Monday to Wednesday following the last day of the pay cycle. Paychecks will then be issued on the bi-weekly Thursday that immediately follows time sheet approval. Paychecks compensate employees for work performed in the two-week work period immediately prior to paycheck issuance. Paychecks shall be distributed via direct deposit to an account per each employee. NO advances will be allowed.

It is the responsibility of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only. The paycheck is generated by a computer program that does not have the capacity to think or to understand individual circumstances. Actual practices respecting the issuance of paychecks and allocation of employee benefits must be consistent with official District policy. In the event of disagreement between the computer-generated paycheck stub and official policy as interpreted by the Fire Chief with the assistance of the District accountant, the policy shall prevail.

At time of hire, all employees will fill out and sign a 'New Employee Packet' which sets forth his/her requested benefits and deductions. An authorized staff member will subsequently input this information into the payroll system. Any discrepancies or problems in adhering to the items outlined on the form will be clearly resolved and indicated on the form. Necessary changes to the inputs from the originally submitted form will be accepted and initialed by the requesting employee. Upon completion, the form will be placed in the employee's permanent file. Any future requests to adjust benefits or deductions on the part of employees must be submitted in writing through submittal of a new benefit form. The method for instituting these changes will conform to the same procedure as described above.

9. COMPENSATION WHILE SERVING ON JURY DUTY

Employees called to jury duty, which necessitates an absence from their regularly scheduled duties, shall be granted leave with no reduction in salary or benefits. Notice of

the receipt of a summons for jury duty should be given to the employee's immediate supervisor as soon as possible.

10. MILITARY LEAVE

- A. Any regular employee who is inducted into the Armed Forces of the United States and the Military Selective Service Act shall be granted a leave of absence without pay and shall be entitled to return to his/her former position or to an equivalent position, providing:
 - i. He/she shall make notification to resume their employment within ninety (90) days after such person is relieved from training and service or from hospitalization continuing after discharge for a period of not more than one year, provided he/she is still qualified to perform the duties of such position with reasonable efforts by the District.
 - ii. Seniority and service credit shall continue during military leave, but a returning veteran will not displace another employee with greater service.
 - iii. All provisions of this section shall be interpreted in a manner consistent with the Soldiers and Sailors Civil Relief Act.
- B. Any regular employee who is a member of an organized Reserve or National Guard Unit who is ordered to participate in field training shall receive, for a period of no greater than 15 working days, that portion of his/her regular salary which will, together with his/her lesser military pay (including pay received for weekends that fall within or at the end of the leave period), equal his/her regular salary. For this purpose, military pay does not include allowances received for rent, subsistence, travel, and uniforms.
- C. Regular, full-time employees who are members of the National Guard and who are called for emergency duty in their state will be granted up to 160 hours of paid Military Leave per calendar year.

11. PAYROLL DEDUCTIONS

In accordance with Idaho Code § 45-609 or its successor, no payroll deduction(s) shall be made from an employee's paycheck unless authorized by the employee or required by law.

12. TRAVEL EXPENSE REIMBURSEMENT

An employee on District business shall be reimbursed for expenses incurred in completing his/her work-related assignment in accord with established policies. Travel expenses must be authorized by the Fire Chief. Each employee is responsible for providing verified receipts for any expenses for which reimbursement is requested in accord with Idaho Code.

Employee meal expenses shall be paid up to a maximum of \$60 per day. When separate meal expenses are incurred due to partial travel days or for meals necessary due to District business functions the rate per person are as follows: Breakfast \$15, Lunch \$20 and Dinner \$25. If a meal is included and paid for in a meeting or conference registration, the meal rate above shall be deducted from the maximum rate to determine what would be allowed for a given day. The District requires employees to make use of available complimentary meals, whenever possible. If the employee is allergic to the food provided at a meeting/conference, a meal per diem may be allowed.

Authorized related lodging expenses shall be reimbursed at actual cost. Employees should always request tax exempt government rates and negotiate the best available rate. Each employee is allowed their own room.

Contract Deployments: Exception to this policy: Reimbursement for authorized allowed expenses during contract deployments shall be issued per the most recent contract; the figures listed here may not match the figures listed in the most recent contract for deployments.

Travel time from the employee's home to work will not be compensated. Allowable time will start from departure from the employee's work location.

When traveling on District business, a District vehicle shall be taken, if available.

If a District vehicle is not available, then a private vehicle may be used with approval of the Fire Chief in which standard business mileage as provided for by the IRS shall be paid. Receipts shall be submitted for approval on the approved expense reimbursement form.

In the event a District vehicle is available, but the employee utilizes a personal vehicle, no reimbursement shall be issued.

- A. Citizens may ride in a District vehicle, for approved purposes only, but must dress and act appropriately when doing so. Drivers that regularly drive a District vehicle or operate District equipment shall be provided with a copy of the Vehicle & Equipment Policy (Appendix C) and shall review and comply with the requirements the policy.

13. ON-THE-JOB INJURIES

All on-the-job injuries shall be reported to the officer of the station, who in turn shall report to the Fire Chief, as soon as practicable, to allow the filing of worker's compensation claims in the proper manner. If an employee is disabled temporarily by an on-the-job accident, he/she shall be eligible for worker's compensation benefits. Return to employment shall be authorized on a case-by-case basis upon consultation with the supervising doctor and the State Insurance Fund. Concerns associated with injured worker status may be brought before the Fire Chief for review.

Drug and/or alcohol testing, is mandatory for any workman's compensation or property damage claim and must occur within 2 hours of the accident. For further information, please see the Drug and Alcohol-Free Workplace Policy (Appendix A).

14. DRUG-ALCOHOL TESTING

The District has adopted a Drug and Alcohol-Free Workplace Policy (Appendix A). For any questions relating to the policies regarding drugs or alcohol please refer to Appendix A.

15. ON CALL

'On call' will be determined by the Fire Chief. While on 'on call', employees shall be available for immediate response to emergency and/or service calls. Actual hours worked while on standby duty shall be compensated at the employee's normal pay rate including overtime rates, if applicable. In addition, employees who are required to perform 'on call' shall be compensated one additional hour per day, except on Saturday, Sunday, and holidays when 'on call' duty shall add two additional hours per day. Exempt employees required to perform 'on call' duties shall be given an equal amount of time off in lieu of compensation within the 14-day work period.

16. LIMITED DUTY

Any employee who is temporarily incapacitated off duty, and who has a limited duty statement from their doctor, may be allowed to return to work if limited/light duty work is available. All limited/light duty work shall be assigned by the Fire Chief. All personnel on limited/light duty shall not respond to emergency calls on an apparatus. All personnel on limited/light duty shall be under the direct supervision of a chief officer.

C. EMPLOYEE BENEFITS

The District offers a number of employee benefits for full-time regular employees. These benefit offerings are subject to change or termination at the sole discretion of the Commission. Each is subject to the specific terms of its respective insurance policy and/or official resolution of the Commission.

1. PAID TIME OFF (PTO)

Paid Time Off is available to all full-time regular employees who have completed the equivalent of 60-days of full-time regular employment. Paid Time Off (PTO) accrues as the employee works. Employees will not accrue PTO while on an unpaid leave of absence or under suspension of any kind.

- A. PTO Accrual Schedule for Full-Time Regular Employees: Each full-time employee will accrue PTO hours per year as outlined here:

PTO Hours per Year		
Years of Service	F/T Regular Workers	Max PTO Accrual
First 12 months	40	40
13 to 24 months	80	120
25 to 48 months	160	240
5 to 9 years	200	300
10 to 14 years	240	360
15+ years	280	420

- B. PTO Accrual Schedule for Full-Time 24-hour Shift Employees: Each full-time 24-hour shift employee will accrue PTO hours per year as outlined here:

PTO Hours per Year		
Years of Service	24 Hr Shift Workers	Max PTO Accrual
First 12 months	56	56
13 to 24 months	112	168
25 to 48 months	224	336
5 to 9 years	280	420
10 to 14 years	336	504
15+ years	392	588

- C. PTO Bank. Once an employee reaches the maximum accrued PTO hours, all additional PTO will accrue in the employees Extended Leave Bank until the employee's PTO Bank hours are reduced below the allowed maximum. If the PTO maximum bank is met and the Extended Leave Bank maximum is met, the employee shall not accrue PTO hours until one or both are reduced below the allowed maximum(s).
- D. Extended Leave Bank. Each employee shall have an Extended Leave Bank of hours that may be utilized for extended absence due to illness or injury of the employee. All full-time City of Ammon employees that the District employed on October 1, 2020 shall be granted 500 hours of Extended Leave upon hire. If not used, the 500 hours granted, or any portion thereof, shall be removed from the employees Extended Leave Bank on separation from the District with no cash value.
- a. Once an employee reaches the maximum accrued PTO hours allowed, all additional PTO will accrue in the employees Extended Leave Bank up to a maximum of 960 hours.
- E. Paid Time Off (PTO) Pay Out. Unused PTO hours are paid out at 85% of the employee's current pay rate. PTO is to be paid out upon separation from employment with the

District. Employees may fill out a “PTO Pay Out Request Form” to be paid out for accumulated PTO during employment.

- F. Donation of PTO Time. In the event that an employee depletes their accrued PTO hours due to a major illness or injury, other employees may voluntarily donate PTO hours from their accrued PTO hours if approved by the Fire Chief and Fire Commissioners. The value of the time will be adjusted due to pay rate differences.

2. HOLIDAYS

Official paid holidays are provided for full-time regular employees. Employees, who have regular, full-time active status, on the date of any holiday, shall receive no more than 8 hours’ compensation for that day even though they do not work. Holidays which fall on Saturdays shall be observed on the preceding Friday. Those which fall on Sunday shall be observed on the succeeding Monday.

A holiday is a day of exemption from work granted to employees, during which said employees shall be compensated, as if they actually worked. Employees who work on a holiday shall be compensated according to the following calculation:

Employee Status	Holiday Hours		Hours worked on a holiday
Full-time Exempt Employees	8 hours at regular pay	+	No additional compensation
Full-time Hourly Employees	8 hours at regular pay	+	Time for hours actually worked
Part-time and Seasonal Employees	0 (zero) hours	+	Time for hours actually worked

RECOGNIZED HOLIDAYS:		
New Year's Day	Juneteenth Day	Veterans Day
Martin Luther King, Jr./Civil Rights Day	Independence Day	Thanksgiving Day
Presidents' Day	Labor Day	Day after Thanksgiving Day
Memorial Day	Native American Heritage Day/Columbus Day	Christmas Day

3. BEREAVEMENT LEAVE

Full-Time Regular Employees: Up to 40 hours of paid leave.

Full-Time 24-hour Shift Employees: Up to 48 hours of paid leave.

Paid Bereavement leave is available for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers, sisters, aunts and uncles, including those related by law). Additional leave may be granted from accrued PTO and/or Compensatory Time, or unpaid leave of absence.

4. LEAVE OF ABSENCE

Up to thirty days' unpaid leave can be granted by the Fire Chief for any justifiable purpose. Any unpaid leave request in excess of five (5) days must include an explanation of the reason for the unpaid leave.

5. REDUCTION IN BENEFITS

The District reserves the right to change, condition, or terminate any benefits set forth in this section. No employee shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

6. BENEFITS FOR PART-TIME OR TEMPORARY EMPLOYEES

Unless negotiated with the Commission, required by PERSI or law, there are no provisions for benefits for part-time, seasonal, or temporary employees.

7. INSURANCE COVERAGE AVAILABLE TO EMPLOYEES

Medical Benefits

The DISTRICT offers a comprehensive medical benefits plan. The Gold 800 plan shall be considered the base plan and all premiums for this plan for employees and dependents shall be paid for by the district.

Employees choosing an alternate plan shall pay any increase in premium above the actual cost of the Gold 800 plan at their own expense through payroll withdrawal.

Employees choosing any alternate HSA plan that is less expensive than the Gold 800 plan shall have any premium savings placed in a qualifying HSA account bi-weekly up to federal allowed maximum.

The DISTRICT shall contribute to each full-time employee's Health Reimbursement Account (HRA). After an employee has been employed for sixty (60) days, the employee shall receive \$100.00 per month that will be credited to the employee's HRA up to a maximum limit of \$2,000.00. Once the maximum limit has been reached, the employee will receive no further contributions until they bring their account below the maximum limit with a qualifying reimbursement. The HRA shall only be utilized for dental and vision expenses. All reimbursement requests shall be on an HRA form and have a valid qualifying receipt attached. Reimbursements will be direct deposited to the employee's bank account on-file. HRA reimbursement requests shall not be for any service and/or item paid for by a Health Savings Account (HSA). Upon separation from the DISTRICT, any remaining credit in an employee's HRA and/or any remaining outstanding reimbursements shall have no cash value and any remaining credit in the HRA will be returned to the DISTRICT.

All employees are eligible after 60 days of employment; coverage begins on the first of the month following eligibility. All coverage is subject to policy terms and may change at any time. Continued health coverage is available to former employees at their own cost pursuant to federal law (COBRA). Information may be obtained from the personnel office.

Worker's compensation insurance covering job-related injuries is provided for all employees. Questions about worker's compensation issues should be directed to the Fire Chief.

8. RETIREMENT

The retirement plan of the District combines benefits of the Public Employees Retirement System of Idaho (PERSI) with Social Security (FICA). PERSI charges a percentage of an employee's gross salary, which is presently exempt from Federal and State income taxes, and the District matches this with an additional larger contribution. Contact the Fire Chief for further information.

9. FAMILY MEDICAL LEAVE ACT (FMLA)

The Family Medical Leave Act entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- A. Twelve weeks of leave in a twelve-month period for:
 - i. The birth of a child and to care for the newborn child within one year of birth;
 - ii. The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - iii. To care for the employee's spouse, child, or parent who has a serious health condition;
 - iv. A serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - v. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- B. Twenty-six work weeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

10. ACTIVE EMPLOYEE DEATH BENEFIT

Upon the death of an active employee, all hours remaining in the employees benefit hours banks will be paid at 100% to the employee's estate by a printed check to the employee's beneficiary.

- A. The HRA bank and any outstanding reimbursements shall not be included in the paid benefits.
- B. The extended leave bank of hours granted to the six firefighters that were employed full-time by the City of Ammon in September of 2020 and hired by the DISTRICT on October 1, 2020 shall not be included in the paid benefits.

11. PHYSICAL TRAINING

Employees shall be allowed 1 hour of exercise time per shift at the discretion of the shift officer or as scheduling allows, however this exercise period shall be before 0900 OR 1600 to 1700 while on shift. If the exercise period will be in the morning; the daily changeover meeting, rig checks & exercise time shall all be completed by 0900.

The DISTRICT shall provide access to an exercise facility for all on duty personnel.

12. TRAINING & RISK REDUCTION

In an effort to maximize safety and minimize liability, all full-time shift personnel shall possess a Class B Commercial Driver's License (CDL) within one year of hire. Current employees at the time of this agreement shall be given one year from the implementation of this agreement to comply.

- A. The District shall pay the testing costs associated with acquiring a CDL and provide an appropriate vehicle for the road test.
- B. For the initial license cost and ongoing renewal costs:
 - i. The District shall pay the full cost of the initial CDL.
 - ii. The District shall pay the full cost of required medical physicals if necessary.
 - iii. For renewal costs; if a CDL will cost more than the employees original license renewal, the DISTRICT shall reimburse the employee the cost difference of their original driver's license and the CDL.

EMPLOYEE EVALUATION AND DISCIPLINE

A. EVALUATION PROCEDURES

1. STANDARD PROCEDURES

Each employee may be evaluated after 90 days of employment and at least on an annual basis thereafter to assess the performance of the employee in the job being performed. Each evaluation shall be given based on the managing official's observations of the employee's performance, the accuracy of the employee's work in addition to the quantity, and additional efforts expended by the employee. The Fire Chief is authorized to use necessary evaluation tools. A record of the evaluation shall be placed in the employee's permanent record file.

2. INTERVIEWS (EVALUATION)

Each evaluation shall be concluded with an interview between the evaluated employee and the Fire Chief in which the employee will be told what the findings of the evaluation are. Each employee shall be given an opportunity to respond to the evaluation both verbally, in which case notes may be taken, or the employee may submit a written response to the employer's evaluation to be placed in the employee's personnel file, provided that it is filed with the Fire Chief within ten (10) days of the date of the evaluation.

B. EMPLOYEE PERSONNEL FILES

1. PERSONNEL RECORDS

The official employee records, including medical records will be stored in a secure location, operated, and maintained by the District. Within these personnel files will be kept all records of payroll, employee performance evaluation, employee status, and other relevant materials related to the employee's service. The Fire Chief or the employee may contribute materials to the personnel files deemed relevant to the employee's performance and tenure. Each employee shall have the right to review materials placed in his/her personnel file at any reasonable time. Copies of materials in a personnel file are available to each employee without charge. Personnel files shall not be removed from the premises.

2. ACCESS TO PERSONNEL FILES

It is the policy of the District to allow limited access to a personnel file under the supervision of the Fire Chief for the record for any employee when properly requested. Those authorized to evaluate materials in a personnel file include the Fire Chief, elected officials, the District Attorney, and the employee.

Employee's medical and workman's comp history records shall be kept in a separate employee file from the employee's personnel file and shall not be accessible to anyone other than the Fire Chief, the District Attorney, and the employee.

The District Attorney shall have access to all personnel files as needed.

Information regarding personnel matters will only be provided to outside parties with a release from the employee or in other circumstances where release is deemed appropriate or necessary with the concurrence of both the Fire Chief and the District Attorney.

Based upon the inherent confidentiality of personnel matters, access of others to personnel files shall be only with authorization of the Fire Chief and the District Attorney.

3. MANAGEMENT OF INFORMATION IN PERSONNEL FILES

Each employee shall be provided an opportunity to contest the contents of a personnel file at any time. This is to be done by filing of a written objection and explanation which will be included in the file along with the objectionable material. In the sole judgment of the Fire Chief, with the concurrence of the Commissioners, any offending material may be removed upon a showing by the employee that it is inaccurate or misleading.

C. EMPLOYEE DISCIPLINE PROCEDURES AND PRINCIPLES

1. PURPOSE OF DISCIPLINE POLICY

The purpose underlying the discipline policy of the District is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace. These procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy.

2. DISCIPLINARY SYSTEM FRAMEWORK

The District adopts the following framework for actions to be taken in the event District policies are violated by any employee. Progressive steps may be implemented to invoke disincentives to policy violations. The District reserves the right to take any of the prescribed steps in any order in the event a managing official deems a policy violation or action of an employee to be serious enough to warrant a certain step. Such steps shall be documented in the record of the disciplinary action. Progressive discipline shall be applied only where the managing official believes that the potential for improvement and correcting the behavior is possible.

3. PROGRESSIVE DISCIPLINE

It is the responsibility of supervising officers in DISTRICT to help their subordinates to be successful in their duties through coaching, mentoring, and disciplining when necessary. If an issue is raised to the level of step 4 or above, the Chief of Department shall administrate the discipline. It is important that the supervising officer document each

step appropriately. If a Work Improvement Plan is issued to a subordinate, the officer should consider issuing a Removal from Work Improvement Plan when and if appropriate.

- A. Progressive discipline is a process for addressing employee poor performance or inappropriate behaviors so that the severity of the discipline increases with the continuance of the performance or behavioral issue. It provides an opportunity for motivated employees to immediately correct an issue before it becomes too severe, and provides DISTRICT with performance related documentation. It is generally recommended that the progressive discipline process include:
 - i. Step 1 - Informal verbal coaching and counseling
 - ii. Step 2 - Formal verbal reprimand (The Chief must be notified including and after this step by the company officer giving the reprimand.)
 - iii. Step 3 - Formal written reprimand
 - iv. Step 4 - Time off without pay with accompanying Work Improvement Plan
 - v. Step 5 - Demotion (temporary or permanent) with accompanying Work Improvement Plan
 - vi. Step 6 – Termination

Upon notification the Chief shall review the discipline and place documentation in the employee's personnel file.

Following one year of good behavior, documentation for Steps 1-3 shall be removed from the employee's personnel file.

Following two years of good behavior and satisfactory completion of a Work Improvement Plan, documentation for Steps 4 and 5 may be removed from the employee's personnel file.

4. OPPORTUNITY TO BE HEARD—ASSERTIONS OF UNLAWFUL DISCRIMINATION AND RETALIATION AND "NAME-CLEARING HEARING"

- a. All employees are at-will employees. However, at-will employees may from time-to-time experience adverse consequences of unlawful discrimination or retaliation. In addition, a public employee who is being demoted with a reduction in pay or terminated from employment based upon allegations of dishonesty, immorality or criminal misconduct is constitutionally entitled to a name-clearing hearing when one is requested.
- b. Unlawful discrimination and retaliation address actions that are alleged to involve decisions based upon age, sex, race, religion, national origin, or disability that is not a bona fide occupational qualification. The District does not condone discrimination on the basis of foregoing unlawful categories. Unlawful retaliation addresses actions

- that are taken against an employee for initiating a charge of discrimination or harassment, or for assisting in any way in an investigation of such charges.
- c. Failure to pursue this opportunity to be heard or name-clearing hearing procedure constitutes a waiver of this opportunity.
 - d. Issues involving job performance or employee attitude, without allegations of discrimination, retaliation, dishonesty, immorality, or criminal misconduct, are not the proper subject of this procedure and will not be heard.
 - e. The procedure for the opportunity to be heard or name-clearing hearing is as follows:
 - i. Within fourteen (14) days of his/her termination or demotion, the employee may submit a written allegation of unlawful discrimination or retaliation, or the basis for entitlement to a name-clearing hearing, stating with particularity the basis for the requested hearing. Written allegations that are untimely submitted or that fail to state a particular, legally recognized basis will not be granted an opportunity to be heard. An employee will be promptly notified if a requested hearing is denied.
 - ii. An employee alleging unlawful discrimination or retaliation, or who is legally entitled to a name-clearing hearing, will meet with the Commissioners. The hearing will not exceed one (1) hour in duration.
 - iii. An audio recording of the hearing will be made and maintained as part of the personnel record.
 - iv. The employee's supervisor may provide a brief written statement at least twenty-four (24) hours prior to the hearing in response to the charges. The Commissioners may require the employee's supervisor to participate in the hearing.
 - v. The employee will be provided an opportunity to present evidence upon which the claims are based.
 - vi. The Commissioners may ask questions during this process.
 - vii. The employee may question participants during this process.
 - viii. The Idaho Rules of Evidence do not apply to this opportunity to be heard or name-clearing hearing.
 - f. After the hearing, the Commissioners will consider the information submitted, and such other information as might be in the District's records, to arrive at a decision concerning the employee's allegations. The decision will set forth in writing the reasons for the Commissioners' determination.

SEPARATION FROM EMPLOYMENT

A. REDUCTION IN FORCE

Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and workload. The Commission reserves the right to make any changes in work force or assignment of resources that it deems to be in the District's best interest. The Commission may also specify at the time reductions in force are made, what reinstatement preferences may accompany the reductions. Said reinstatement preferences may be tied to the classification of the employee or to specialized skills possessed by the employee.

In the event the District decides to reduce the Fire Department personnel, the employee with the least seniority shall be laid off first. No new employee shall be hired until all laid-off employees have been given an opportunity to return to work.

An employee whose job has been eliminated may revert to next lower job classification held. If an employee's movement creates excess personnel in the employee's new classification, the employee with the least seniority in that classification will revert to the next lower classification. No new promotions will take place until all employees who have been reduced in rank have been promoted as they were demoted.

Reorganization initiated to make more efficient use of resources or to accommodate budgetary needs shall not be subject to the appeal procedure established by the District.

B. REINSTATEMENT PREFERENCE

Employees who leave District employment, due to a reduction in force, shall retain a first right to return in the event of work force rebuilding for one year from the date of their separation. Employees shall retain a preference only for work for which they are fully qualified and for which available service requirements can be met.

Seniority will be lost whenever an employee fails to return to work within fifteen (15) calendar days from the date the employee has been notified to return to work. The employee shall be responsible for furnishing District with an address and phone number where the employee can be contacted and meeting all department physical standards. When DISTRICT recalls an employee under this provision, that employee is not required to retest.

C. RETIREMENT POLICY

The retirement policy of the District shall comply in all respects with Federal and State requirements respecting mandatory retirement and the obligations established by the Public Employees Retirement System of Idaho (PERSI). No employee shall be compelled to retire except in compliance with said acts.

D. COBRA BENEFITS

Employees of the District who currently receive medical benefits and separate from employment may be eligible to continue those medical benefits at the employees' sole cost and expense for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). If you have any questions regarding your right to continue your health coverage after separating from the District, please contact the Fire Chief.

E. EXIT INTERVIEW

Each full-time employee who terminates from employment with the District is encouraged to participate in an exit interview with the Fire Chief. In such interview, the Fire Chief shall notify the employee when certain benefits shall terminate, when final pay shall be issued and review the process to receive COBRA. The employee shall inform the Fire Chief about his/her impressions of employment in such interview. A record of the exit interview shall be completed and retained in the employee's personnel file.

F. RESIGNATION POLICY

Voluntary resignation will only be accepted if made in writing. Any verbal resignation will be treated as leave without approval, unless authorized by the Fire Chief. Under leave without approval an employee may be terminated for "job abandonment" after three (3) days of leave that has not received approval. If the employee wants his formal records to indicate "voluntary resignation", they must do so in writing to the Fire Chief. No employee who voluntarily resigns should expect that their position will be available at the same pay rate and/or benefits, if they desire to apply for rehire.

G. ABANDONMENT

Employees who have an unexcused or unauthorized absence of three working days or more may be terminated for job abandonment.

Bonneville County Fire District #1

Drug and Alcohol-Free Workplace Policy

Personnel Policy APPENDIX A

Policy Statement

Bonneville County Fire District #1 has a responsibility to its employees and to the public at large to see that its employees are both drug and alcohol free while on duty. This responsibility comes in light of studies showing that employees who are under the influence of drugs or alcohol while at work are more likely to cause accidents and injuries to themselves and to co-workers, as well as to the public at large. Therefore, Bonneville County Fire District #1 (hereafter referred to as “the District”) is implementing this Drug and Alcohol-Free Workplace Policy, including within its provisions those regulations contained within the Department of Transportation (DOT) Controlled Substances and Alcohol Use and Testing, as contained in 49 CFR Part 382 and Part 40. This policy shall prohibit the use of any illegal drug as identified by the Idaho Code, irrespective of the legality of any drug in other States.

Introductory Provisions

A. IMPLEMENTATION SCHEDULE

This policy will apply to all prospective and current employees of the District, including those employees who operate commercial vehicles for the District (hereafter referred to as “drivers”).

B. QUESTIONS REGARDING THIS POLICY

Questions regarding this policy should be directed to the Fire Chief. A copy of this policy is available to all employees.

C. POSSESSION, USE OR DISTRIBUTION OF ILLEGAL DRUGS OR ALCOHOL

The possession, use, purchase, sale, or distribution of illegal drugs as defined in the Idaho Code (meaning those drugs for which there is no generally accepted medical use; i.e. marijuana, cocaine, methamphetamine, PCP) or drug paraphernalia by an employee in a District vehicle, at a job site, on District property, or during work hours, is strictly prohibited, regardless of the legality of such drug in other jurisdiction. Any employee violating this prohibition will be terminated.

The District also has a prohibition against employee use of illegal drugs as defined by the Idaho Code off the worksite regardless of the legality of such drug in other jurisdictions. An employee’s off the job use, manufacture, purchase, possession, sale, or distribution of illegal drugs, or drug paraphernalia that results in criminal charges being brought against the employee will result in the employee being requested to submit to drug testing and may result in the employee being suspended from work without pay. Any employee convicted of a criminal drug statute will be terminated from employment.

D. EMPLOYEE’S USE OF ALCOHOL

The District is committed to ensuring that employees are not at work while under the influence of alcohol. Therefore, employees are not to consume alcohol within six (6) hours of reporting to work. Employees are also not to report to work or remain at work while under the influence

of alcohol, meaning their having a blood alcohol concentration (BAC) greater than .02. Employees are prohibited from using or possessing alcohol while on duty.

Drug or Alcohol Testing Required of Employees

A. PRE-EMPLOYMENT TESTING

All prospective drivers must disclose to the District any previous employers for whom they have worked as a CDL employee within the previous two (2) years. The District will then request from those employer's information regarding any incidents where a prospective driver has tested positive for illegal drugs or alcohol, or refused to test, within the previous two (2) years. In the event the District receives information from a former employer that the prospective driver has tested positive for drugs or alcohol within the previous year, that prospective driver will not be offered employment or his/her conditional employment with the District will be terminated. Any driver who is found to have previously tested positive for illegal drugs or alcohol and who is hired by the District must show that he/she has been evaluated by a Substance Abuse Professional and was found to be not drug or alcohol dependent. It will be the District's responsibility to ensure that any required follow-up tests of such drivers are conducted as required by Department of Transportation (DOT) regulations. For the purpose of Pre-employment testing, illegal drugs and alcohol shall mean any use inconsistent with the policy regardless of the legality in any other jurisdiction.

B. POST-ACCIDENT TESTING

Any driver operating a District-owned vehicle or equipment that is involved in a DOT reportable accident will be tested for both illegal drugs and alcohol, as soon as practicable. A reportable accident means an accident that results in a fatality, or where someone involved requires medical treatment away from the scene, or where one of the vehicles is towed, or where a citation is issued to the driver in connection with the accident. Alcohol and drug testing will be administered within two (2) hours of the accident where possible, but in no case later than eight (8) hours.

Any non-driver employee who is involved in a work-related accident will be tested for the use of illegal drugs and may be tested for alcohol, as soon as practicable, after the accident. Examples of accidents that will require a non-driver employee to take a post-accident test include, but are not limited to, situations where:

1. An employee causes a fatality or bodily injury to another person and where the injured person requires medical treatment away from the accident; or,
2. An employee injures himself, where lost time will likely exceed one working day; the employee may be required by their supervisor to take a post-accident drug test or,
3. An employee causes damage to property owned by the District, or by a third party, that may reasonably be estimated to exceed \$500.

Any employee required to be tested under this section must remain readily available for such testing and may not consume alcohol within eight (8) hours of the accident or until he/she has been tested for alcohol. Any employee involved in an accident requiring a drug and alcohol test must notify the Shift Officer, of the accident as quickly as possible and comply with those instructions given him/her regarding the taking of a drug and alcohol test. If it is determined that an employee's accident was caused by the actions of another and that there were no unsafe acts on the part of the injured employee, the District reserves the right to waive post-

accident testing. For the purpose of post-accident testing; illegal drugs and alcohol shall mean any use inconsistent with this policy regardless of the legality in any other jurisdiction.

C. RANDOM TESTING

All safety-sensitive employees will be subject to random drug and alcohol testing. Random testing selections will be unscheduled and will be made by a scientifically valid method of selection where every safety-sensitive employee is equally subject to being tested. Random testing for alcohol will take place prior to, during, or immediately following an employee's duty time.

D. REASONABLE CAUSE TESTING

The District will require an employee to be tested for alcohol and/or illegal drugs, regardless of the legality of a drug in another jurisdiction, if the employee's physical appearance or pattern of behavior gives District officials reason to believe the employee may be impaired. The basis of suspicion may be a specific, contemporaneous event or conduct evidencing impairment observed over a period of time.

Specimen Collection Procedures/Test Result Notification

A. SUBMISSION OF AN ADULTERATED OR DILUTED SPECIMEN

If the collection monitor determines that an employee has submitted an adulterated or diluted specimen, that specimen will be discarded and a second specimen will be requested. It will be the second specimen that will then be tested. If the request for a second specimen is refused, the collector will inform the Fire Chief of the employee's refusal to submit an acceptable specimen. Such refusal will result in either a prospective employee not being offered employment, or a current employee being terminated with the District.

B. DRUG/ALCOHOL SPECIMEN COLLECTION PROCEDURES

All employees must submit to drug/alcohol testing. Elected officials are not required to be drug/alcohol tested. Testing for drugs will be done by the testing of an employee's urine specimen, or saliva specimen if a urine specimen cannot be produced. All drug testing of drivers will utilize the split specimen collection procedure, which may be on or off district premises. Under that procedure, a driver will have his/her urine specimen sealed in two separate containers with both containers tested by a certified laboratory.

If a driver's first specimen tests positive that driver may request within three (3) days of the positive notification that the other specimen be tested at a second certified laboratory. This second test will be done at the driver's expense, unless the second test comes back negative. During the time the second specimen is being tested, that driver will be suspended without pay.

Any non-driver employee whose specimen screens positive for the presence of illegal drugs will have their positive test confirmed by the Gas Chromatography/Mass Spectrometry (GC/MS) confirmation method. Any non-driver employee who tests positive for illegal drugs may request the same specimen be retested at their expense. This request must be conveyed to the District within forty-eight (48) hours of the employee being notified of the positive test result. During the time the second test is being conducted, the employee will be suspended without pay.

Any employee who is given an alcohol test will be given an initial test and, if they test at or above .02 BAC, a confirmation test will be performed no sooner than 15 minutes after the first test. The confirmation alcohol test will be done utilizing a breath testing device.

C. REFUSAL

An employee may not refuse to take a drug or alcohol test when requested to do so consistent with the terms of this policy. Such a refusal will be considered equivalent to their testing positive. An employee will be considered as refusing to test if they:

1. Expressly refuse to take a test when so requested
2. Fail to provide an adequate breath, saliva, or urine sample without a valid explanation; or,
3. Engage in conduct that clearly obstructs the testing process.

D. NOTIFICATION OF TEST RESULTS

All drug test results will be forwarded to the Fire Chief through an authorized and licensed testing agency. Before the Fire Chief takes action on any positive test for illegal drugs, as defined by Idaho Code, the driver will be offered an opportunity to personally discuss the positive drug test with the Fire Chief. The Fire Chief will follow up on such information, as is deemed appropriate. If the Fire Chief finds no reason to doubt the validity of the positive test, disciplinary action will be taken.

If the driver cannot be immediately located, the Fire Chief shall communicate the need for the driver to respond as soon as possible via voicemail, email and/or text notification. The Fire Chief is authorized to take disciplinary action without discussing the result with the driver if the driver fails to respond within five (5) days of the notifications or if the driver expressly declines the opportunity to discuss the results of the test.

Any non-driver employee who tests positive will be given the opportunity to discuss the results with the Fire Chief prior to any disciplinary action. The Fire Chief will follow up on all information deemed necessary to resolve the employee's positive drug test. If it is determined that a prescription drug was the cause of the positive test, the employee's test will be reported as negative.

E. EFFECT OF TESTING POSITIVE FOR DRUGS OR ALCOHOL

Any prospective employee who tests positive for the presence of illegal drugs and/or alcohol, as defined in this policy, will not be hired. Any current employee who tests positive for the presence of illegal drugs and/or alcohol, as defined by this policy, will be terminated from employment.

An employee is considered as testing positive for alcohol when their blood alcohol content (BAC) is .04 or above. If any employee tests between .02 and .039 BAC that employee will not be allowed to return to work for 24 hours from the time of the test. Any employee who twice tests between .02 and .039 BAC will be treated as having tested positive for alcohol.

Conclusion

The terms of this Drug Free Workplace Policy are intended to produce a work environment where employees are free from the effects of drugs, as defined by the Idaho Code and/or alcohol. Employees should be aware that the provisions of this policy may be revised when necessary. The District believes that by having the provisions of this Drug Free Workplace Policy, its employees will enjoy the benefits of working in a safer and more productive work environment.

Bonneville County Fire District #1

Technology Use Policy

Personnel Policy
APPENDIX B

TECHNOLOGY USE POLICY

PURPOSE

This document provides policy for Bonneville County Fire District #1 (hereafter referred to as 'the District') by defining acceptable use conditions for employees when using District office equipment, including information technology, for *both* limited personal reasons and District business.

BACKGROUND

This policy establishes both privileges and responsibilities for employees in the District. It recognizes these employees as responsible individuals who are the key to making the District more responsive to its citizens. It allows employees to use District office equipment for non-District purposes when such use involves minimal additional expense to the District, is performed on the employee's non-work time, does not interfere with the mission or operations of the District, and does not violate ethical conduct for employees.

Taxpayers have the right to depend on the District to manage their tax dollars wisely and effectively. Public confidence in the productiveness of the District is increased when members of the public are confident that it is well managed, and assets are used appropriately. The relationship between the District and its employees who administer the functions of the District is one based on trust. Consequently, employees are expected to follow rules and regulations and to be responsible for their own personal and professional conduct. It is expected that employees shall put forth honest effort in the performance of their duties.

In return, employees are provided with a professional supportive work environment. They are given the tools needed to effectively carry out their assigned responsibilities. Allowing limited personal use of these tools helps enhance the quality of the workplace and helps the District to retain highly qualified and skilled workers.

This policy does not supersede any other applicable law or higher-level directive or policy.

AUTHORITY

District employees may use District office equipment for authorized purposes only. As set forth below, limited personal use of District office equipment by employees during non-work time is considered to be an "authorized use" of District property.

GENERAL POLICY

District employees are permitted limited use of District office equipment for personal needs *if* the use does not interfere with official business and involves minimal additional expense to the District. This limited personal use should take place during the employee's non-work time. This privilege to use District office equipment for non-District purposes may be revoked or limited at any time. This policy in no way limits personnel in the use of District office equipment, including information technology, for official District activities.

1. DEFINITIONS

a. PRIVILEGE

Privilege means, in the context of this policy, that the District is extending the opportunity to its employees to use District property for personal use in an effort to create a more supportive work environment. However, this policy does not create the 'right' to use District office equipment for non-District purposes. Nor does the privilege extend to modifying such equipment, including loading personal, or downloaded software, and/or making configuration changes, except for necessary updates to already installed software.

b. DISTRICT OFFICE EQUIPMENT INCLUDING INFORMATION TECHNOLOGY

Includes, but is not limited to personal computers and related peripheral equipment and software, library resources, telephones, facsimile machines, photocopiers, office supplies, internet connectivity, access to internet services, and e-mail. This list is not intended to limit District office equipment to the above, but rather is provided to show examples of office equipment as envisioned by this policy. The Fire Chief may include additional types of office equipment.

c. MINIMAL ADDITIONAL EXPENSE

The employee's personal use of District office equipment is limited to those situations where the District is already providing equipment or services and the employee's use of such equipment or services will not result in any additional expense to the District or the use will result in only normal wear and tear or the use of small amounts of electricity, ink, toner, or paper. Examples of minimal additional expenses include, making a couple photocopies *in black and white*, using a computer printer to printout a few pages of material *in black and white*, making occasional brief personal phone calls, infrequently sending personal e-mail messages, or limited use of the internet for personal reasons. Personal copies or printouts in color must be preapproved by the Fire Chief.

d. EMPLOYEE NON-WORK TIME

This is time when the employee is not otherwise expected to be addressing official business. Employees may for example - use District office equipment during their own off-duty hours such as before or after a workday (subject to local office hours), lunch periods, authorized breaks, or weekends or holidays (if their duty station is normally available at such times).

e. PERSONAL USE

Means activity that is conducted for purposes other than accomplishing official or otherwise authorized activity. Users are specifically prohibited from using District equipment to maintain or support a personal private business. Examples of this prohibition include employees or officials using a District computer and internet connection to run a travel business or investment service. The ban on using District office equipment to support a personal private business also includes employees or officials using District equipment to assist relatives, friends, or other persons in such activities. Users may, however, make limited use under this policy of District equipment to check their personal investments, or to communicate with nonofficial outside contacts such as a family member, friend or even a volunteer charity organization.

f. INFORMATION TECHNOLOGY

Is any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement control, display, switching, interchange, transmission, or reception of data or information.

2. SPECIFIC PROVISIONS ON USE OF EQUIPMENT AND SERVICES

All office equipment and software necessary for conducting District business is to be provided and installed by approved personnel. Personal software or software downloaded from the internet, other than necessary updates for already installed software, is not to be installed on District equipment without proper approval.

Employees are authorized limited personal use of District office equipment. This personal use must not result in loss of employee productivity or interference with official duties. Moreover, such use should incur only minimal additional expense to the District in areas such as:

- Communications infrastructure costs: i.e., telephone charges, telecommunications traffic, etc.
- Use of consumables in limited amounts: i.e., paper, ink, toner, etc.
- General wear and tear on equipment.
- Data storage on storage devices.
- Transmission impacts with moderate e-mail message sizes such as e-mails with small attachments.

3. INAPPROPRIATE PERSONAL USES

All users are expected to conduct themselves professionally in the workplace and to refrain from using District equipment for activities that are inappropriate. Misuse or inappropriate personal use of District equipment includes, but is not limited to the following:

- Any unprofessional use of District equipment. For example, the creation or use of inappropriate or personal desktop icons, images, wallpapers, or screensavers detract from a professional working environment.
- Any personal use that could cause congestion, delay, or disruption of service to any District system or equipment. For example, greeting cards, video, sound, or other large file attachments can degrade the performance of the entire network. "Push" technology or "Peer to Peer" file exchange on the internet and other continuous data streams, such as streaming audio, video, or real time applications such as; stock ticker, weather monitoring or internet radio, would also degrade the performance of the entire network and be an inappropriate use.
- Using the District systems as a staging ground or platform to gain unauthorized access to other systems.
- The creation, copying, transmission, or retransmission of chain letters or other unauthorized mass mailings regardless of the subject matter.
- Using District equipment for activities that are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to hate speech, or material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, and/or sexual orientation.

- The creation, download, viewing, storage, copying, or transmission of sexually explicit or sexually oriented materials.
- The creation, download, viewing, storage, copying, or transmission of materials related to illegal gambling, illegal weapons, terrorist activities, and any other illegal activities or activities otherwise prohibited, etc.
- Use for commercial purposes or in support of "for-profit" activities or in support of other outside employment or business activity (e.g., consulting for pay, sales or administration of business transactions, sale of goods or services).
- Engaging in any outside fundraising activity, endorsing any product or service, participating in any lobbying activity, or engaging in any prohibited partisan political activity.
- Use for posting agency information to external newsgroups, bulletin boards or other public forums without authority. This includes any use that could create the perception that the communication was made in one's official capacity as a District employee, unless appropriate approval has been obtained. This also includes uses or communications at odds with the District's mission or positions.
- Any use that could generate more than minimal additional expense to the District.
- The unauthorized acquisition, use, reproduction, transmission, or distribution of any controlled information including computer software and data, that includes privacy information, copyrighted, trademarked or material with other intellectual property rights (beyond fair use), proprietary data, or export-controlled software or data.

4. PROPER REPRESENTATION

It is the responsibility of employees to ensure that they are not giving the false impression that they are acting in an official capacity when they are using District equipment for non-District purposes. If there is expectation that such a personal use could be interpreted to represent the District, then an adequate disclaimer must be used. One acceptable disclaimer is:

"The contents of this message are mine personally and do not reflect any position of Bonneville County Fire District #1."

5. ACCESS MANAGEMENT AND SECURITY

Users must not use other users' passwords, user ids, or accounts or attempt to capture or guess other users' passwords. Users must not hide their identity for malicious purposes or assume the identity of another user.

Users must not attempt to access restricted files or portions of operating systems, security systems, or administrative systems to which they have not been given authorization. Accordingly, users must not access without authorization: electronic mail, data, programs, or information protected under state and federal laws. Users must not release another person's private or restricted information.

Users must:

- Follow established procedures for protecting District assets and data, including managing passwords.

- Protect the physical and electronic integrity of equipment, networks, software and accounts on any District equipment.
- Not open e-mail from unknown senders or e-mail that seems suspicious.
- Not knowingly introducing worms or viruses or other malicious code into neither system nor disable protective measures: i.e., antivirus, spyware firewalls.
- Not install unauthorized software.
- Not send restricted or confidential data over the internet or outside the District network unless appropriately protected.
- Not connect unauthorized equipment or media, which includes but is not limited to laptops, thumb drives, removable drives, wireless access points, PDAs, and mp3 players.
- Users have no inherent right to use District equipment. Therefore, the Fire Chief will establish appropriate controls to ensure that the equipment is used appropriately.

6. PRIVACY EXPECTATIONS

Users do not have a right, nor should they have an expectation, of privacy while using any District equipment at any time, including accessing the internet or using e-mail. By using District office equipment, users imply their consent to disclosing the contents of any files or information maintained or passed through District equipment.

By using this equipment, consent to monitoring and recording is implied with or without cause, including (but not limited to) accessing the internet or using e-mail. Any use of District communications resources is made with the understanding that such use is generally not secure, is not private, and is not anonymous.

System managers may employ monitoring tools to detect improper use. Electronic communications may be disclosed within the District to employees or officials who have a need to know in the performance of their duties. District officials, such as the Commissioners, system managers and/or supervisors, may access any electronic communications. If any equipment is being used in a manner believed to be a violation of the law, the same will be reported to law enforcement.

7. SANCTIONS FOR MISUSE

Unauthorized or improper use of District equipment may result in loss of use or limitations on use of equipment, disciplinary action or dismissal as well as possible criminal penalties and/or users being held financially liable for the cost of improper use. Sanctions for misuse shall be determined as appropriate based on the offense by the Fire Chief. Sanctions will result in formal action up to and including termination. In some instances, the determination will be referred to the Commissioners.

Bonneville County Fire District #1

Vehicle/Equipment Use and Driver Safety Policy

Personnel Policy APPENDIX C

PURPOSE

1. This policy outlines the use of vehicles and/or equipment used on behalf of Bonneville County Fire District #1, hereafter referred to as 'the District'. For the purpose of this policy, vehicles shall be defined as any vehicle that requires a driver's license to operate legally. Equipment shall be defined as any mechanical apparatus that requires steering or guidance to be operated, which may or may not require a driver's license.
2. Operators of District owned or leased motor vehicles and/or equipment shall always drive safely, legally, and courteously, remembering that they are directly responsible for maintaining District owned property and public trust.
3. The District is committed to providing our employees the safest work environment possible to protect our employees and citizens and to also contribute to the wellbeing of their families and the community whenever possible. This Vehicle/Equipment Use and Driver Safety Policy is intended to provide our employees with knowledge and guidelines to keep them and others safe while at work.
4. The District encourages all employees to utilize the information in this policy not at work as well. The objectives of this policy are threefold:
 - a. To save lives and to reduce the risk of life-altering injuries to our employees, their families, and others in the community;
 - b. To protect personal and financial resources; and
 - c. To guard against potential liabilities associated with vehicle accidents involving employees while driving on District time.
5. Employees are expected to operate vehicles and/or equipment safely. The District considers the use of vehicles and/or equipment part of the working environment.
6. This policy applies to all employees, officials, and District volunteers* who operate vehicles and/or equipment on District business. These drivers will be referred to as "employee drivers" and will be reviewed by managers and supervisors to ensure full implementation and compliance.
 - a. *Volunteers are those that volunteer on a regular basis, not one-time volunteers.

SCOPE

1. This policy applies to all employees that must drive for work purposes. Any employee that drives a vehicle (District owned or personal) while 'on the clock' must follow the rules and regulations stated in this policy and those covered in training sessions.
2. Vehicles and/or equipment owned or leased by the District are to be used for operations and/or functions of the District. Personal use or any other type of use must be authorized by the Fire Chief.
3. Some employees may be assigned a vehicle that is driven home. Vehicles in this capacity shall

be used as little as possible for personal use and shall be limited to travel no further than two miles outside any District border.

4. Employees that operate commercial vehicles and/or equipment over 26,000 gross vehicle weight, buses, and vans over 15 passengers require a commercial driver's license (CDL) unless the vehicle is necessary to the preservation of life or property or in the execution of emergency governmental functions, are equipped with audible and visual signals, and are not subject to normal traffic regulations. The District recognizes that certain drivers are exempted by State Statute 49-302-3; it shall be the determination of the Fire Chief to which the Statute applies to determine the requirement for those employees, regarding a CDL.

DRIVER ELIGIBILITY

1. Employees who drive District vehicles or drive personal vehicles for District related work must have prior authorization. The process to become an authorized driver consists of the following steps:
 - a. The employee must possess a valid Idaho driver's license.
 - b. The employee must be at least 18 years of age.
 - c. Employees must complete the District's Driver Safety Training Program and be approved to drive by the Fire Chief.
 - d. Prior to being hired all applicants shall have a report drawn from the Idaho Repository. This report includes traffic violations. If the Fire Chief determines a person's driving record indicates excessive violations, the applicant shall not be hired.
 - e. Employees must read the Vehicle/Equipment Use and Driver Safety Policy and submit a signed copy of the Acceptance and Understanding signature page.
 - f. Employees must sign a New Driver Contract.
 - g. Prior to operation of a District owned vehicle or equipment, final approval by the Fire Chief must be given.
 - h. Should an employee's driver's license expire, be revoked, or suspended, the employee shall immediately notify his or her supervisor. At the time of the suspension, the employee's District vehicle-use privileges will be suspended until the employee's driver's license has been fully restored and validated. A long-term suspension of an employee's driver's license may require that an employee be terminated.

TRAINING

The District believes strongly in the value of its employees, their families, and the community. Therefore, all authorized drivers will receive driver safety training by a designated safety person. Additional training will be provided annually. Authorized drivers are required to attend an annual driver training session, and all other employees are encouraged to attend. The date and location of training sessions will be provided in advance.

DRIVER CONTRACTS

All authorized drivers will be required to sign a New Driver Contract Form acknowledging their awareness and understanding of the District's driver safety policy regarding driving record checks, driver performance, driver safety rules, vehicle maintenance and procedures for reporting of any

traffic violations or accidents. Driver's Contracts shall be kept in their personnel file. Employees should understand that a GPS tracking device may be installed on any District vehicle. Actions of an employee not consistent with the employee's job requirements or duties may result in disciplinary action up to and including termination.

AUTHORIZATION

After an employee has met all requirements of this policy to become an authorized driver, the Fire Chief will authorize the employee for driving privileges and notify the Operations Chief. Any changes that might affect a driver's authorization (driving accident, ticket, license suspension, etc.) must immediately be made known to the employee's shift officer and immediately relayed to the Operations Chief and the Fire Chief. All steps will be taken to determine appropriate actions, and if a change is necessary to the driver's authorization status.

DRIVER SAFETY RULES

The following driver safety rules shall apply to all employees when driving a District vehicle. Failure to abide by the driver safety rules could result in the loss of driving privileges, disciplinary action, and/or termination of employment.

1. Authorized drivers must follow all rules when driving on District time.
2. Drivers shall familiarize themselves with the vehicle/equipment they are going to operate before use, this includes knowing where all instruments are in the cab and the location of turn signals, lights, wipers, flashers, emergency brake, confirm that insurance information is located in the glove box, etc. The seat and mirrors must also be adjusted.
3. All employees and passengers are required to wear seat belts. EXCEPTION: Those persons meeting the exemptions of Idaho State Code 49-673-(2).
4. Drivers must comply at all times with all traffic safety laws.
5. Drivers should drive at an appropriate speed for the road conditions. This means that in some situations (rain, snow, etc.) drivers should drive slower than the posted speed limit.
6. Drivers should not engage in aggressive driving acts. This would include, but not be limited to, tailgating, excessive speed, failing to signal, running red lights, passing on the right and making rude "gestures" to other drivers.
7. Pursuant to Section 4.B.12 (page 23) of the District's Personnel Manual, citizens may ride in a District vehicle. Authorized Drivers must ensure that all passengers are compliant with the driver safety rules.
8. Vehicles assigned to employees to be taken home shall not be operated by anyone not employed by the District.
9. Except during an emergency response, drivers should never leave the keys in the vehicle or leave the vehicle unattended while the engine is running.
10. Drivers should park vehicles in such a manner that eliminates backing whenever possible.
11. Unless for safety reasons, never attempt to push or pull another vehicle. This policy relates to privately owned vehicles.
12. The transport of hazardous materials shall require the use of an appropriate vehicle and all necessary precautions shall be observed.
13. Smoking, vaping, e-cigarettes, or the use of any similar devices and/or substances are not allowed in District vehicles.
14. Drivers shall not eat while driving.
15. Drivers shall not use cell phones while driving. Hands-free devices are permitted. Exception:

- Communication devices in may be utilized while driving in specific tactical situations.
16. Drivers shall not perform any type of personal grooming while driving.
 17. Alcohol and drugs are not allowed in District vehicles. They are also not allowed in personal vehicles being used for District business. Driving while under the influence of alcohol or drugs is prohibited.
 18. Drivers should not operate a vehicle or equipment anytime their ability to drive is impaired or affected by fatigue, illness, injury, medication, etc.
 19. Use turn signals to warn other drivers of your intentions.

PERSONAL VEHICLE USE

Employees who drive their personal vehicles and/or equipment on District business are subject to the requirements of this policy including:

1. Maintaining auto liability insurance with minimum state limits.
2. Providing proof of liability insurance on an annual basis.
3. Personal vehicles used for District business shall be maintained in a safe operating condition.
4. If driving a personal vehicle, the employee's insurance is primary. In some cases, the District's insurance will provide secondary coverage.

CONDITION OF VEHICLE

1. Driver Inspection
 - a. Employees should inspect all vehicles before driving. Any needed repairs or problems that could be a potential danger should be reported to the shift officer and the vehicle should not be driven. The shift officer shall decide if the repair is within their prevue, if not they will notify the Operations Chief so that repairs can be arranged.
2. Fueling
 - a. Drivers are responsible for refueling vehicles, as needed, before returning it; all vehicles shall be refueled when below three-quarters full. All vehicles shall be refueled utilizing a fuel credit card. No personal purchases shall be made on District fuel credit cards.
3. Regular Maintenance
 - a. Maintenance will be completed by shift personnel and authorized service centers.
4. Cleanliness
 - a. Employees shall keep all vehicles clean, inside and out. Any debris, or other items shall be removed and disposed of properly.

FINANCIAL RESPONSIBILITY

1. Drivers are responsible for any at-fault tickets, accidents and violations incurred while they are driving. This also includes payment of fines or other financial costs (insurance deductible, repairs, etc.) incurred as a result of such tickets, accidents and violations.
2. Drivers are responsible for the replacement cost for lost keys, locksmith cost for opening locked doors, replacement cost for lost keyless entry devices and any other such cost as a direct result of their actions.
3. Drivers will be financially responsible for the cleaning of a vehicle returned dirty beyond normal use.

ACCIDENTS

1. Accident Procedures

If involved in an accident, regardless of severity, call local authorities. When an accident occurs, the driver should:

- a. Notify your immediate supervisor as soon as possible when it is safe to do so.
- b. Get medical attention if necessary.
- c. Provide first aid only when necessary and only to the extent you are trained.
- d. Stay calm and don't engage in arguments or physical altercations.
- e. Do not admit fault or make any accusations of guilt.
- f. If possible, take pictures of the accident.
- g. Make notes about the accident including information such as the other drivers full name, licenses number, plate number, phone number, address, and insurance company.
- h. Never provide your home address or phone number. Provide the District 's information.
- i. Be honest and cooperative with law enforcement.
- j. Only discuss the situation with law enforcement, District officials, or representatives of the ICRMP Claims Department.
- k. If driving a personal vehicle, contact your insurance company.
- l. Complete an accident report form and provide a copy to your immediate supervisor.

2. Accident Investigation

- a. Drivers involved in accidents shall submit to an immediate and mandatory drug test following the accident. Shift officers shall be responsible for ensuring the drug test procedure is initiated no later than one (1) hour after the accident occurs.
- b. Drivers who are involved in an accident may be placed on temporary suspension. Employees placed on temporary suspension, should not drive again for District business until after completion of an investigation.
- c. The driver will be notified of the outcome of the investigation and if the driver's authorization is denied, restored or if additional driver training will be required before authorization is granted.
- d. The Fire Chief and the Operations Chief will be responsible for determining the corrective/disciplinary action taken if the accident is determined to have been preventable or their fault.

ROADSIDE ASSISTANCE

If a driver experiences trouble with a vehicle they should pull over and out of traffic. Move as far from danger as possible, call their immediate supervisor and inform them of the situation. If unable to contact the supervisor, they shall call a Chief Officer to authorize the driver to make the necessary arrangements to pick the driver up and to have the vehicle repaired or towed if needed.

**BONNEVILLE COUNTY FIRE DISTRICT #1
EQUIPMENT USE AND DRIVER SAFETY POLICY APPENDIX C
NEW DRIVER CONTRACT**

I acknowledge that I have read and understand the Bonneville County Fire District #1 Vehicle, Equipment Use and Driver Safety Policy, have attended or have been scheduled by my supervisor to attend, a driver safety training program, understand the correct procedures for reporting any accidents or traffic violations and agree to abide by all rules and regulations of Bonneville County Fire District #1. I also agree to the statements listed below and understand if I fail to meet any of the requirements, my driving privileges could/will be suspended or revoked. Additional disciplinary action could also be taken, up to and including termination of employment depending upon the circumstance and severity of my driving actions or failure to meet these requirements.

I understand I am required to maintain a valid driver's license. Further, I herewith grant the District the right to investigate my driver's license record at any time. My current driver's license is issued from the State of _____, License Number _____, Expiration Date _____.

I understand the operation of District vehicles in a safe operating condition is my responsibility. If a vehicle becomes unsafe, it is my responsibility to notify my supervisors immediately. Further, it is agreed all vehicles will be operated in a safe manner and in compliance with this policy. I agree to be responsible for all traffic violations that occur while a vehicle is assigned to me.

I understand articles of this agreement apply regardless of who is operating a vehicle.

I agree to promptly report all accidents or incidents resulting in injury or damage to a District vehicle or other property, no matter how slight.

I will abide by all requirements of the Vehicle, Equipment Use, and Driver Safety Policy.

Employee Signature	Printed Name	Date
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Fire Chief Signature	Printed Name	Date
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**BONNEVILLE COUNTY FIRE DISTRICT #1
PERSONNEL POLICY MANUAL
ACKNOWLEDGEMENT OF RECEIPT SIGNATURE**

RECEIPT:

I, _____ acknowledge that I have received a copy of the Bonneville County Fire District #1 Personnel Policy Manual. I understand that it is my responsibility to review this manual including all appendices, and also understand it is a condition of my continued employment. My signature below affirms that I will read and understand the manual within fourteen (14) days of my hire date. If I have questions regarding any aspect of the policy and procedures of Bonneville County Fire District #1, I will discuss these questions with the Fire Chief as necessary until I fully understand the policies and procedures of Bonneville County Fire District #1.

Additionally, my signature below affirms that:

I understand that this manual is not a contract and cannot create a contract. I understand that I am obligated to perform my duties of employment in conformance with the provisions of the Bonneville County Fire District #1 Personnel Policy whether or not I choose to read the Manual.

I understand that should this Policy be modified that I will be provided with a copy of the modification.

Employee Signature

Date

Officer (Witness to Employee Signature)

Date

**BONNEVILLE COUNTY FIRE DISTRICT #1
PERSONNEL POLICY MANUAL
ACCEPTANCE AND UNDERSTANDING SIGNATURE**

ACCEPTANCE:

My signature below affirms that I have read and understand the terms of the Bonneville County Fire District #1 Personnel Policy Manual, including all appendices, and that I have addressed any concerns or questions regarding the policies and procedure with the Fire Chief. I further understand that I am governed by the contents of the personnel manual, and it is my responsibility to remain familiar with all of the information contained therein. Any violation of this personnel manual may be cause for termination.

Employee Signature

Date

Fire Chief (Witness to Employee Signature)

Date



SECTION: PERSONNEL
SUBJECT: COMPENSATION
DESIGNATION: P4
RISK: HIGH FREQUENCY/LOW RISK
ISSUED: MARCH, 2007
REVISED: JANUARY, 2015; OCTOBER, 2020; OCTOBER, 2023

PURPOSE

To ensure that all firefighters know and understand the pay scale and compensation rates.

RESPONSIBILITY

This policy applies to all members of the Fire District. All officers of the Fire District are responsible to comply with and ensure that personnel under their command are adequately trained, fully understand and comply with this guideline. All members of the department have the responsibility to learn and follow this guideline.

POLICY

- P4.1 Paid call firefighters shall be compensated on a per call basis at 90 minutes minimum pay for each emergency incident response.
- a. EXCEPTION: When any emergency calls occur within the total time of any preceding paid time, the time paid cannot compound for the same timeframe to ensure 'double-dipping' does not happen.
- P4.2 Paid call firefighters shall be compensated on a per call basis per their rank as listed here; This rate shall be utilized as an hourly pay rate:
- a. Recruit –\$14.00;
 - b. Firefighter –\$16.00;
 - c. EMT –\$16.00;
 - d. Firefighter/EMT –\$17.00;
 - e. Lieutenant –\$22.00;
 - f. Captain –\$24.00;
 - g. Full time employees are not included in this pay scale. Full-time 24-hour shift employees shall be paid per the current collective bargaining agreement.
- P4.3 Paid Call firefighters shall be compensated \$25.00 for each required Paid-Call Tour-of-Duty as per P10.
- a. Compensation for Tour-of-Duty shifts shall be double on holidays.
- P4.4 Personnel shall be compensated for any calls responded to while on a Paid-Call Tour-of-Duty shift in addition to their Tour-of-Duty pay.
- P4.5 Personnel shall be compensated at the higher rate of either the current AD rate established by the U.S. Department of the Interior's Administratively Determined (AD) Pay Plan, or at their current pay-rate, for all Contract Fire Deployments
- P4.6 The District carries worker's compensation insurance to cover medical expenses for firefighters injured in the performance of their assigned duties.
- P4.7 Paid Call and Resident firefighters shall be compensated monthly.
- P4.8 In the event a recruit quits within the first month of hire, all compensation owed to the recruit shall be deferred to the Training Division to assist in covering the associated costs of their hiring & training to that point.



SECTION: OPERATIONAL PROCEDURES
SUBJECT: GRIEVANCE PROCEDURES
DESIGNATION: OP4
RISK: LOW FREQUENCY/MEDIUM RISK
ISSUED: MARCH, 2007
REVISED: JANUARY, 2015; OCTOBER, 2020; OCTOBER, 2023

PURPOSE

Disputes or differences arising between the District and individual firefighters as to the meaning or application of any provision of this document shall be settled in the manner provided herein. For the purpose of this provision, such a dispute or difference shall be referred to as a "Grievance".

RESPONSIBILITY

This policy applies to all members of the Fire District. All officers of the Fire District are responsible to comply with and ensure that personnel under their command are adequately trained, fully understand and comply with this guideline. All members of the department have the responsibility to learn and follow this guideline.

POLICY

FULL-TIME AND PART-TIME REGULAR EMPLOYEES

- OP4.1 Step One - Any firefighter who has a grievance shall notify the Fire Chief in writing within ten (10) business days from the date of the incident giving rise to the grievance, or ten (10) business days from the time the EMPLOYEE, through reasonable diligence, should have been aware of it. The Fire Chief shall, within ten (10) business days, determine if the grievance has merit, during this time interviews will be conducted as necessary. If the grievance does not have merit, no further action shall be necessary.
- OP4.2 Step Two - If a valid grievance exists, the Fire Chief shall, within ten (10) business days make every effort to remedy the grievance. All parties to such actions will make a good faith effort to resolve the grievance. The Fire Chief shall make available, a written reply to the EMPLOYEE of the actions taken or to be taken.
- OP4.3 Step Three - If, in the opinion of the EMPLOYEE, the grievance has not been resolved in Step Two, the EMPLOYEE may present the grievance in writing to the District Commissioners within ten (10) business days from the receipt of the Fire Chief's written reply. All parties to such discussions will make a good faith effort to resolve the grievance. The District thereafter, shall give its final decision in writing within ten (10) business days.

FULL-TIME 24-HOUR SHIFT EMPLOYEES

- OP4.4 Step One - Any firefighter who has a grievance shall notify the Person(s) which the firefighter has a dispute or difference with to resolve the dispute or difference. The Firefighter with the dispute or difference may have union Representation. Both parties have 10 days to resolve this difference or dispute. If no solution can be met the Firefighter will proceed with the Grievance procedure.
- OP4.5 Step Two - Any firefighter who has a grievance shall notify the UNION Grievance Committee in writing within ten (10) business days from the date of the incident giving rise to the grievance, or ten (10) business days from the time the EMPLOYEE, through reasonable diligence, should have been aware of it. The UNION Grievance Committee, herein after referred to as UNION, shall within ten (10) business days determine if the grievance has merit. If, in its opinion, the grievance does not have merit, no further action shall be necessary.
- OP4.6 Step Three - If it is the opinion of the UNION that a valid grievance exists, the UNION shall present the grievance in writing to the Fire Chief within ten (10) business days after its decision. All parties to such discussions will make a good faith effort to resolve the grievance. The Fire Chief there after shall give his/her reply in writing within ten (10) business days.
- OP4.7 Step Four - If the grievance has not been resolved in Step Three, the UNION shall present the grievance in writing to the DISTRICT within ten (10) business days from the receipt of the Fire Chief's written reply. All parties to such discussions will make a good faith effort to resolve the grievance. The DISTRICT thereafter, shall give its reply in writing within ten (10) business days.

- OP4.8 Step Five - If the grievance has not been resolved at the appropriate lower Step(s), either the UNION or the DISTRICT may within ten (10) business days refer the grievance to an Arbitrator by serving written notice upon the other.
- OP4.9 Within ten (10) business days after receipt of this notice the UNION and the DISTRICT shall attempt to agree upon an Arbitrator to hear and determine the grievance.
- OP4.10 If an Arbitrator cannot be agreed upon within ten (10) business days, the UNION and the DISTRICT shall request the Federal Mediation and Conciliation Service to provide a list of seven (7) proposed arbitrators. Within five (5) business days after receipt of this list, the UNION and the DISTRICT shall select an Arbitrator by alternately striking one name at a time until only one (1) Arbitrator remains. The party determining the order of striking shall be determined by a coin toss. Both parties shall accept the last name remaining on the list as the Arbitrator.
- OP4.11 The Arbitrator shall conduct a hearing and shall render a decision in writing, which shall be binding on both parties.
- OP4.12 The award of the Arbitrator may be entered upon the records of any court having jurisdiction, except that each party shall retain the right to appeal as provided in the provisions of Chapter 9, Title 7, Idaho Code.
- OP4.13 The Arbitrator shall have only such jurisdiction and authority to interpret and apply the provisions of this agreement as shall be necessary to the determination as to the arbitration issue. The Arbitrator shall not have any power to add to or subtract from, modify or alter in any way, the provisions of this agreement. The Arbitrator's fees and costs shall be borne equally by the DISTRICT and the UNION.
- OP4.14 Failure to meet a deadline will result in prompt initiation of the next Step.



SECTION: OPERATIONAL PROCEDURES
SUBJECT: DISCIPLINARY ACTION
DESIGNATION: OP5
RISK: LOW FREQUENCY/MEDIUM RISK
ISSUED: MARCH, 2007
REVISED: JANUARY, 2015; OCTOBER, 2020; OCTOBER, 2023

PURPOSE

To provide a uniform standard for disciplinary actions, known as progressive discipline, to be used by company and chief officers. If deemed necessary, the Fire Chief or his designee may discipline personnel with just cause, as outlined in the Personnel Policy.

RESPONSIBILITY

This policy applies to all members of the Fire District. All officers of the Fire District are responsible to comply with and ensure that personnel under their command are adequately trained, fully understand and comply with this guideline. All members of the department have the responsibility to learn and follow this guideline.

POLICY

- OP5.1 It is the responsibility of supervising officers in DISTRICT to help their subordinates to be successful in their duties through coaching, mentoring, and disciplining when necessary. If an issue is raised to the level of step 4 or above, the Chief of Department shall administrate the discipline. It is important that the supervising officer document each step appropriately. If a Work Improvement Plan is issued to a subordinate, the officer should consider issuing a Removal from Work Improvement Plan when and if appropriate
- OP5.2 Progressive discipline is a process for addressing employee poor performance or inappropriate behaviors so that the severity of the discipline increases with the continuance of the performance or behavioral issue. It provides an opportunity for motivated employees to immediately correct an issue before it becomes too severe, and provides DISTRICT with performance related documentation. It is generally recommended that the progressive discipline process include:
- Step 1 - Informal verbal coaching and counseling
 - Step 2 - Formal verbal reprimand (The Chief must be notified including and after this step by the company officer giving the reprimand.)
 - Step 3 - Formal written reprimand
 - Step 4 - Time off without pay with accompanying Work Improvement Plan
 - Step 5 - Demotion (temporary or permanent) with accompanying Work Improvement Plan
 - Step 6 – Termination

Documentation

- Upon notification the Chief shall review the discipline & place documentation in the employee's personnel file.
 - Following one year of good behavior, documentation for Steps 1-3 shall be removed from the employee's personnel file.
 - Following two years of good behavior and satisfactory completion of a Work Improvement Plan, documentation for Steps 4 and 5 may be removed from the employee's personnel file.
- OP5.3 In the event personnel are found to have committed any act that violates the oath they have taken, said personnel will be suspended without pay pending investigation by the Fire Chief or Chief's designee.
- At the conclusion of the investigation the Fire Chief shall determine the severity of discipline.
 - In disciplinary matters of this type the Fire Chief may waive any disciplinary step.