

POLICY

It is the policy of the District to reserve its right to change, at any time, with or without notice, any of the policies, procedures, guidelines, or practices contained in the District policies and practices.

It is also the policy of the District to maintain policies, practices, and procedures or guidelines, which are viable and current according to the principals of sound management and which are consistent with laws, rules, and regulations affecting employment and personnel practices. To this end, the District policies and practices will be reviewed on a regular basis and, if necessary, revised for adherence to the above stated intentions.

RESPONSIBILITIES

The **Board** is responsible for approving District policies and practices.

The **Personnel Officer, District Manager, and Fire Chief** are responsible for recommending to the Board, additions to, deletions from or revisions to the District policies and practices.

The **District Manager and Fire Chief**, along with the **fire officers**, are responsible for developing and maintaining procedures which support the policies approved by the Board and for communicating approved District policies and practices to employees.

PRACTICES

The Personnel Officer, District Manager, and Fire Chief, with input from all employees, will determine the viability of existing District policies and practices and when the need for development of a new policy or practice arises due to legislative changes, rulings in court cases or just to be consistent with organizational intentions and sound management principles.

Recommendations to add, delete, or revise District policies and practices should be made to the Board annually as follows:

January	General (Human Resource) Provisions
March	Employment Practices
April	Personnel Actions
May	Employee Benefits
June	Employee Conduct
September	Employment Relations
October	Health and Safety
November	Administration

POLICY: **Policy Revisions**
EFFECTIVE DATE: **05/24/21**
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RELATED POLICIES

Application of Policies 106
Standard Operating Procedures or Guidelines 112
Employment Relationship 124
Organizational Structure 342

REVISION HISTORY

Revision Date	Author	Revision Details
May 24, 2021	Monte Olsen	Initial version