


<h1 style="margin: 0;">Campbell County Fire Department</h1> <h2 style="margin: 0;">Policy</h2>		
General Administration	Function of the Fire Department 900 Series of Policies	 <span style="font-size: 1.2em; font-weight: bold;">900.101</span>

**PURPOSE:**

The Campbell County Joint Powers Fire Board has developed the following basic personnel policies, practices, and procedures for the organization. **They are not however, intended to create a contract or alter the employment-at-will relationship in any way.**

**SCOPE:**


This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

**POLICY:**

- A. These policies contain general statements of Fire Department guidelines and should not be read as including the details of each policy, nor as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. The Joint Powers Fire Board may add to the policies, revoke or modify them at any time. All attempts will be made to keep these policies current and they will be reviewed on an annual basis. However, there may be times when a policy will change before the material can be revised.
- B. ***Policies shall become effective upon official adoption by the Campbell County Joint Powers Fire Board, and shall supersede and repeal all existing personnel policies and procedures of the Fire Department and its respective stations or Departments. Because of unique requirements and/or legal regulations, certain areas of the policies will only pertain to specific employees (i.e., career fire fighters and volunteer fire fighters). These special situations will be so noted and italicized in bold within the policies.***
- C. All Policy Manuals are Fire Department property and are assigned to the job position and not to the individual. The Comptroller of the Fire Department is responsible for distribution of the Policy Manuals and is responsible for updating all materials and inserting approved changes. All Policy Manuals must be returned to the Fire Department upon an employee's separation of employment.
- D. No portion of these Policy Manuals should be disclosed to others except Fire Department employees and others affiliated with the Department whose knowledge of information is required in the normal course of business.
- E. All employees are encouraged to recommend changes or new policies to their immediate supervisors. The Comptroller is responsible for disseminating new policy information.

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F. Administrators, supervisors and employees should refer to the Policy Manuals when interpretation or implementations arise. No policy can anticipate every circumstance or question. After reading these policies, if you have questions, please speak with your immediate supervisor. Issues needing clarification or interpretation should be referred to the Fire chief and/or Comptroller.

G. For the purposes of these Policies:

- a. The words "shall" or "will" are to be construed as mandatory and the word "may" as permissive;
- b. The masculine gender shall be construed to include the feminine gender;
- c. "Supervisor" means an individual who directs, assigns, and reviews the work of a subordinate(s);
- d. "Immediate family" means the employee's spouse, brother, sister, parent, child, grandchild, grandparent, parents-in-law, legal guardian, step-parents, step-brother, step-sister, step-child, and additional members of the employee's household.
- e. "Regular Full-Time" is an employee who works 40 or more hours per week; includes "hourly" and "salaried," "exempt" and "non-exempt."
  - i. **Benefits Eligibility** - All
- f. "Regular Part-Time" is an employee who works at least 20 hours but less than 40 hours per week.
  - i. **Benefits Eligibility** – employees working **20 to 30 hours per week** are eligible to participate at their own cost in health, life, dental and flex benefit programs and they are eligible for Fire Department -paid retirement.
  - ii. Employees working **30 to 40 hours per week** are eligible to participate in health, life dental, and flex benefits programs. The Fire Department contributes to these costs on a pro-rated basis depending upon the number of hours worked (see following schedule) and they are eligible for Fire Department-paid retirement.
- g. "Part-time" is an employee who works less than 20 hours per week.
  - i. **Benefits Eligibility** - Not eligible to participate.
- h. "Seasonal" is an employee who works only certain seasons, not year-round; may be full-time or part-time.
  - i. **Benefits Eligibility** - Not eligible to participate.

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- i. "Temporary" is an employee scheduled to work on a short term, non-continuing basis, not to exceed one year; may be full-time or part-time.  
**Benefits Eligibility** - Not eligible to participate.
- j. "Agency" constitutes each unit of the Fire Department.
- k. "Exempt" refers to Fire Department employees who are not paid overtime compensation. Exempt status is determined by the actual job, not the job title.
- l. "Non Exempt" refers to Fire Department employees that are compensated for hours worked in excess of 40 in a work week at a rate of not less than one and one half times the employee's regular rate of pay for each hour worked, or time off at a rate of not less than one and one half hours of compensatory time for each hour of overtime worked. Non-exempt status is determined by the actual job, not the job title.
- m. "Administrator" refers to the chief management individual in the Fire Department.
- n. "Joint Powers Fire Board" refers to The Campbell County Joint Powers Fire Board individually and/or in total.

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	Sick	Vacation						Holiday
	0-9999 months	0-47 months	48-107 months	108-167 months	168-227 months	228-287 months	288+ months	Hours earned/
	96 hours	96 hours	136 hours	176 hours	196 hours	216 hours	236 hours	Holiday
40 hrs	3.70	3.70	5.24	6.77	7.54	8.31	9.08	8.0
39 hrs	3.60	3.60	5.10	6.60	7.35	8.10	8.85	7.8
38 hrs	3.51	3.51	4.97	6.44	7.17	7.90	8.63	7.6
37 hrs	3.42	3.42	4.84	6.27	6.98	7.69	8.40	7.4
36 hrs	3.33	3.33	4.71	6.10	6.79	7.48	8.17	7.2
35 hrs	3.24	3.24	4.58	5.93	6.60	7.27	7.95	7.0
34 hrs	3.14	3.14	4.45	5.76	6.41	7.07	7.72	6.8
33 hrs	3.05	3.05	4.32	5.59	6.22	6.86	7.49	6.6
32 hrs	2.96	2.96	4.19	5.42	6.04	6.65	7.27	6.4
31 hrs	2.87	2.87	4.06	5.25	5.85	6.44	7.04	6.2
30 hrs	2.77	2.77	3.93	5.08	5.66	6.24	6.81	6.0
29 hrs	2.68	2.68	3.80	4.91	5.47	6.03	6.59	5.8
28 hrs	2.59	2.59	3.67	4.75	5.28	5.82	6.36	5.6
27 hrs	2.50	2.50	3.54	4.57	5.09	5.61	6.13	5.4
26 hrs	2.40	2.40	3.40	4.40	4.90	5.40	5.90	5.2
25 hrs	2.31	2.31	3.27	4.24	4.72	5.20	5.68	5.0
24 hrs	2.22	2.22	3.14	4.14	4.53	4.99	5.45	4.8
23 hrs	2.13	2.13	3.01	3.90	4.34	4.78	5.22	4.6
22 hrs	2.04	2.04	2.88	3.73	4.15	4.57	5.00	4.4
21 hrs	1.94	1.94	2.75	3.56	3.96	4.37	4.77	4.2
20 hrs	1.85	1.85	2.62	3.39	3.77	4.16	4.54	4.0

\*Formula is applicable to Vacation/Holiday/Sick leave accruals


Scheduled hours of work ÷ 40 hours = percent of full time. Percent x accrual of vacation/holiday/sick leave per year hours ÷ number of pay periods = pro-rated vacation/holiday/sick leave accrual.

**Example:**

An employee who works 25 hours per week with 0-47 months of service would accrue as follows:

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**25 ÷ 40 = .625 x 96 hrs = 60 ÷ 26 pay periods = 2.308 hrs of sick leave accrued per pay period.**

**\*\*Please note that actual pro-ration amounts may differ from the figure derived manually using the formula above. This difference is a result of rounding**

## Maximum Carryover

		Vacation	Sick	Holiday
40 hrs		250	720	40
39 hrs		243.75	702	39
38 hrs		237.5	684	38
37 hrs		231.25	666	37
36 hrs		225	648	36
35 hrs		218.75	630	35
34 hrs		212.5	612	34
33 hrs		206.25	594	33
32 hrs		200	576	32
31 hrs		193.75	558	31
30 hrs		187.5	540	30
29 hrs		181.25	522	29
28 hrs		175	504	28
27 hrs		168.75	486	27
26 hrs		162.5	468	26
25 hrs		156.25	450	25
24 hrs		150	432	24
23 hrs		143.75	414	23
22 hrs		137.5	396	22
21 hrs		131.25	378	21
20 hrs		125	360	20