

<b>Campbell County Fire Department Policy</b>		
General Administration	Philosophy of Employment Relations	 <span style="float: right;"><i>900.103</i></span>

**PURPOSE:**

It is the policy of Fire Department to implement effective personnel guidelines and to require all employees to serve the organization's interests, as determined in the sole discretion of the Joint Powers Fire Board.

**SCOPE:**

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

**POLICY:**

- A. The Fire Department's goals for employees include the following:
  - a. To provide equal employment opportunity and treatment regardless of race, religion, color, sex, pregnancy, age, national origin, disability, or military status;
  - b. To provide compensation and benefits commensurate with the work performed and within the ranges established by the Joint Powers Fire Board;
  - c. To establish reasonable hours of work based on the Fire Department's service needs;
  - d. To monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety;
  - e. To offer training opportunities for those whose position and capabilities warrant such training, as recommended by the Fire Chief or Comptroller;
  - f. To be receptive to constructive suggestions which relate to the job, working conditions, or personnel policies; and
  - g. To establish appropriate means for employees to discuss matters of interest or concern with their immediate supervisor or administrator.
  
- B. The Fire Department expects all employees: To deal with all customers, citizens, and vendors in a professional manner;
  - a. To perform assigned tasks in an efficient manner;
  - b. To be punctual;
  - c. To demonstrate a considerate, friendly, and constructive attitude toward fellow employees;

Initial Approval: 3/28/2007 Revision Date: 1/26/2011	Page 1 of 2	Sam Saunders, Chairman  ORIGINAL SIGNED
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General Administration

Philosophy of Employment  
Relations



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- d. To adhere to the policies adopted by the Fire Department; and
  - e. To continually contribute to the success of the combination Fire Department.
- C. The Fire Department retains the sole right to exercise all managerial functions including, but not limited to, the rights:
- a. To dismiss, assign, supervise, and discipline employees;
  - b. To determine and change starting times, quitting times, and shifts;
  - c. To transfer employees within departments or into other classifications;
  - d. To determine and change the size and qualifications of the workforce;
  - e. To determine and change methods by which its operations are to be carried out;
  - f. To determine and change the nature, location, services rendered, quantity, and continued operation of the organization; and
  - g. To assign duties to employees in accordance with the Fire Department's needs and requirements and to carry out all ordinary administrative and management functions.
- D. **Nothing in this Policy should be considered as altering the employment-at-will relationship or as creating an express or implied contract or promise concerning the policies or practices that the Fire Department has implemented or will implement in the future.** Accordingly, the Fire Department retains the right to establish, change, and abolish its guidelines, policies, practices, rules, and regulations at will, and as it sees fit.

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Page 2 of 2

Sam Saunders, Chairman

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