


<h2 style="margin: 0;">Campbell County Fire Department</h2> <h3 style="margin: 0;">Policy</h3>		
<p>General Administration</p>	<p><i>Participation in Trade and Professional Associations</i></p>	 <p>900.308</p>

**PURPOSE:**

The Fire Department encourages employees to participate in certain approved trade and professional associations.

**SCOPE:**

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

**POLICY:**

- A. Employees are encouraged to participate in trade and professional associations that promote the Fire Department goals and objectives, individual skills development, and/or professional recognition. However, employee participation in such associations must not interfere with the employee’s performance of his/her job duties or otherwise unduly disrupt the operations of the Fire Department. Furthermore, the principles of the trade or professional organization will not conflict with the principles of the Fire Department.
  
- B. The Fire Department may identify certain trade and professional associations in which it wants to be represented and then designate the employees that it will sponsor for membership in such associations. Employees so designated will represent the Fire Department in the organization and will be expected to participate actively and promote its interests.
  
- C. The Fire Chief and/or Comptroller are responsible for coordinating overall representation in trade and professional associations, and supervisors should recommend interested employees for sponsored membership. The Fire Chief, Comptroller and/or supervisors may consider, but are not limited to any of the following factors in selecting associations for representation and in designating employees to be sponsored for membership:
  - a. The nature and purpose of the association
  
  - b. The benefit to the community and the organization derived by the Fire Department's support and employee participation
  
  - c. The cost to the Fire Department
  
  - d. The extent to which the Fire Department is already represented in the association

<p>Initial Approval: 3/28/07; 3/24/10 Revision Date: 3/16/2011</p>	<p>Page 1 of 2</p>	<p>Sam Saunders, Chairman  ORIGINAL SIGNED</p>
--	--------------------	--

# Campbell County Fire Department Policy

General Administration

*Participation in Trade and  
Professional Associations*



900.308

- e. The employee's job responsibilities, length of service, and overall qualifications for membership
- D. On an annual basis the Fire Chief and/or Comptroller will review representation in and support of trade and professional associations and the sponsorship of employees for membership. Changes will be made whenever deemed appropriate.
- E. Generally employee participation in trade and professional association activities are voluntary and, therefore, will not be considered as hours worked for pay purposes unless participation is at the Fire Department's request or under its direction and control.
- F. The Fire Chief is responsible for planning, requesting funding for, and approving the expenses of employees' participation in association activities. The Fire Department will pay or reimburse the approved and reasonable expenses of employees sponsored for membership in trade and professional associations.
- G. Employees must have their supervisors' advance approval before seeking or accepting any official position in a trade or professional association.
- H. Employees are encouraged to contribute articles, present papers, and deliver presentations to trade and professional associations.

Initial Approval: 3/28/07; 3/24/10  
Revision Date: 3/16/2011

Page 2 of 2

Sam Saunders, Chairman

ORIGINAL SIGNED