



## HUMAN RESOURCES SOG

### SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

### PURPOSE

Employment with the Stoney Point Fire Department Inc. (SPFD) is an opportunity for public service. It confers no special rights or privileges, but it does impose certain responsibilities and duties. The SPFD expects from all of its employees honesty, fairness, reliability, diligence, discipline and appropriate skills for the tasks assigned. Nothing in this Employment Policy is designed to take away or diminish any Constitutional, Statutory, Regulatory or Common Law Rights of our employees or to add or supplement any. Employment with the SPFD should be undertaken only in good faith, with a spirit of cooperation and a desire to serve our citizens and tax payers in an appropriate manner.

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### DEFINITIONS

**Temporary Part Time Employee** - A person appointed and/or hired to serve in a position, who is regularly scheduled less than nineteen (19) hours per work week?

**Permanent Employee** - A person appointed and/or hired to serve in a position for an indefinite duration and who has served a probationary period of more than twelve (12) calendar months.

**Completed Year** - A period of twelve (12) consecutive calendar months in which the employee is in active pay status or is receiving workmen's compensation payments while on leave without pay.

**Completed Month** - A pay period in which an employee works at least one half the workdays for the purpose of earning benefits.



## **GUIDELINE**

### **Employment Policy**

- The employment relationship between the SPFD and the employee is terminable at the will of either any time and with or without cause and with or without notice. No employee, officer, agent or representative of the SPFD has any authority to enter into any agreement or representation, verbally or in writing, which alters, amends, or contradicts this provision or the provisions in these policies. Any exceptions to this policy of at-will employment must be expressly authorized in writing, approved by the board of directors and executed by the officers or Fire Chief as designated by the board of directors.
- None of the benefits or policies set forth in these policies is intended because of their publication to confer any rights or privileges upon employees or to entitle them to be or remain employed by the SPFD. The contents of this document are presented as a matter of information only. Although the SPFD believes wholeheartedly in the plans, policies, and procedures described herein, they are not conditions of employment.
- These personnel policies are not a binding contract, but merely a set of guidelines for the implementation of personnel policies. The SPFD explicitly reserves the right to modify any of the provisions of these policies at any time and without any notice to employees. Notwithstanding any of the provisions within these policies, employment may be terminated at any time, either by the employee or by the SPFD, with or without cause and with or without advance notice. Likewise, these personnel policies are not an offer that can be developed into a contract by any action or failure to act on the part of the employee.
- These provisions for personnel administration remain subject to review and change whenever improvements can be made.
- These personnel policies establish a system of personnel administration for the county to recruit, select, employ, develop, and maintain an effective and responsible work force.

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### **General Purpose**

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The purpose of these policies is to establish a personnel system which will recruit, select, employ, develop and maintain an effective and responsible work force. All appointments and promotions of SPFD employees subject to the authority of the board of directors and exercised by the Fire Chief shall be made on the basis of merit, fitness, and demonstrated ability. It is also the policy of the SPFD to foster, maintain, and promote equal employment opportunity (EEO). The SPFD shall select employees on the basis of the applicant's qualifications and without regard to age, sex, race, color, creed, religion, political affiliation or national origin. Applicants with disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of duties when available.

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**Nature of Policy.**

This policy has been promulgated by the Fire Chief as generally authorized by the Board of Directors. It is a guide for all affected employees in dealing with employment issues related to the SPFD; however, it is not an ordinance, binding resolution or contract of employment.

**Responsibility of Board of Directors**

The Board of Directors (hereafter referred to as the Directors) shall approve the established classification and pay plan as presented by the Fire Chief.

**Responsibility of the Fire Chief**

The Fire Chief has been delegated the authority by the Board of Directors to enforce personnel policy and other related rules and regulations. The Fire Chief will be responsible to the directors for the administration and technical direction of the personnel program. The Fire Chief may appoint, suspend, and remove all SPFD employees. The Fire Chief will make appointments,



dismissals and suspensions in accordance with the policies and procedures of this personnel administration policy. When practical the employee will be given a letter of dismissal and the Board of Directors will be apprised of situation with full documentation of issues prior to the dismissal. In the absence of the Fire Chief the responsibilities will be delegated to the Deputy Fire Chief.

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