

Changes to Employment Policies

Consolidated the following policies into this one (Policy 5.00):

- Policy 5.1 – Employment Standards.** Kept overtime reference in second to last paragraph in Timekeeping section. Rest was non-value-added
- Policy 5.2 – Rules and Regulations.** Deleted. Too vague, nonsense verbiage. Said nothing of value. Referred to organizational rules and regulations of which are not spelled out anywhere.
- Policy 5.3 – Job Classifications.** Combined classifications with job descriptions and salary scales. Kept Board approving and ensuring accuracy.
- Policy 5.4 – Fire Chief Appraisal.** Revamped methodology to be current best practices. Re-written in entirety. Included all performance appraisals.
- Policy 5.5 – Discrimination and Harassment.** Kept as is.
- Policy 5.6 – Americans with Disability Act.** Rewrote for clarity.
- Policy 5.7 – Prevention of Workplace Violence.** Re-wrote for simplicity and clarity.
- Policy 5.8 – Fire Chief Performance Appraisal.** Used most verbiage. Added clarifying remarks.
- Policy 5.9 – Employee Termination Review.**
- Policy 5.10 – Housing Residency.** Kept as is as it was written and approved recently (1/12/21).

Additional topics were added including:

- Recruitment, Selection and Orientation
- Performance Appraisal Method
- Payroll and Timekeeping
- Equal Opportunity Employment
- Holidays Observed
- Vacation, Sick Leave
- Jury Duty
- Bereavement Leave
- Safety
- Drug and Alcohol Use
- Smoke-Free Environment
- Political Affiliations
- Problem Resolution/Grievance
- HIPAA



Personnel Policies

<i>Approved:</i>	09/13/2021
<i>Superseded:</i>	11/09/2020
<i>Next PR Due:</i>	09/13/2023

Relative Information:

A policy is a rule or guideline that helps an organization govern a process. A procedure is a sequence of steps or instructions to complete an activity to comply with a policy. Any supporting Procedures will be provided and executed outside of this Policy. The Fire Chief maintains and makes recommendations on Policies. CB Fire Policies are owned and approved by a Board of Director after approval in Board Meeting by members and apply to all District employees.

The following personnel topics will be covered within this Policy:

- Job Classification, Descriptions and Salary Scales
- Recruitment, Selection and Orientation
- Performance Appraisals
- Termination
- Payroll and Timekeeping
- Persons with Disabilities
- Equal Opportunity Employment
- Holidays Observed
- Vacation, Sick Leave
- Jury Duty
- Bereavement Leave
- Safety
- Workplace Violence
- Drug and Alcohol Use
- Smoke-Free Environment
- Political Affiliations
- Problem Resolution/Grievance
- HIPAA
- Discrimination and Harassment
- Housing Residency

Job Classification, Descriptions and Salary Scales

Various positions exist in the Fire District, e.g. Chief, Division Chief, Lieutenant, Executive Secretary. Job Descriptions and Salary Scales will be reviewed and approved every five years or if new jobs are added or removed from the Fire District. These Job Descriptions will indicate classification (exempt or non-exempt) and include responsibilities and qualifications for each position.

Separately, a Salary Scale matrix will be maintained for each position to ensure alignment with competitive and reasonable wages, increasing the chances of attracting quality individuals to positions. Revisions to existing descriptions, classifications and salary scales may be eliminated as the needs of the Fire District change.

The Fire Chief will be responsible for contributing, revising, and maintaining. The Board will approve Job Descriptions and Salary Scales.

Recruitment, Selection and Orientation

CB Fire District recruits and selects the most qualified applicants for available positions, in compliance with all applicable Federal and State laws and regulations.

Fire Chief will ensure internal posting of approved job descriptions for Paid positions. If no internal interest or candidates qualify, position will be posted externally, after two weeks. External positions will be advertised using any or all of the following methods: website, internet, direct mailings, social media, flyer, newsletter, or newspaper.



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All applications will be given a thorough and consistent evaluation of their qualifications which will include but not be limited to screening of resumes, interviews of top candidates, background checks, reference checks, fingerprints, and ultimately written offer of selected candidate. The level of position will determine the rigor of screening and interview participants.

Orientation will include discussion of goals and objectives, tour of facilities, and on the job training (OJT).

Performance Appraisal Method

Performance Appraisal is important in the success of the District's personnel method. The Performance Appraisal of the Fire Chief is one of the key functions of the Board of Directors. The Performance Appraisal of all paid staff is a key function of the Fire Chief. The intent behind the Performance Appraisal process is to identify strengths and weaknesses; provide feedback; improve communication through discussion; and assist improvement of future performance and delivery.

Current Best-Practices will be used and consist of 4 elements:

1. **Goals & Objectives.** Clear goals and objectives will be outlined up-front through job descriptions and/or employee contracts. Discussion will be given within the first quarter of employment (for new hires) or first quarter following annual review (for existing employees) to ensure early expectations and understanding.
2. **Continuous Feedback.** Effective feedback is specific, timely, meaningful, and candid. Effective feedback is goal-oriented, focuses on the future, and is about process or actions - not an individual. District focus will be given to providing continuous feedback.
3. **Interim Review.** This will be a periodic review to help employees understand their standing in accomplishing their goals and objectives prior to an annual review. This will be a discussion and documented to provide clear understanding of any steps needing to be taken to achieve annual performance expectations and acknowledge accomplishments. Fire Chief will provide interim reviews to all paid employees at approximately the 6-month period from their hire date. Formal documentation will be retained in personnel folder. A 6-month review of Fire Chief will be optional for The Board. The Board will decide each year whether they want to conduct an interim review for the Fire Chief taking into consideration his/her preference.
4. **Annual Review.** This will coincide with employee's approximate hire date or contract date. Formal documentation will be retained in employee's personnel file. This should be used to assess completion of Goals and Objectives, progress, recognition, and any areas of improvement. This annual review can lead into discussion of the following year's goals and objectives.

State law allows Fire Chief's performance appraisal to be conducted in "executive session" if requested by Fire Chief in public session prior to review commencement.

Termination

CB Fire is insured by Special Districts Association (SDAO) of Oregon. The insurer offers free pre-termination legal advice. The insurer waives the \$10,000 deductible clause of the liability insurance policy if the insured makes use of the free legal advice prior to terminating an employee.

It will be the policy of CB Fire District to make use of this free advice to avoid unnecessary expense and making termination decisions without thorough consideration of alternatives.

Further, following the Performance Appraisal Method will ensure a timely feedback loop to identify and mitigate issues early.



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Payroll and Timekeeping

Employees are classified as exempt or nonexempt from the overtime provisions of the FLSA (29 CFR Part 5410 and state Wage and Hour laws. Guidance is available on the US Department of Labor website.

Staff in non-exempt status are: a) paid an hourly wage or salary basis; b) entitled to overtime pay for hours worked in excess of 40 in a work week for non-shift workers and 52 hours for shift workers.

Employees in exempt positions are: a) paid to do the job and must meet the DOL requirements for exemption; b) excluded from specific provisions of Federal and state wage and hour laws; c) not eligible for overtime pay unless under certain pre-approved circumstances.

Generally, overtime is not provided to Exempt employees. However, when CB Fire staff has extended vacancies or staff are on loan outside of district, the remaining resources step-up to take on greater workloads to ensure district coverage beyond their regular schedules. These circumstances include covering for: a) absent duty officers for call response only; b) covering for vacant staff outside of regular scheduled hours; c) staff illness, leave or vacation and d) conflagrations. Due to these extenuating circumstances overtime for exempt employees may be compensated. Further, Volunteers may be asked to work part-time to cover for vacancies and will be compensated at hourly wages.

Both exempt and non-exempt "Paid" staff will record their time on timesheets. These will be approved by Fire Chief and forwarded to accountant to process for payment. Part-time and Stipend personnel will be tracked in Emergency Response System and compensated based on calls, time, and training. This summary will be provided to accountant for payment.

Persons with Disabilities

CB Fire District will not discriminate in employment opportunities or practices, including recruitment, hiring, promotion, training, layoff, termination, compensation, benefits, or other employment related activities. CBFire complies with the Americans with Disabilities Act of 1990 (ADA) and ensures equal employment opportunity for qualified persons with disabilities.

As a result, CBFire District within reason will make programs, services, facilities, and activities equally available to disabled individuals as defined by the ADA.

Equal Opportunity Employment

CB Fire will provide its employees and applicants Equal Employment Opportunities (EEO) without regard to race, color, religion, sex, national origin, age, disability* (physical or mental), veteran status, pregnancy, marital status, medical condition, sexual orientation, or any other status protected under Federal and state law as outlined in the Equal Employment Opportunity Commission (EEOC) regulations.

This policy applies to recruiting, hiring, appointment and promotion into all position classifications. The Organization will ensure all personnel will be administered without discrimination.

*Note: Individuals must perform essential functions of the job, which may include physical qualifications.



Personnel Policies

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Holidays Observed

An employee who is required to work on their holiday will be granted an alternative day in lieu of the holiday. A recognized holiday that falls on Saturday will be observed on the preceding Friday. A recognized holiday that falls on Sunday will be observed on the following Monday. If a paid holiday falls during an employee's scheduled vacation period, holiday pay will be provided, and they will still have a vacation day to use.

Holiday pay will not be counted as hours worked for the purposes of determining overtime. The below will be paid holidays for all regular paid staff. Holiday pay does not apply to shift personnel assigned to a 24-hour shift.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veterans Day
9. Thanksgiving Day (2)
10. Christmas Day

Vacation, Sick Leave

Vacation and sick leave are documented in each paid staff contract.

Jury Duty

It is the policy of CB Fire to accommodate all paid staff who are called to serve on jury duty.

Bereavement Leave

Paid staff will be paid their regular straight time wages each day up to five workdays due to the death of an immediate family member. The bereavement leave may be taken to make funeral arrangements, attend a funeral and/or to take care of personal affairs normally associated with a death.

Safety

CB Fire District will provide a safe place to work for paid staff and volunteers in accordance with the Occupational Safety and Health Administration (OSHA) and other applicable Federal and State laws and regulations.

Individuals are required to work safely, observe all safety rules and regulations, wear PPE when required and perform their job in a manner to avoid accidents and injury to themselves and others. All known safety related inspections, accidents or incidents will be reported by the Fire Chief.



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Workplace Violence

To prevent workplace violence and maintain a safe work environment, CB Fire District does not tolerate acts of workplace violence. The term “workplace” includes all District premises and other location where an individual is acting as an official District member. Violence includes physical harm to another, shoving, pushing, harassing, intimidating, coercing, brandishing a weapon, or threatening to engage in any of these activities.

Violence in the workplace could involve acts between District members or between a District member and a non-member. The District is responsible for providing safety in the workplace under all reasonable circumstances.

Violence of any kind will not be tolerated and any violence or threat of violence directed toward any other person will be considered cause for immediate disciplinary action up to and including termination.

Drug and Alcohol Use

CB Fire District ensures the health and safety of others in accordance with the Drug Free Workplace Act of 1988. Accordingly, the unlawful manufacture, distribution, dispensing, possession, use, and being under the influence of a controlled substance are prohibited on District premises.

Smoke-Free Environment

In order to promote wellness and maintain a safe, healthy, and efficient work environment, all programs and services will be conducted in a tobacco-free environment. No one may use tobacco anywhere on CB Fire District premises or vehicles at any time. Personnel may use their personal vehicle as an authorized tobacco use area. Employees who want to use tobacco during work hours must leave the premises during designated breaks approved by their supervisor. Complaints should be submitted to Fire Chief.

This policy applies to all persons at CB Fire District facilities.

Political Affiliations

CB Fire Chief Officers will assure, so far as reasonably possible, that all work activities are conducted in a manner which provides assistance effectively, efficiently and free of any partisan political bias.

CBFire staff may not use their official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office. Staff may not directly or indirectly coerce, attempt to coerce, command, or advise another employee to pay, lend, or contribute anything of value to a political party, committee, organization, agency, or person for a political purpose.

Activities will not be carried in a manner involving the use of District funds, the provision of services or the employment or assignment of personnel in a manner supporting or resulting in the identification of programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; or any voter registration activity.

Problem Resolution/Grievance

CBFire District provides a means for all persons involved in the District to bring problems and complaints concerning their employment to chief officer(s).



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All Personnel will be given an opportunity to present their complaints. All complaints or incidents will be documented, and personnel encouraged to place all information in an email to chief officer(s). The chief officer should attempt to address the problem through discussion and/or consulting with appropriate Fire Chief. The Fire Chief will review and inform the individual of decision and forward a copy of the written response to the Board of Directors and retain copy in Personnel file. The CB Fire Chief has full authority to make any adjustment deemed appropriate to resolve the problem.

Health Insurance Portability and Accountability Act (HIPAA)

CB Fire District complies with the proper handling of all private information and individually identifiable health information.

Protected Health Information (PHI) is confidential and will not be discussed with anyone except on a “need to know” basis in order to perform job duties. PHI is a record that contains health information that can be traced to an individual through inclusion of individual identifiable characteristics such as names, addresses, birth dates, telephone numbers, fax numbers, electronic mail addresses, social security numbers, health plan beneficiary numbers, or any unique identifying number, characteristic, or code.

CB Fire District is prohibited from using or disclosing health information except as authorized by employee or specifically permitted by regulation. Records shall be secured in locked file cabinets and access controlled by Fire Chief.

Discrimination and Harassment

There are three basic forms of employment discrimination: disparate treatment, disparate impact, and failure to make reasonable accommodation.

- *Disparate treatment* refers to the intentional different treatment of similarly situated individuals because of their membership in one or more protected classes.
- *Disparate Impact* refers to the unintentional discrimination involving an employment policy which may be neutral or nondiscriminatory on its face but which has a disparate impact on a protected class.
- *Reasonable accommodation* discrimination may occur when an individual is disqualified due to a specific job requirement if a “reasonable accommodation” could have been made to remedy the concern.

Harassment is another form of discrimination in which a hostile work environment is allowed to exist. The Equal Employment Opportunity Commission (EEOC) defines harassment as, “Verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age, disability (physical or mental), veteran status, pregnancy, marital status, medical condition, sexual orientation or any other status protected by Federal and state law or regulation . Harassment has the purpose or effect of creating an intimidating, hostile, or offensive environment that unreasonably interferes with an individual’s performance and/or adversely affects an individual’s employment opportunities.

There are a variety of federal and state laws that prohibit harassment in the workplace. These regulations address personal and organizational behavior and remedial actions that may be taken by individual against another individual and/or the organization. All employees have the right to expect that they will not be harassed. If an incident occurs or situation exists, employees have the right to expect that the organization will take a course of action to correct the problem and prevent further problems in the future.



Personnel Policies

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Housing Residency

The Cannon Beach Fire District requires Chief Officers to establish a residence within a 15-minute commute to the Cannon Beach fire station in response to Emergency Calls. Homes and rentals are above average in cost and difficult to find due to Cannon Beach's high demand of tourists. To bridge the gap in cost of living, Cannon Beach has established a policy to help subsidize housing for officers.

Policy Statement:

It shall be the policy of Board of Directors to:

- Formally adopt District Personnel Policies and to delegate their maintenance and administration to the Fire Chief.
- Delegate approval of overtime, for non-exempt employees, and hire stipend employee as temporary employee when there is staff vacancy to the Chief
- To have Fire Chief maintain current Job Descriptions for each position in the District and corresponding Salary Scales.
- To approve or reject each Job Description and Salary Scales.
- Adopt a formal performance appraisal process.
- Whenever possible, contact SDAO for free legal advice prior to terminating an employee. The policy shall remain in effect while the Fire District remains insured by SDAO and the free legal advice is available.
- To maintain a work environment that is free from harassment where employees at all levels of the Organization are able to devote their full attention and best efforts to the job. Harassment, of any kind, either intentional or unintentional, will not be allowed in the workplace.
- Prohibits, and will not tolerate any form of, harassment of or by any employee or individual within the Organization (whether managerial or non-managerial) based on race, color, religion, sex, national origin, age, disability (physical or mental), veteran status, pregnancy, marital status, medical condition, sexual orientation, or any status protected by Federal and state law and regulation.
- Prevent workplace violence and to maintain a safe work environment, Fire District does not tolerate acts of workplace violence committed by or against employees and/or all persons involved in the Fire District's operation. Employees are prohibited from making threats or engaging in violent acts.
- Not discriminate in employment opportunities or practices, including recruitment, hiring, promotion, training, layoff, termination, compensation, benefits or other employment related activities.
- If the Chief Officer chooses to establish their own residence, the district will not provide any housing compensation for this purpose. The Cannon Beach Rural Protection Fire District will provide reasonable housing accommodations (if available) for Chief Officers through District lease of real property. The employee will be responsible for any and all costs of the housing not related to monthly rent or payments including: A) Utilities (water, electric, gas, garbage, and cable); B) Security Deposits; and C) Renters Insurance. The District will be responsible for monthly rent or mortgage payment for District-owned property. The District will be responsible for insurance on any district-owned property. If the employee decides to terminate a lease for any reason, any early termination fees are the responsibility of the employee. Further, if for any reason the Chief Officer separates from the district through either resignation or termination, the departing Chief Officer will be required to vacate the District-leased property within 60 days ending residence and all compensation.
- Adhere to all policy captured in "Relative Information" above.



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 5.00

Personnel Policies

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Cross References:

Oregon Revised Statutes

ORS
192.660(1)(i)

Title VII of Civil Rights Act of 1964

Pregnancy Discrimination Act

Equal Pay Act of 1963 (EPA)

Age Discrimination in Employment Act of 1967 (ADEA)

Title I of the Americans and Disabilities Act of 1990 (ADA)

Fair Labor Standards Act (FLSA)



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07/06/2005		New Document.	
11/9/2020		Approved by Board	
9/13/2021		Approved by Board	

Periodic Review History

Periodic Review Date	Version	Review Comments
06/08/2015		Reviewed with no changes.
07/10/2017		Reviewed with no changes.
11/09/2020		Updated to include Overtime for exempt and non-exempt personnel. Board approved in Board of Director's meeting 11/9/2020.
9/8/2021		<p>Consolidated the following policies into this one (Policy 5.00):</p> <ul style="list-style-type: none"> Policy 5.1 – Employment Standards; Policy 5.2 – Rules and Regulations; Policy 5.3 – Job Classifications/Descriptions; Policy 5.4 – Performance Appraisal Method; Policy 5.5 – Discrimination and Harassment Policy 5.6 – Americans with Disability Act Policy 5.7 – Prevention of Workplace Violence Policy 5.8 – Fire Chief Performance Appraisal Policy 5.9 – Employee Termination Review <p>Further, additional topics were added including:</p> <ul style="list-style-type: none"> • Recruitment, Selection and Orientation • Performance Appraisal Method • Payroll and Timekeeping • Equal Opportunity Employment • Holidays Observed • Vacation, Sick Leave • Jury Duty • Bereavement Leave • Safety • Drug and Alcohol Use • Smoke-Free Environment • Political Affiliations • Problem Resolution/Grievance • HIPAA



Employment Standards

<i>Approved:</i>	11/09/2020
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Relative Information: Employment Standards delineate conditions of employment including hiring, compensation, hours of work, leave, and other matters related to employment and standards of work. The purposes of these standards are to:

1. Inform all employees of the working guidelines for supervisory and staff personnel in the day-to-day administration of the District.
2. Inform employees of work standards, expectations, and how personnel matters are to be addressed.
3. Ensure consistent, fair, and uniform treatment of District employees in accordance with applicable regulations and District guidelines.
4. Ensure and inform employees of the overtime policy for exempt and non-exempt employees including full-time employees and stipend (volunteer) firefighters.

The Employment Standards apply to all employees of the District.

Overtime by exempt employees, outside of normal scope of work, can include callouts, conflagrations, and backfilling. To ensure appropriate compensation for these individuals filling in either for others, or assuming outside of their normal roles, overtime is paid.

The Fire Chief maintains and makes recommendations on the Employment Standards. Additions, deletions, and/or revisions are reviewed and adopted by the Board of Directors.

Policy Statement: It shall be the policy of the Board of Directors to delegate approval of overtime, for non-exempt employees, to the Chief. It shall be the policy of the Cannon Beach Fire District to hire a stipend employee as a temporary employee when there is a staffing vacancy. The purpose may include, but not be limited to illness, leave, or mobilizations.

It shall be the policy of the Cannon Beach Fire District to allow overtime during staff vacancies for Exempt employees when: a) covering for vacant staff outside their scheduled hours; and/or b) covering for absent duty officer's for call responses only. Staff vacancies may include, but be not limited to staff illness, leave, or mobilizations.

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to formally adopt District Employment Standards and to delegate their maintenance and administration to the Fire Chief.

Cross References:



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 5.1

Employment Standards

<i>Approved:</i>	11/09/2020
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11/9/2020		Approved.	

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06/08/2015		Reviewed with no changes.
07/10/2017		Reviewed with no changes.
11/09/2020		Updated to include Overtime for exempt and non-exempt personnel. Board approved in Board of Director's meeting 11/9/2020.



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 5.2

Rules and Regulations

<i>Approved:</i>	07/06/2005
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	07/10/2017

Relative Information:

Organizational Rules and Regulations are designed to promote efficiency, effectiveness, and discipline through the establishment of guidelines for the conduct of business and behavior of District members.

Rules and Regulations are not intended to cover all possible situations that may arise but serve as functional guidelines so members of the organization will know what constitutes acceptable behavior. The Rules and Regulations are considered a part of the District Personnel Policies and are used in conjunction with all other District policies, guidelines, and regulations.

All members of the District are expected to conduct themselves in accordance with the Rules and Regulations and all supervisory personnel are expected to enforce and make personnel related decisions accordingly.

The Rules and Regulations are contained in the District Organization Manual. They may be modified, added, or deleted at the recommendation of the Fire Chief and upon the approval of the Board.

Policy Statement:

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to formally adopt Organizational Rules and Regulations for the District and to delegate their administration and maintenance to the Fire Chief.

Cross References:



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 5.2

Rules and Regulations

<i>Approved:</i>	07/06/2005
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06/08/2015	Reviewed with no changes.
07/10/2017	Reviewed with no changes.



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 5.3

Job Classifications

<i>Approved:</i>	07/06/2005
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	08/14/2017

Relative Information:

The Board has approved a job classification system to document the various job functions within the District. A specific written job description is maintained for each job classification that shows the respective responsibilities, duties, standards, and qualifications of each position.

Job classifications and their associated duties may change and or be eliminated as the needs of the District change. New job classifications may be created. It is the policy of the Board to monitor and ensure all written job descriptions accurately reflect the duties of each approved job classification. The Board approves all new job classifications and/or the deletion of existing job classifications.

Each job classification must be classified as either exempt or non-exempt in accordance with Civil Service regulations.

Job descriptions for each job classification are contained in the District Policies & Procedures Manual.

Board Policy:

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to maintain a current written job classification for each position within the District. The Directors shall also determine whether new classifications should be approved and old classifications deleted.

Cross References:



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 5.3

Job Classifications

<i>Approved:</i>	07/06/2005
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06/08/2015	Reviewed with no changes.
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Performance Appraisal System

<i>Approved:</i>	03/09/2015
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	08/14/2017

Relative Information:

The performance appraisal system is an important element of the District's personnel system. In order for the organization to be successful, the District must:

1. Employ competent people who develop a personal commitment to the success of the organization,
2. Motivate its employees to perform well in their jobs in order to assist themselves and the organization to achieve their respective objectives,
3. Monitor and appraise employee performance on a continuing basis and use the results to help employees improve,
4. Recognize and reward employees for exceptional performance.

The District's performance appraisal system is designed to accomplish these goals by emphasizing the following objectives:

1. Identify the strengths and weaknesses of each employee's on-the-job performance.
2. Provide feedback to each employee concerning job performance.
3. Improve communication between employees and their supervisors through discussion of employee performance.
4. Provide a basis for counseling and assistance to help employees improve their performance in the future.

Policy Statement:

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to adopt a formal employee performance appraisal system.

Cross References:

Attachment A: Adopted March 9, 2015

Missing Attachment A



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 5.4

Performance Appraisal System

<i>Approved:</i>	03/09/2015
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06/08/2015	Reviewed without changes.
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Discrimination and Harassment

<i>Approved:</i>	07/06/2005
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	09/11/2017

Relative Information:

There are three basic forms of employment discrimination: disparate treatment, disparate impact, and failure to make reasonable accommodation.

- *Disparate treatment* refers to the intentional different treatment of similarly situated individuals because of their membership in one or more protected classes.
- *Disparate Impact* refers to the unintentional discrimination involving an employment policy which may be neutral or nondiscriminatory on its face but which has a disparate impact on a protected class.
- *Reasonable accommodation* discrimination may occur when an individual is disqualified due to a specific job requirement if a “reasonable accommodation” could have been made to remedy the concern.

Harassment is another form of discrimination in which a hostile work environment is allowed to exist. The Equal Employment Opportunity Commission (EEOC) defines harassment as, “Verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, religion, gender, disability, age, color, or national origin”. Harassment has the purpose or effect of creating an intimidating, hostile, or offensive environment that unreasonably interferes with an individual’s performance and/or adversely affects an individual’s employment opportunities.

There are a variety of federal and state laws that prohibit harassment in the workplace. These regulations address personal and organizational behavior and remedial actions that may be taken by an individual against another individual and/or the organization. All employees have the right to expect that they will not be harassed. If an incident occurs or situation exists, employees have the right to expect that the organization will take a course of action to correct the problem and prevent further problems in the future.

Policy Statement:

It shall be the policy of the Board of Directors of The Cannon Beach Fire District that:

1. No employee will be discriminated against and/or harassed by another employee, supervisor, or the organization.
2. The District will maintain a counseling and complaint procedure for all employees.
3. No employee will be placed at risk or suffer retaliation as a result of filing a harassment complaint.
4. The District will maintain reasonable confidentiality and privacy during any investigation of any allegation of which the District may become aware.

Cross References:



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 5.5

Discrimination and Harassment

<i>Approved:</i>	07/06/2005
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	09/11/2017

Approval History

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Periodic Review History

Periodic Review Date	Review Comments
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09/11/2017	Reviewed with no changes.



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 5.6

Americans with Disabilities Act

<i>Approved:</i>	07/06/2005
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	09/11/2017

Relative Information:

The Americans with Disabilities Act (ADA) was enacted in 1990. The purpose of the ADA is to provide a clear and comprehensive mandate for the elimination of discrimination against individuals with disabilities, to dispel stereotypes and assumptions about disabilities, and to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for disabled persons.

As a result of the ADA, local governments must make programs, services, facilities, and activities equally available to disabled individuals as defined by the ADA. Facilities must be made accessible to the disabled. Employers must provide equal employment opportunities for qualified individuals with disabilities provided they can perform the essential functions of the job. Employers are required to make "reasonable accommodations" for the known physical and mental limitations of qualified disabled applicants and employees and for public access to services and facilities.

Policy Statement:

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to adhere to all applicable laws, regulations, and guidelines of the ADA related to employment, facilities, access, and the delivery of services and programs.

Cross References:



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 5.6

Americans with Disabilities Act

<i>Approved:</i>	07/06/2005
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09/11/2017	Reviewed without changes.



Prevention of Workplace Violence

<i>Approved:</i>	07/06/2005
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	09/11/2017

Relative Information:

Employers have a legal responsibility to prevent all forms of workplace violence. The term “workplace” includes all District premises and any other location where an individual is acting as an official District member. Violence includes physical harm to another, shoving, pushing, harassing, intimidating, coercing, brandishing a weapon, or threatening to engage in any of these activities.

Violence in the workplace could involve acts between District members or between a District member and a non-member. The District is responsible for providing safety in the workplace under all reasonable circumstances.

The elements of an effective workplace violence prevention program include:

1. The establishment of effective policies.
2. Education of District members.
3. The establishment of reporting and investigation procedures.
4. The training of supervisors.
5. Documentation and follow through.

The term “zero tolerance” implies that violence of any kind will not be tolerated and that any violence or threat of violence directed toward any other person will be considered cause for immediate disciplinary action up to and including termination.

Policy Statement:

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to adopt a “zero tolerance” policy for violence of any kind in the workplace. It shall further be the policy of the Board that the District maintains standards for the prevention of workplace violence, education, and procedures for the investigation and correction of all reported and/or potential incidents of violence.

Cross References:



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 5.7

Prevention of Workplace Violence

<i>Approved:</i>	07/06/2005
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Fire Chief Performance Appraisal

<i>Approved:</i>	07/06/2005
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	10/09/2017

Relative Information:

The employment and performance appraisal of the Fire Chief is one of the key functions of the Board of Directors. The Fire Chief is the Chief Executive Officer of the District and is charged with the responsibility of administering the affairs of the District and carrying out the directives of the Board of Directors.

The purpose of the performance appraisal process is to:

1. Identify the strengths and weaknesses of job performance.
2. Provide feedback concerning job performance.
3. Improve communication between the Fire Chief and the Board of Directors.
4. Provide a basis for counseling and assistance to improve and/or direct future job performance.

State law allows the Fire Chief's performance appraisal to be conducted in executive session only if the criteria for the review is adopted in public session after the public has had an opportunity to comment on the criteria, and the Fire Chief does not request that the appraisal be conducted in public.

The annual performance appraisal is generally conducted in February or March, prior to the beginning of the next fiscal year. The Board may elect to conduct additional performance appraisals during the year at its discretion.

Policy Statement:

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to conduct at least one annual performance appraisal of the Fire Chief each year and that the criteria used for the appraisal will include the following items:

1. Ability to cooperate with the Board, Staff, community citizens and leaders, peer organizations, and neighboring cities, districts, and the County.
2. Ability to communicate effectively orally and in writing.
3. Ability to effectively lead District employees.
4. Exemplary work habits.
5. Full and efficient use of District services.
6. Management skills necessary to maximize services and minimize the cost to taxpayers.
7. Successful progress as measured against the District's Strategic Plan, including any additional specific objectives as set forth by the Board of Directors.

Cross References:

Oregon Revised Statutes

ORS 192.660(1)(i)



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 5.8

Fire Chief Performance Appraisal

<i>Approved:</i>	07/06/2005
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Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 5.9

Employee Termination Review

<i>Approved:</i>	10/14/2010
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	10/14/2010

Relative Information:

At the date of adoption of this policy, the Cannon Beach RFPD is insured by Special Districts Association of Oregon (SDAO) and, the insurer offers free pre-termination legal advice and, and the insurer waives the \$10,000 deductible clause of the liability insurance policy if the insured makes use of the free legal advice prior to terminating an employee. This policy is intended to encourage the Fire District to make use of the free advice, to avoid unnecessary expense, and to avoid making termination decisions without thoroughly considering alternatives.

Policy Statement:

The Board of Directors of the Cannon Beach Rural Fire Protection District shall whenever possible, contact Special Districts of Oregon for free legal advice prior to terminating an employee. This policy shall remain in effect while the Fire district remains insured by Special Districts Association of Oregon and the free legal advice is available.



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 5.9

Employee Termination Review

<i>Approved:</i>	10/14/2010
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Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 5.10

Housing Residency

<i>Approved:</i>	01/12/2021
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	01/12/2023

Relative Information:

The Cannon Beach Fire District requires Chief Officers to establish a residence within a 15-minute commute to the Cannon Beach fire station in response to Emergency Calls. Homes and rentals are above average in cost and difficult to find due to Cannon Beach's high demand of tourists. To bridge the gap in cost of living, Cannon Beach has established a policy to help subsidize housing for officers.

Policy Statement:

If the Chief Officer chooses to establish their own residence, the district will not provide any housing compensation for this purpose. The Cannon Beach Rural Protection Fire District will provide reasonable housing accommodations (if available) for Chief Officers through District lease of real property. The employee will be responsible for any and all costs of the housing not related to monthly rent or payments including: A) Utilities (water, electric, gas, garbage, and cable); B) Security Deposits; and C) Renters Insurance.

The District will be responsible for monthly rent or mortgage payment for District-owned property. The District will be responsible for insurance on any district-owned property.

If the employee decides to terminate a lease for any reason, any early termination fees are the responsibility of the employee. Further, if for any reason the Chief Officer separates from the district through either resignation or termination, the departing Chief Officer will be required to vacate the District-leased property within 60 days ending residence and all compensation.



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 5.10

Housing Residency

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