



MANAGEMENT POLICY

POLICY NUMBER:
101.01

SUBJECT:

Employment Practices Policy Provisions

EFFECTIVE DATE:
1/25/2010

REVISED DATE:

- I. Purpose
This policy establishes the provisions for the application of the approved employment practices for the District.
- II. Scope
The policy provisions apply to all employees of the Rio Verde Fire District and applicants for employment with the Rio Verde Fire District.
- III. Policy
 - A. The granting of any compensation in these policies is contingent upon the availability of funds, as determined by the Fire Chief. In addition, the District works to provide its employees with benefits and employment conditions that are desirable, but the District must and does reserve the right to change benefits and employment conditions when deemed reasonable to do so by the Fire Chief or Board of Directors.
 - B. Any provision of these policies that conflicts or is inconsistent with state or federal rules, regulations or standards shall not be applicable.
 - C. If any document or notice is to be given to any person, the notice or document may be served personally or by certified mail to the last known residence or current business address of the addressee. Unless otherwise provided by law or these policies, notice is complete upon contact or mailing.
 - D. The Fire Chief may correct an obvious error or clear inequity affecting an employee or an applicant for employment.
 - E. At-Will employees serve at the will and pleasure of the District, may be dismissed at any time, with or without cause and without the right of appeal. Dismissal of At-Will employees requires the approval of the Fire Chief. Dismissal of the Fire Chief requires approval of the Board of Directors. At-Will employees are protected by State and Federal employment and anti-discrimination laws. At-Will employees include:
 1. Part time employees
 2. Temporary employees
 3. Full time employees on initial probation
 4. Fire Chief
 - F. For-Cause employees may be dismissed "For-Cause" and have the right to due process and appeal. Dismissal of For-Cause employees requires the approval of the Fire Chief and the Board of Directors. For-Cause employees are also protected by State and Federal employment and anti-discrimination laws. For-Cause employees include all full time employees, with the exception of the Fire Chief, following the completion of an initial probationary period

G. Applicants for sworn firefighter positions must be United States citizens. Applicants for all other positions must present evidence of United States citizenship, or of status as a legally registered alien who has a right to work, prior to employment.

H. The minimum age requirement for employment in the Fire District is that imposed by state law on the employment of minors. The minimum age for the initial employment of firefighters shall be 18 years.

I. Prior to hire date, all new District employees are required to have background and/or driving records checked and to be tested for substance abuse. In addition, the following persons shall provide a full set of fingerprints to the District:

1. All prospective employees 18 years of age and older
2. All current employees 18 years of age and over who have not been previously been required to provide fingerprints
3. All District Employees 18 years of age and older who have not provided services to the District for a period of 12 months or more
4. All temporary workers, contract workers, and volunteers 18 years of age and older who are anticipated to be in contact with minors, sick or injured patients, or have access to private or personal property
5. All temporary workers, contract workers, and volunteers 18 years of age and older who are anticipated to be in contact with minors, sick or injured patients, or have access to private or personal property who have not provided services to the district for a period of 12 months or more

The District shall forward those fingerprints, accompanied by the appropriate fees, to the Arizona Department of Public Safety for the purpose of obtaining a state and federal criminal history records check. The Arizona Department of Public Safety is authorized to exchange this fingerprint data with the Federal Bureau of Investigation. These criminal record checks shall be done in accordance with Arizona Revised Statutes (A.R.S.), [Section §41-1750](#) and public law 92-544.

J. All postsecondary academic achievements required to meet the minimum qualifications of a position shall be verified and must be attained in an academic institution recognized by an accrediting association, as determined by the Fire Chief.

K. Every officer and employee of the District shall take and subscribe the Loyalty Oath prescribed by state law.

L. A regular full-time employee may engage in outside employment, if the employment does not adversely impact the employee's District work and does not create a conflict of interest or the appearance of a conflict of interest with the employee's District job. An employee who wishes to engage in outside employment shall inform his/her Supervisor. The employee may be asked to choose between District employment and outside employment if it is found that the outside employment interferes with the employee's duties with the District.

M. Prior to hire, all new employees eligible for participation in the Public Safety Personnel Retirement System shall undergo a medical examination for the purpose of identifying a physical or mental condition or injury that existed or occurred prior to a member's date of membership in the system and for which benefits may otherwise be limited (A.R.S.), Section §38-859).