

## Personnel Management

**Introduction:** This section addresses personnel policies and practices. There is a mix of required items and best practices that have been developed to assist the members based on rules, laws and including best practices. It is the responsibility of each board member as well as the Fire Chief and officers to understand the laws and rules that govern their district and to act accordingly. The SDAO Consulting Services, Risk Management, Human Resources, and Legal Services Departments can be of assistance to the board in specific instances.

### Annual review of board-approved personnel policies including:

- Non-discrimination/Veterans' Preference
- Job descriptions
- Harassment
- Employee benefits
- Violence in the workplace
- Employee evaluation procedures
- Discipline procedures
- Alcohol and drug-free workplace
- Vehicle usage on and off-duty
- The board has adopted a policy to never terminate a staff member without prior legal advice. (Free pre-termination legal advice available for districts insured by SDIS. For districts that have a deductible/SIR of \$25,000 or less, and prior to termination of an employee SDAO is called for legal advice, the \$25,000 deductible/SIR may be avoided if the district follows all reasonable advice provided to them.)

### Staff Handbook, Training and Procedures

- The district has a staff handbook that is reviewed and updated regularly (at least every two years).
- The staff handbook is reviewed:
  - Upon hire
  - When changes are made to the workplace or policies
  - At regular intervals with staff
- The staff handbook is aligned to your workplace and is up to date.
- The district trains **all** staff on discrimination and harassment issues, mandatory reporting, and elder abuse.
- The district trains **all** supervisors on their role in discrimination and harassment, and personnel issues.
- The district maintains compliance with state/federal laws & guidelines:
  - Family Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA)
  - Hiring Practices/Veterans' Preference/Pay Equity

- The district annually reviews I-9 and other employment documents for compliance.
- The district has up-to-date job descriptions that are ADA compliant.
- The district policies are effectively communicated and enforced by supervisors.



## **Record Keeping and Other Documentation**

- The district keeps all personnel files current.
- The district keeps relevant documents in active personnel files:
  - Employment/volunteer application
  - Resume (if offered)
  - Letter(s) of recommendation (if any)
  - Employment/volunteer offer letter
  - New staff orientation checklist
  - Staff agreements (if any)
  - Copy of original payroll set-up sheet (all subsequent ones belong in the payroll file)
  - Copies of all performance evaluations, goals, and objectives
  - Copies of all disciplinary actions, any dispute procedure documentation, and results (investigative notes, documents, etc. should not be kept in the employee file)
  - Requests for any policy exceptions
  - Requests for leaves of absence (if this contains medical information, place in separate confidential file)
  - Training courses/classes attended
  - Professional licenses, certifications, etc.
  - Copies of complimentary letters or notes

- All change of notices with appropriate signature for all salary or status changes
- Any request to view personnel file contents or have a copy
- Performance reviews
- I-9s and medical information kept separately from personnel files.
- The district stores personnel files in compliance with state and federal recordkeeping laws, including employees who have separated from the district.
- The district keeps items with protected medical information in a separate, locked location.
- The district provides training for managers and employees about personnel files.
- The district keeps all federal and state labor posters displayed in a conspicuous location.