



HUMAN RESOURCES

SCOPE

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

PURPOSE

To establish the human resources procedures to be utilized by Stoney Point Fire Department.

DEFINITIONS

Board of Directors – governing body of Stoney Point Fire Department

Guideline - a general rule, principle, outline of a policy

Member – any career, volunteer, staff, and auxiliary personnel affiliated with the department

Shall - indicates a mandatory requirement

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GUIDELINES

Employment with Stoney Point Fire Department represents an opportunity to serve the community. This service does not confer any special rights or privileges upon the employee. However, this employment does impose specific duties and responsibilities. Stoney Point Fire Department expects its employees to conduct themselves with honesty, integrity, reliability, fairness, diligence, and discipline in all matters. The purpose of this employment policy is to establish a personnel system that shall recruit, select, employ, develop, and maintain an effective and responsible workforce. Additionally, employees are expected to possess and exercise the education, skills, and abilities required for their duty position.

Nature of Policy

The Board of Directors has authorized the Fire Chief to direct the application of this policy. This policy is established for the application by all members in managing employment issues related to Stoney Point Fire Department. However, this policy is not an ordinance, binding resolution, or contract of employment and shall not be regarded as such.



Equal Opportunity Employer

Stoney Point Fire Department is an equal opportunity employer. All employees shall be selected based upon the applicant's qualifications, without regard to age, sex, race, color, creed, religion, political affiliation, national origin, sexual preference, or disability. Applicants with disabilities shall be given equal consideration for positions which their disability does not present an unreasonable barrier to satisfactory performance of assigned duties, when available.

Legal Authority

Employment with Stoney Point Fire Department shall be undertaken in good faith. All appointments and promotions of Stoney Point Fire Department employees, subject to the authority of the Board of Directors and exercised by the Fire Chief, shall be made based on merit, fitness, and demonstrated ability. It is also the policy of Stoney Point Fire Department to foster, maintain, and promote equal employment opportunity.

Nothing in this employment policy is designed to take away or diminish any Constitutional, statutory, regulatory, or common law rights of departmental employees. Neither shall any portion of this policy add to or supplement any existing Constitutional, statutory, regulatory, or common law rights.

The State of North Carolina is an "at will" employment state. Under the provisions of existing state law, an employee may be terminated without prejudice, cause, or notice to the employee. The employee shall remain protected by existing federal, state, and local laws regarding discriminatory practices, retaliation, and equal employment opportunity. However, Stoney Point Fire Department maintains the ability to terminate employees for disciplinary action.

Employment Policy

Under the provisions of this policy, no member, Officer, agent, or representative of Stoney Point Fire Department has the authority to enter into an agreement or representation, verbally or in writing, that alters, amends, or contradicts any portion of this policy. The employment relationship between Stoney Point Fire Department and the employee is terminable at the will of either at any time, with or without cause and with or without notice. Any exceptions to this policy of at-will employment shall 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.

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Programs

Standard Operating Guidelines (SOG)

The contents of this guideline are presented for informational purposes only. None of the benefits or policies set forth in this guideline is intended, through their publication, to confer any rights or privileges upon employees or to entitle them to be or remain employed by Stoney Point Fire Department.

- Stoney Point Fire Department adheres the policies and procedures described within this guideline; however, they do not represent conditions of employment
- These employment policies do not represent a binding contract
- This guideline establishes the procedures for implementation of employment policy
- Stoney Point Fire Department explicitly reserves the right to modify any or all of the provisions of this policy at any time and without notice to employees
- Employment may be terminated without notice, with or without cause by either the employee or Stoney Point Fire Department, compliant with local, state, and federal law
- This policy is not an offer of employment and cannot be rendered into contract by any action or failure to act on the part of the employee
- All policies for personnel administration remain subject to review and change whenever improvements can be made

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Board of Directors

The Stoney Point Board of Directors shall be responsible for approving the established position classification and compensation plan as presented by the Fire Chief.

Responsibility of the Fire Chief

The Board of Directors has delegated the authority to administer personnel policy and other rules and regulations to the Fire Chief. The Fire Chief shall be responsible to the Board of Directors for the administration and technical direction of the personnel program. The Fire Chief has the authority to employ, suspend, terminate, or otherwise remove any Stoney Point Fire Department member or employee, utilizing the policies set forth in this and other guidelines. The Fire Chief shall present a letter of dismissal, when practical, to the employee and Board of Directors documenting the reason for termination.

References

Stoney Point Fire Department By Laws

Title VII 1964 CRA

NC GS 126-16

Employment at Will (NC DOL)