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## PERSONNEL POLICY CONDITIONS OF EMPLOYMENT

### 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 Stoney Point Fire Department personnel policy and the conditions of employment for members of the department.

### DEFINITIONS

**Employee** - person employed for wages or salary

**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 the Stoney Point Fire Department is an opportunity to serve the community in a professional role. There are no special rights or privileges associated with employment with the department. However, employment does impose specific duties and responsibilities upon the member. Employees of Stoney Point Fire Department are expected to be honest, fair, reliable, cooperative, diligent, disciplined, and possess the required skills for their assignment. Employment with Stoney Point Fire Department shall be accepted in good faith with a desire to serve the residents and taxpayers of the community in a professional manner.

Stoney Point Fire Department is an Equal Opportunity Employer. There are no provisions of this employment policy that shall diminish, supplement, or add to the employee's Constitutional, Statutory, Regulatory or Common Law Rights.

### **Gifts and Favors**

Stoney Point Fire Department is an emergency response organization that relies upon the public trust to successfully perform its tasks. Therefore, members are prohibited from requesting or accepting any gifts, favors, or anything of value worth more than \$25 in the discharge of their duties. Additionally, members are prohibited from granting any gifts, favors, or services in exchange for the discharge of their duties.



## Work Schedule

Stoney Point Fire Department employs full time career staff, part time career staff, and administrative staff. The work schedules for each group differs from the others.

- Full time career staff are assigned to A shift, B shift or C shift
  - 24-hour shift from 0700-0700
  - rotating schedule according to the shift calendar
  - 9-11 days a month
- Part time career staff are assigned as need to ensure adequate staffing
  - 12-hour shift from 0700-1900
  - scheduled as needed
- Administrative staff
  - 10-hour shift from 0800-1900 (1-hour lunch)
  - scheduled Monday through Friday

The Fire Chief possesses the authority to authorize deviations from the normal work schedules. This authority includes recalling off duty employees during crises.

## Limitation on Employment of Relatives

Nepotism is potentially destructive to the work environment. Therefore great care is taken to prevent undue influence from affecting employment decisions involving the immediate family members of other employees. The following procedures are designed to prevent any conflict of interests:

- Full-time employment of an immediate family member of a current member shall be approved by the Fire Chief
- Full time employment of immediate family members of the Fire Chief shall be approved by the Board of Directors
- Board of Directors shall consider the approval of appointment or employment of any relative by blood, or marriage that is nearer than a first cousin
- Immediate family refers to an employee's wife, husband, mother, father, guardian, son, daughter, brother, sister, grandchild, and grandparent, to include step relations, in laws, and adopted members of the family

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### **Political Activity Restricted**

Every member of Stoney Point Fire Department has a civic responsibility to support good government by every appropriate manner. Members may join or affiliate with civic organizations of a partisan or political nature. Members may attend political meetings, and advocate for or support the principles or policies of that organization in accordance with local, state, and federal law and the Constitutional Rights granted every American citizen. However, Stoney Point Fire Department is a public trust entity and shall present a neutral stance with regards to politics so as not alienate any members of the community. Therefore, while on duty, in uniform, or representing Stoney Point Fire Department, no member shall:

- Engage in any political or partisan activity
- Use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office, include actively campaigning
- Be required as a duty or a condition of employment, promotion, or tenure of office to contribute funds for political or partisan purposes
- Coerce or compel contributions for political or partisan purposes by another employee of the county
- Use department funds, emails, supplies, or equipment for political or partisan purposes
- Lobby for other employees or contact citizens or officials on behalf of other employees

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### **Outside Employment**

Employment with Stoney Point Fire Department takes precedence over outside employment by all employees. Employees shall report the desire to seek outside employment to their supervisor and the Fire Chief prior to accepting the outside employment. The Fire Chief shall determine whether the outside employment would create a conflict of interest or be incompatible with continued employment with Stoney Point Fire Department. Accepting outside employment without the expressed approval of the Fire Chief may be considered improper conduct and subject the employee to disciplinary action, up to and including termination. Employees must have a signed approval letter on file with the administration office for each outside employment. Employees are required to have 8 hours of rest prior to reporting for duty. Outside employment shall not interfere with Stoney Point Fire Department duties, interference shall be considered improper conduct or a safety violation and subject the employee to disciplinary action up to and including termination.



### Harassment in the Workplace

All members shall feel welcome and free of harassment of any form while on Stoney Point Fire Department property, training, or performing duties for the department. Stoney Point Fire Department shall not tolerate any bullying, hazing, name calling or harassment of a sexual nature. This conduct is incompatible with employment or membership with Stoney Point Fire Department and shall not be tolerated by any member.

- Supervisors shall maintain discipline among their subordinates to prevent any unwelcome or inappropriate behavior
- Members shall treat each other with respect and dignity at all times
- Members shall not be subjected to unwanted sexual conduct
  - requests for sexual favors
  - unwanted or inappropriate physical contact
  - demeaning, explicit, or sexual jokes or stories
  - demeaning or disrespectful nicknames
  - inappropriate emails, texts, pictures, or videos
- Members shall not be subjected to a hostile work environment
  - bullying or name calling
  - hazing or exclusion
  - intimidation, threats, or actual violent contact

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Any employee that believes that they may have a complaint of unlawful harassment may file a written complaint directly with the Clerk to the Board of Directors or the Fire Chief. If Stoney Point Fire Department has the authority to act, the Clerk to the Board of Directors or the Fire Chief will conduct or delegate an investigation into any allegation of unlawful harassment, advise the employee, and appropriate management officials of the outcome of the investigation. Finally, appropriate disciplinary action, if warranted, shall be taken.

If Stoney Point Fire Department does not have the authority to act due to state statutes, case law or other rulings, the Clerk to the Board of Directors or the Fire Chief may assist the employee in redirecting their complaint to the appropriate official or agency.



### **Delinquent Tax Policy**

Stoney Point Fire Department like most emergency response organizations is reliant upon tax revenue for its funding. Therefore, members of Stoney Point Fire Department are required to make timely payments of all city and county property taxes in the locality in which they reside. Additionally, members are required to remain compliant with local, state, and federal income taxes and other payroll taxes. Failure to comply with this policy shall be considered a violation of policy and subject to disciplinary action as determined by the Fire Chief. Finally, no offer of employment shall be made to any individual that is delinquent in their taxes.

### **Travel Expense and Reimbursement**

Members of Stoney Point Fire Department are infrequently required to travel for official departmental business. Whenever possible, a department vehicle shall be provided for this purpose. Stoney Point Fire Department vehicles shall not be utilized for personal business purposes.

- Fire Chief must authorize travel on official Stoney Point Fire Department business outside a 30-mile radius of Station 13
- Travel outside of the 30-mile radius of Station 13 on official department business shall maintain an accurate record of their expenses.
  - mileage
  - lodging
  - meals
  - other expenses authorized by the Board of Directors
- Reimbursement shall be for only items authorized in the written claim submitted to the Fire Chief. Receipts must be attached to the claim, as well as justification for exceeding the meal per diem rate

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### **Criminal History and Driver's License Records Check**

Stoney Point Fire Department members routinely enter resident's homes, interact with customers, and are entrusted with property and funds. Membership and employment with Stoney Point Fire Department is a position of public trust. Therefore, safeguards are established to minimize the potential for a violation of that public trust:

- All applicants and employees are required to submit to a criminal history records check, and a driver's license records check at the following times
  - prior to initial membership or employment
  - any other time deemed necessary for the public trust
- Applicants that refuse to consent to a records check shall not be considered for employment or membership
- Members or employees that refuse consent to a records check shall be terminated

The nature and relevance of any convictions or violations shall be taken into consideration when evaluating an applicant for membership or employment or for evaluating an employee for continuation of employment.

Criminal History Checks will be obtained through the North Carolina State Bureau of Investigation and County Clerks of Court and other appropriate Law Enforcement Agencies. Prior to membership or the initial offer of employment, a Certified Criminal History Check will be secured and paid for by the applicant.

Driver's License Checks will be obtained through the appropriate State Division of Motor Vehicles and/or Cumberland County Sheriff's Department.

### **References**

NC GS 14-395

NC GS 126

NC GS 126-13

NC GS 126-16

Stoney Point Fire Department By Laws

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