

Okolona Fire Protection District



Employee Handbook

MISSION STATEMENT

One of the basic goals is to provide the taxpayers and citizens of this Community with the best possible and economical fire protection.

The Okolona Fire Protection District is managed and operated on the basic principle that the welfare of each employee is the key to job satisfaction. Toward that goal, we will provide excellent working conditions and equipment.

It is the Fire District's policy to compensate individuals in accordance with their abilities, skills, and development and to administer fairly and enforce firmly the rules and policies outlined in this Handbook. If you feel your rights have been abused, discuss your concerns with your immediate Supervisor. Your immediate Supervisor may bring any of his/her concerns to your attention as well. Do not hesitate to talk with your immediate Supervisor about any policies or procedures that you do not fully understand. However fair the system may be, relationships suffer when wage differences are discussed by individuals who do not have all the facts or know the circumstances involved.

Dismissal for cause is infrequent at our employment. Our objective is to counsel you in lieu of immediate dismissal should you have problems or fail to meet our standards. All dismissals will be handled in accordance with KRS Chapter 75 and KRS Chapter 95.

We will communicate unsatisfactory performance and behavior to you so that you can have the opportunity to improve. Should you be unable to maintain a satisfactory performance level, or continue to have problems, we retain our right to terminate your services. Good conduct is entirely your responsibility.

Any involuntary termination of your employment should come as no surprise to an employee. You will receive at least 2 warnings or counseling sessions before being discharged for poor work performance. In the case of severe offenses as spelled out in the termination section of this handbook, you may not receive any prior warning. You need to be aware of certain consequences before you act.

ABOUT OUR HANDBOOK

Fire District and Organization as referred to in this handbook shall be defined as the Okolona Fire Protection District.

We are presenting this Handbook of personnel policies to summarize policies, procedures and benefits of employees of the Okolona Fire Protection District. The information contained in this Handbook basically is a restatement and refinement of the policies, procedures, and benefits we have been working under for years. Any organization of people need certain "rules" or guiding principles in order to operate in an orderly and efficient manner. The sole purpose of this Handbook is to outline the Fire District's policies.

THIS HANDBOOK DOES NOT CONSTITUTE AN EMPLOYMENT CONTRACT, either expressed or implied, and the Fire District reserves the right at any time to change, delete or add to any of the provisions at its sole discretion. Further, the provisions of this handbook are designed by the district to serve as guidelines rather than absolute rules, and exceptions may be made from time to time on the basis of particular circumstances.

This Handbook will help you understand your responsibilities to the Fire District and our responsibilities to you. We hope that you will use it as a reference on specific policies and practices. The information in this Handbook will interest you, guide you, and help you better realize the possibilities for a successful and satisfying career.

From time to time we may change our policies. The summary nature of your Handbook does not always allow for complete Fire District policy statements. Occasionally, you will receive revised pages and additions for insertion in your Handbook in order to keep it up-to-date. Please read all new pages before inserting them in you book. In cases where your Handbook is at variance with the original documents, the most current document will be considered the higher authority.

The Okolona Fire Protection District will exercise its right to make changes in policies, procedures, or benefits and their application and shall detail all rights, prerogatives, and powers. Every effort will be made to keep you informed of changes in our policies.

Any disputes or questions raised will be decided on the basis of the most recent policy statements. Should a case arise in which there is a dispute involving a new policy or a change of which the Fire District has not had sufficient opportunity to inform you, the Board of Trustees will exercise its discretion in resolving the matter in the best interests of the overall organization.

The policies in this Handbook are to serve only as a guide to your employment relationship with the Fire District. No commitment for employment for any specified duration shall be valid or binding on the Fire District unless it is expressly set forth in a separate written document and signed by the Board of Trustees of the Fire District.

This Handbook is and remains property of the Okolona Fire Protection District and must be returned to the Fire District upon termination of your employment. If you have any questions about this Handbook or any Fire District policy, consult your immediate Supervisor or the Fire Chief.

POLICY STATEMENTS

The Board of Trustees of the Okolona Fire Protection District endorses the following policy statements:

Employee Relations

We recognize you are the greatest asset of our Organization. The continued advancement of your value to our Organization and Community which we protect is both a matter of mutual concern and a legal and moral obligation. Therefore, it is our policy to ensure that

our employees are treated in a fair and equitable manner. Our "doors are always open" and we welcome any discussions or ideas that you wish to share.

We strive to provide a pleasant work environment that will foster your professional growth by:

- Developing and maintaining a continuing awareness of your attitude and needs;
- Establishing effective dialogue with you on both an informal and formal basis;
- Keeping you informed of our policies, our procedures, and our job requirements;
- Facilitating and encouraging open communication with you about suggestions or questions you may have concerning your employment;
- Ensuring that you are justly compensated, encouraging your progress, and providing you with the opportunity to grow, expand, and develop your potential so that your work will be productive and a source of personal satisfaction;
- Developing and implementing employee relations activities to maximize employee morale.

The Okolona Fire Protection District will continue to strive to improve our personnel policies and practices. Maximum job satisfaction will be realized through the mutual benefits of both our Management and our employees.

Equal Employment Opportunity

The Okolona Fire Protection District is an equal opportunity employer and its policies, procedures, and personnel programs are administered without regard to race, religion, sex, age, national origin, or handicap. It is our intent that this policy apply to recruitment and placement, promotions, retention, compensation and benefits and other privileges, personnel programs, Fire District policies, and conditions of employment.

You share in the responsibility of preventing discrimination. Any act of individual discrimination by an employee while on Company business will result in disciplinary action.

If you feel you have been discriminated against, discuss your concerns with your immediate Supervisor or the Fire Chief within forty-eight (48) hours of the occurrence of the alleged act of discrimination. A thorough investigation of all complaints will be undertaken immediately.

Kentucky Civil Rights Act

It is an unlawful practice for an employer: (1) To fail or refuse to hire, or to discharge any individual with respect to his compensation, terms, conditions, or privileges or employment because of such individual's race, color, religion, national origin, sex or age between forty (40) and (70).

Sexual Harassment

It is illegal and against our policies at Okolona Fire Protection District for any employee, male or female, to sexually harass any other employee by:

- Making unwelcome sexual advances or request for sexual favors, or other verbal or physical contact (of a sexual nature), a condition of an employee's continued employment, or
- Making submission to or rejections of such conduct the basis for employment decisions affecting the employee, or
- Creating an intimidating, hostile, or offensive working environment by such conduct.

The above situations are only some examples of sexual harassment and are not the means of sexual harassment. If you believe that you have been sexually harassed, it is our responsibility to report the alleged act to your immediate Supervisor and the Fire Chief within forty-eight (48) hours of its occurrence.

This requirement for reporting does not take the place of and is not an implication that the employee can not file a formal complaint with the appropriate Agency within the statutory time limit. A thorough investigation of all complaints will be undertaken immediately by the Fire District.

Following appropriate investigation, any employee who has been found by our Organization to have sexually harassed another employee will be subject to appropriate sanctions, from a written reprimand in his/her file up to and including termination, depending on the circumstances.

Your Supervisor's Role and Responsibilities

Your Supervisor is a very important person to you and has several responsibilities to you and your work. The following list outlines some of those responsibilities:

- Your Supervisor assists in evaluating your job performance but is not authorized to give assurances regarding employment tenure.
- Your Supervisor explains our fire department rules.
- Your Supervisor recommends your continued employment or dismissal at the end of your probationary period.
- Your Supervisor guides and assists you in becoming a productive employee.
- Your Supervisor recommends you for promotion.

Your Role and Responsibility as an Employee

The Okolona Fire Protection District is made up of necessary people performing significant jobs. You are an important part of our "Team". How well you do your job and how well everyone works together have a direct effect on our overall performance and success.

You are expected to become a productive member of our Organization as soon as possible. You are also expected to learn and perform your job to the best of your ability.

We all know that an Organization such as this is a small Community and that all Communities must have rules to run efficiently and effectively. You are expected to learn and follow the policies and procedures set forth. These rules apply to all employees and are administered fairly and uniformly through our Organization.

You shall be under the day-to-day guidance of your immediate Supervisor but shall also be under the guidance and ultimate responsibility of the Fire Chief.

Access to Personnel File

All career personnel files are located in the Secretary's office. Upon request, you may examine your own personnel file and indicate to your Supervisor any information you believe to be inaccurate. The Fire Chief, immediate Supervisor, Fire District attorney, and members of the Board of Trustees may also review your file.

EMPLOYMENT CONDITIONS

Our main objective is to recruit personnel with specific occupational qualifications who can and will work competently and who have the potential for professional growth. One of the most important requirements of a new employee shall be the ability of that employee to interact well with co-workers. An employee's communication skills and character are two important qualities that are essential to our Organization.

Basic Qualifications:

- a. The employee shall possess and maintain a valid driver's license from the state of residency while employed.
- b. The employee shall be a high school graduate or equivalent.
- c. The employee must be or become prior to completion of the first year of employment and shall remain a qualified Engine Company Apparatus Operator and an active member of the Fire District while employed by the Fire District. Active shall be defined as meeting the minimum requirements of at least 100 hours training per year requirement set forth by the State of Kentucky for Professional Fire-fighters and any other training requirements that have to be met by the Firefighters of this Fire District.
- d. The employee must be or become prior to completion of the first year of employment a Kentucky State certified Emergency Medical Technician and must maintain this certification while employed by the Fire District, unless otherwise pre-approved by the board of trustees. This requirement is applicable to any firefighter hired after July 1, 2007.
- e. The employee must be a certified Firefighter in the state of Kentucky and must maintain this certification while employed, where applicable.
- f. The employee must abide by all regulations and requirements in the Okolona Fire Protection District Firefighter By-Laws, S.O.P.'s and the resolutions that have been approved by the Board of Trustees, unless it is specifically noted that the By-Law or S.O.P. does not apply to the career Firefighters of the District.

- g. The employee must maintain residence within the membership area of the Fire District while employed by the Fire District unless advance permission is given by the Board of Trustees.
- h. Prior to completion of the second year of employment, the employee must become and shall remain, a qualified Aerial Company Apparatus Operator. This requirement is applicable to any firefighter hired after July 1, 2007.
- i. Prior to completion of the second year of employment, a firefighter shall meet the Job Professional Requirements found in the National Fire Protection Association's 1001 Pamphlet Firefighter Professional Qualifications for a Firefighter Level II. Certification by the International Fire Service Accreditation Committee shall be evidence of meeting this requirement. This requirement is applicable to any firefighter hired after July 1, 2007.

Failure to meet and maintain the above Basic Qualifications shall be grounds for termination of employment.

Additional requirements or qualifications may be set forth depending on the job title or classification.

Employment Procedures

Because the success of our Organization depends upon our personnel, The Okolona Fire Protection District carefully selects candidates through written applications, interviews, and reference checking. Our employment procedure follows these steps:

- Submission of a completed application form.
- Reference checks
- Interview with the Trustee Board Personnel Committee

Employment Status

The following terms help explain the classifications of the positions at Okolona Fire Protection District. All employees, be they full-time, part-time, temporary, probationary or regular, must be approved by the Board of Trustees.

Full Time Employee:

An employee who is scheduled to work at least 40 hours per week, or 120 hours in a three week period.

Part Time Employee:

An employee who is scheduled to work less than 40 hours per week, or 120 hours in a three week period.

Temporary Employee:

An employee who is hired for a specific amount of time.

Probationary Employee:

An employee who has not successfully completed the 1 year probationary period or extended period as designated by the board of trustees.

Regular Employee:

An employee who has successfully completed his/her probationary period and is hired for a definite period of time.

The probationary period is used to determine if your work habits, skills, and attitudes are desirable for employment with our Organization. This period of time also gives you the opportunity to find out if your job with us is right for you.

Part-time and temporary employees, while not receiving all the benefits accorded to full-time employees, are considered vital to our staff and are subject to the rules and regulations in this Handbook.

Fair Labor Standards Act / Kentucky Labor Laws

The Fair Labor Standards Act and the Kentucky Labor Laws provide minimum wage, equal pay, overtime pay, and record keeping standards. Some employee's positions including Administrative and Supervisory positions are specifically exempted from the requirements of the Act depending on the specific duties and responsibilities of the job.

Anniversary Date

Your anniversary date is the date you joined our Organization as a new employee with full time or part time employment.

Handicapped Job Opportunities

"Physical handicap" means the physical condition of a person whether congenital or acquired, which constitutes a substantial disability to that person and is demonstrable by medically accepted clinical or laboratory diagnostic techniques.

The Fire District shall not fail or refuse to hire, discharge or discriminate against any handicapped individual with respect to wages, rates of pay, hours, or other terms and conditions of employment because of such person's physical handicap unless such handicap restricts the individual's ability to engage in the particular job or occupation for which he or she is eligible, or unless otherwise provided by law.

Conflicts of Interest

Our employees should strive at all times to avoid not only actual conflicts of interest but any appearances of conflict. In many cases, the appearance of conflict can be as damaging as the actual conflict. Therefore, all employees should be aware of those situations in which an appearance of conflict may arise. Conflicts of interest may result in disciplinary action up to and including dismissal.

Outside Employment

When you accept full-time employment with the Okolona Fire Protection District, your first responsibility is to this Organization and to effectively perform your assigned duties.

Our Organization realizes that circumstances might make it necessary for an employee to hold a second position elsewhere, but the position may not:

- Interfere with your regular (or required overtime) work hours;
- Affect the efficient performance of your regular duties;

-Present a conflict of interest;

-Cause you to be ill or accident prone through fatigue, worry, or other conditions.

At no time will a second full-time employment be acceptable. Prior written notice to hold any outside employment must be directed to the Fire Chief. The Fire Chief will investigate the matter to insure that there are no conflicts of interest in the secondary employment. Failure to give advance notification may result in disciplinary action, up to and including dismissal.

Re-employment

Should you wish re-employment with our Organization after having resigned or having been off the payroll for a period of time, you may apply with other applicants.

An employee whose services have been terminated or has resigned and who is subsequently rehired shall count continuous service from the date he/she was last hired and shall lose all rights as a former employee. The continuous employment of an individual who works for our Organization is defined as the length of time he/she has been on the payroll, without interruption, as a full-time employee. The only exceptions to this rule are:

-Employees who leave to serve in the Armed Forces and who return to work in accordance with the time regulated by law;

-Employees on a leave of absence for health reasons (not to exceed 6 months);

-Employees on temporary layoff, which period shall be determined by the Board of Trustees;

-Employees who are unable to work due to illness or injury resulting from their jobs and who are covered by Workers Compensation Insurance (up to 6 months and at the discretion of the Fire Chief and Board of Trustees).

-Employees who have voluntarily left full-time employment for less than ninety (90) days may, upon approval of the board of trustees, be re-hired at the same salary and with all rights, if there is an opening for full-time career firefighter. (rev. 8/09)

Employees who have been discharged for cause are not normally eligible for rehire.

PAY PRACTICES

Employee Job Description

Each employee will be provided with a basic job description which will outline his/her basic general and specialized duties. Each employee should understand that there may be other additional duties that have not been specifically covered or described in the job description that he/she may be asked to perform as part of his/her regular employment with the Fire District.

Job descriptions will be reviewed as deemed necessary by the Fire Chief or Board of Trustees.

Tour of Duty

Tours of duty of all Okolona Fire Protection District employees shall mean the periods during which an employee is on duty, and shall include both scheduled and unscheduled periods.

Scheduled Periods:

- (1) Shifts: Administrative employees will be assigned to 8 1/2 hour shifts on Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. Shifts may be rotated or shift hours varied from time to time to meet the needs of the Okolona Fire Protection District at the direction and discretion of the Fire Chief or his designated representative;

Fire Suppression employees will be assigned to one of three duty platoons. The tour of duty for a platoon will be from 8:00 AM to 7:59 AM the following day. There normally will be a 48 hour off period.

- (2) Training Sessions: Scheduled employee periods shall include attendance at the regularly scheduled training sessions held each Monday morning beginning at 8:30 a.m., or each Monday night beginning at 7:00 p.m. and any other training session authorized by the Fire Chief held during the scheduled work shift.

Unscheduled Periods:

- (1) Fire runs: Employee's unscheduled periods include participation in fire runs dispatched to this Fire District during unscheduled periods;
- (2) Special Duties: Unscheduled periods include special duties assigned under the direction of the Chief during times outside the scheduled shifts.
- (3) Training sessions attended by the employee for educational purposes to the employee at an independent organization on employee's own initiative is not compensable time.
- (4) Meetings attended by the employee on behalf of the Fire District during unscheduled periods shall be compensable with prior approval by the Fire Chief.

Work Week and Pay Period

- (1) The work week for time sheet purposes begins at 08:00 on Sunday, and concludes at 07:59 on the following Sunday.
- (2) The pay period consists of two work weeks.
- (3) Time sheets must be completed and sent to the fire chief not later than 24 hours after the ending of the pay period, for processing.

Compensable Hours

Compensable hours of work for employees shall include all of the time during which the employee is on duty during scheduled and unscheduled periods.

Work Period

The work period of Okolona Fire Protection District administrative employees shall be five (5) consecutive days, beginning on Monday and ending on Friday. The work period for fire suppression employees will be the 24 hours on duty, and 48 hours off duty method. This work period is subject to modification based upon the fire protection needs of the Okolona Fire Protection District.

Aggregate Hours for Tours of Duty

Hourly employees will be paid straight time for their regular eight (8) hour work shifts. This period runs for two (2) consecutive work weeks. Overtime should be paid at the rate of time and one half, including adjustment for state incentive pay when applicable. Overtime hours are those hours worked by hourly personnel that are in excess of forty (40) hours per work week, applicable to employees paid on an hourly basis.

Time Sheets

The employee must submit a regular time-sheet each pay period. Time sheets must be submitted to the Fire Chief to receive a paycheck. Over-time sheets must be kept by the employee and submitted to the Fire Chief each pay period.

Time will be based upon and rounded off to the nearest tenth hour increment.

Your time sheet is your own responsibility and no one else should make entries on it for you. Any abuse or falsification of time records shall show just cause for dismissal.

Meal and Break Time

- A. Each employee will be allowed a 1/2 hour meal period for each 8 hour segment of duty during the scheduled shifts. Those employees being required to respond to incidents during meal time will receive appropriate pay during the meal time. Those employees not required to respond to duty during meal time, will not receive pay for meal time. When approved by the fire chief, employees shall be free to leave the premises during the meal period. When a fire suppression employee is assigned as a member of a crew, all members of the crew shall use their meal period at the same time, and at the same location. The fire suppression employees shall be on-call during the meal period and responsible to timely respond to all alarms dispatched to the Okolona Fire Protection District during that time. Your meal period may not be used to make up time for tardiness. When necessary for fire protection needs, the fire chief may require all firefighters working during the same shift to remain together in a sufficient number to provide fire protection.
- B. The employee shall be entitled to a ten (10) minute break for each four (4) hours worked to be taken at his/her own discretion. Employees are to remain on or reasonably near, the premises during paid breaks.

Attendance

Each of us has a responsibility to be on the job at the prescribed time every day. All unexpected and unexcused absences disrupt our Operation. All employees must notify their immediate Supervisor or in his absence the Fire Chief, prior to an absence (sick day, personal day, vacation day).

An absence shall be unexcused when no reason is given prior to the absence. Unexcused absences will be subject to the following disciplinary action:

- 1st Offense - Verbal Reprimand
- 2nd Offense - Written Reprimand
- 3rd Offense - 3 day suspension without pay
- 4th Offense - Dismissal

If you are absent without cause on more than three (3) occasions within a three (3) month period, your absenteeism shall be considered excessive. Excessive absence will be subject to dismissal.

Employees who are absent from work three (3) consecutive scheduled work days without cause and without giving proper notice shall be subject to dismissal.

Unscheduled Work Hour Fire Runs

Because the Okolona Fire Department is a public safety agency, it is necessary to ensure an adequate number of firefighters respond to emergency situations. Career firefighters are authorized to respond to structure fires, incidents having two fire station response, and other incidents that involve danger to structures or imminent danger to life.

Career firefighters are expected to respond within a reasonable time to all third alarm fires and Level 3 Hazardous Materials Incidents that occur outside their scheduled work hours. Career firefighters who fail to conform to the above ***without just cause*** may be excluded from working voluntary overtime. Additionally an Incident Commander may call in off duty career firefighters in the event of a Public Safety Emergency warranting the response of the off duty firefighter(s). The purpose of this requirement is not to impose upon an employee's ability to use his own time as he desires, rather provide for an adequate number of responding firefighters. Career firefighters should feel that they are free to attend to family responsibilities, take weekend trips, go fishing, etc. Career firefighters who are on approved leave time, or are outside a reasonable response distance, such as one (1) hour travel, will not be subject to the above call back requirements.

Punctuality

Any employee who, for any reason, will be delayed in reporting for work is required to call his/her immediate Supervisor promptly to explain the circumstances.

Tardiness will be subject to the following disciplinary action during the Fiscal Year Period:

- 1st and 2nd Offense - Verbal reprimand
- 3rd Offense - Written reprimand
- 4th or 5th Offense - 3 days suspension without pay
- 6th Offense - Dismissal

Pay Day

You are paid every other week, usually on Fridays. Your time sheets must be submitted to the Secretary before payroll is submitted. Pay checks are directly deposited to the bank of the employee's choice.

Deductions Required by Law

Because a portion of your income is withheld in the form of payroll deductions, your paycheck does not represent the full amount of your earnings. These payroll deductions include:

Social Security:

A deduction to give you economic assistance at age sixty-five (65) or earlier. The amount of your benefits will depend on your average wage. Social Security will also provide payments to your family in the event of your death. As required by law, Okolona Fire Protection District contributes an equal amount to your Social Security account.

Withholding Taxes:

To help meet your tax obligations, your share of the Country's and State's tax bill is being paid by you as you earn. The amount of the deductions is determined by your wages and the number of exemptions you claim.

Local Taxes:

Your share of the payment for local government services is also being paid as you earn.

You will be issued a statement of total earnings once each year, not later than January 31st, that will indicate wages and amounts deducted for State, Federal, County, and Social Security taxes. This is known as a W-2 Form, a copy of which is required to be submitted with your State and Federal income tax returns.

No other deductions shall be made from your earnings except those authorized by you or those ordered by a court of law.

W-4 Tax Exemption

The number of exemptions you claim on the W-4 Tax Form and your total salary will determine how much money is withheld from your paycheck each week as required by Federal law. This money is sent to the Internal Revenue Service as a partial payment on your income tax.

Garnishment

Should our Organization receive a garnishment against your wages, you will be given notice before a deduction is made, so that you may have it canceled.

SALARY AND WAGE INFORMATION

It is our goal to attract and retain capable, well-qualified employees. We make every effort to ensure that you are paid a realistic and fair salary. Our Organization sets salary levels that are in line with the salaries for similar positions in the Louisville area Fire service. All salary levels are set in proportion to the responsibilities of the job and how well an employee performs the duties of the job. Our intent is that you be paid in relation to your contribution to the success of our Organization. This ensures that both you and our Organization receive a fair return on our investments of salary and performance.

The Board of Trustees and the Fire Chief assures that your salary will be respected as a confidential matter within the confines of KRS Chapter 75 and the Open Records Law.

Performance Appraisal

You will receive a performance appraisal on near July 1 of each year. All three shift supervisors at the firefighter's assigned station shall participate in preparing your formal performance appraisal. You may appeal an adverse performance appraisal first to the Fire Chief, then to the Board of Trustees. Additional formal or informal performance appraisals can be given for an unsatisfactory job as well as for a good job done on a specific project. Formal appraisals shall be made in writing, informal appraisals may be made verbally. Formal performance appraisals will be kept as part of your permanent employee personnel file.

Salary Review

Your salary will be reviewed on an annual basis by the Board of Trustees on or before July 1.

All salary increases shall be consistent with prudent financial judgment of the Board of Trustees.

Promotions

We advocate the selection and promotion of individuals who will best meet our goals and business needs. It is our policy to promote from within whenever possible when filling a vacancy. Thus, current full-time, part-time, or temporary employees will be considered for job vacancies before we open the hiring process up to other members of the Fire District or outside the Fire District.

Job openings will be announced by the Fire Chief. The Fire Chief may make a recommendation to the Board of Trustees, but final action rests solely with the Board of Trustees.

All eligible candidates will be interviewed by the Fire Chief and Personnel Committee. All or part of the following may be utilized in order to evaluate the applicant:

- Qualifications
- Performance Appraisals
- Competence and Basic Skills
- Attendance and Punctuality Record
- Physical Condition
- Ability to perform work involved

The Board of Trustees of the Fire District will make the final decision in all hiring and promotion matters.

INSURANCE BENEFITS

The following descriptions are summaries of the benefits to which you are entitled as an employee.

Group Health Insurance

Okolona Fire Protection District offers a Group Health Insurance package. This Insurance package is subject to change on an annual basis depending on which Company is awarded the contract for providing coverage.

If you are terminated for any reason, your health insurance will be paid to the first day of the month following your termination. It will be up to the individual employee to work out

an arrangement with the insurance carrier to continue coverage, consistent with Federal COBRA law requirements.

You must report any changes in marital or family status (marriage, divorce, legal separation, death of spouse or child, marriage of a dependent child under 23 years of age, birth or adoption of child). Such changes will directly affect your insurance coverage.

For those employees who may be laid off from work, your insurance coverage will cease on the first day of the month following the date of lay off. Insurance coverage can be continued if the employee arranges to pay the cost of the premium once month in advance to the Fire District or arranges to pay the cost of such coverage direct to the insurance carrier, consistent with Federal COBRA law requirements.

The exact coverage and conditions for coverage of the insurance will be determined by the terms and conditions of the policy or contract. The Fire District will not under any circumstance be liable as an insurer of any of the benefits to the employees.

Social Security

As an employee with the Fire District, you are entitled to the financial protection provided by the Federal Insurance Contribution Act (FICA). The amount of your benefit payments in the event your earnings are discontinued because of retirement, disability, or death depends on the amount of your average earnings. Each year these taxable earnings are submitted to the Social Security Board. Our Organization is required to deduct a tax on your salary and to pay an amount equal to it, both of which are sent to the Federal Government for credit to your Social Security account.

Worker's Compensation Insurance

While you are employed by the Fire District, you are automatically covered by Worker's Compensation Insurance. This insurance coverage provides benefits to any employee for lost time in the event of an accident or occupational disease in the course of employment. The Fire District pays the full cost of this insurance.

Under the rights and benefits established in the provision of the Compensation Act, it is essential that you ***immediately and promptly*** report to your immediate Supervisor or the Fire Chief ***ANY*** injury, no matter how minor it may appear at the time.

In compliance with the Compensation Act, if you are away from work for more than one (1) day as a result of an injury while on the job, a written report of the injury must be filed with the State Labor department. Your assistance in filing this report is required.

Unemployment Insurance

Federal and State taxes for Unemployment Insurance are paid by the Fire District to the Federal and State Governments under the Unemployment Compensation section of the Federal Social Security Act. The unemployment insurance fund created by these contributions is used by the State to pay workers who are temporarily unemployed.

Pension Program - Retirement

The Okolona Fire Protection District is in the County Employees Retirement System. As an employee, you are eligible to participate in this program. The Fire District will contribute that portion required by law of your gross salary into the pension program. You will contribute that portion required by law of your gross salary into the program.

Life Insurance

Career Employees shall be enrolled in the fire department's life insurance program, consisting of \$50,000 life insurance.

Vacation

Vacations are important as a period of rest, relaxation, and enjoyment. All full-time employees are eligible for paid vacation time. Vacation times are received as follows:

Weeks of Vacation	Working hours Allowed 40 hour Employees	Working Hours Allowed 24/48 hour Employees (56 hours)	Working Hours Allowed 3x16 Employees (48 hours)	Continuous Time Employed
2	80	120	96	1-4 full years of service
2.4	96	144	116	5-9 full years of service
3	120	168	144	10-14 full years of service
4	160	224	192	15-19 full years of service

Vacations do not have to be taken during any specific time of the year. No more than 80 hours of vacation time can be used at any one given time without the approval of the Fire Chief. Requests for vacation time shall be put in writing to the immediate supervisor for scheduling approval and then submitted to the Fire Chief for final approval. Vacation requests will be considered in the order of the date submitted, and must be pre-approved by the Fire Chief.

The maximum number of employees scheduled to be off at the same will be determined by the availability of personnel to meet minimum staffing levels.

Employees are strongly encouraged to use all vacation time given. Employees may carry no more than two (2) weeks of vacation time balance beyond the anniversary of their full time employment.

Your vacation pay is computed at your regular rate. Vacation pay is available prior to your vacation upon request to the Fire Chief at least one (1) week prior to the first day of your scheduled vacation.

Should you become ill or disabled prior to your vacation, you may arrange to reschedule the time. No extra vacation time will be granted if you become ill or disabled during your vacation.

If an employee is terminated or laid off, he/she will be paid for earned vacation time that has not been used at his/her current rate of pay. The final paycheck will be issued on the regular payday. Other stipulations may be set forth by the Board of Trustees.

Holidays

All full-time employees working a forty hour workweek are entitled to 9 paid holidays annually. The holidays are listed as follows:

1. New Years Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day after Thanksgiving
7. Christmas Eve
8. Christmas Day
9. Good Friday

If a holiday falls on a weekend, then the employees will have the option of taking off on a Monday or Friday. The final approval will be at the discretion of the Fire chief. All employees must take the same day off.

All full-time employees working a 24/48 hour schedule will receive 120 hours of holiday leave accumulating at the rate of 10 hours per month. No holiday time can be carried from one year to the next (member's anniversary date).

All full-time employees working a 48-hour schedule (three 16 hour days), will not be required to work if a holiday occurs on a day for which they are scheduled to work. Such employees will not receive additional holiday time off for holidays occurring on days which they are not scheduled to work.

Election Days

Career Employees shall receive up to (4) hours off on Primary and November election days to vote. This applies only to career employees who are scheduled to work on the Primary or General Election day.

Sick Leave, Bereavement Leave and Emergency Leave

Attached as an appendix to this handbook is the Okolona Fire Protection District Policy concerning Employee Sick/Emergency/Bereavement leave.

Should the Fire Chief, or Chairman of the Board of Trustees have reason to believe sick leave is being abused, the fire district reserves the right to require a statement from a physician after sick days off and/or require the employee to consult a health care professional of the fire district's choosing, for a determination on the necessity of the sick leave.

Health insurance benefits would continue during the sick leave but a member would have to work 1 day per month to get other benefits, such as leave time accumulation. If a member is off on workers compensation, he/she must reimburse the fire district an amount equal to worker's compensation along with any other insurance benefit, since the fire district pays the employee his/her full salary while off on worker's compensation.

As in other cases, approval of sick leave, and modifications to the sick leave provisions are at the discretion of the board of trustees.

Military Leaves of Absence

Military service and summer training are not considered interruptions in employment. You are allowed the necessary time away from work for summer training. You must submit a copy of your orders for active duty to the Fire Chief for approval of this Leave of Absence.

It is our policy to afford such re-employment rights as are required by laws of the United States. Military leaves of absence will be granted for regular employees to coincide with all National Defense Programs in the following manner:

An employee entering active military service for a single enlistment period will be granted a military leave of absence; our Organization will make every effort to reinstate an employee returning from military leave to his/her former job or an equivalent position however the Fire District is not obligated to reinstate an employee who voluntarily enlists in the active military service.

An employee who is a member of a National Guard or Military Reserve unit may elect to treat summer training periods as vacation with pay in the amount of earned vacation allowance.

Insert Section on Flexible Spending Account here.

Jury Duty

Any employee will be granted a leave of absence for jury duty upon verification of such duty.

When on jury duty, the employee will be expected to work as much of his/her regularly scheduled shift as the jury schedule permits, to the extent that combined time on jury duty and at regular work does not exceed the regularly scheduled work hours on a given day except for normal overtime.

Okolona Fire Protection District considers jury duty to be a civic responsibility and will not, under normal circumstances, petition a court to release any employee from jury duty.

Educational

When courses will clearly benefit the fire department, the board of trustees may approve reimbursement of expenses incurred to the career employee, provided the career employee receives "C" or better in the course.

WORK RULES AND GENERAL INFORMATION

Work Rules of Conduct

You may be terminated by the Board of Trustees for any one of the following offenses:

- Falsification of employment application or medical information or omission of pertinent facts;
- Threatening, assaulting, fighting (except in reasonable self-defense) with, or harassing another employee;
- Malicious mischief (damaging Fire District property or that of another employee);
- Theft or dishonesty in any form;
- Conviction of a felony;
- Gross neglect of duty;

- Unreasonable possession or use of non-prescription drugs or alcohol on Department premises while on duty;
- Reporting to work while impaired because of drugs or alcohol. The employee should immediately notify both his immediate Supervisor and the Fire Chief if he/she is taking a prescription drug which may hamper his/her ability to perform his/her normal duties;
- Illegal possession of a weapon on Fire District property;
- Insubordination;
- Falsification, theft, or unapproved destruction of any of our records or documents;
- Unauthorized leave of absence;
- Absence of more than three (3) consecutive scheduled work days without notification;
- Failure to supply medical evidence for absence as required by the rules;
- Failure to return to work after expiration of an authorized leave or holiday;
- Unauthorized release of confidential information;
- Violation of the information set forth in this Employee Handbook;
- Disobedience of any lawful order given by the Fire Chief or in his absence, his designated representative;
- Misuse or carelessness handling of Fire District apparatus or equipment;
- Failure to respond to a fire alarm while on duty without justifiable cause;
- Unreasonable violation of Fire District S.O.P. or By-Law;
- Violation of KRS Chapter 75 or statutes applicable thereto;
- Violation of Employee Job Description.

Personal Conduct and Appearance

Neatness in your personal attire and behavior contribute to our impression by the Community and general public. You are expected to wear the uniform provided by the Fire District at all times during all scheduled shift periods. Clothing should be neat, clean, pressed, and shoes shined (if applicable). The Fire Chief shall decide what uniform is to be worn depending on the season.

The Fire District will provide 4 complete sets of uniforms for the career employee. If the career employee engages in actual structural fire fighting, at least three (3) sets shall reasonably comply with NFPA Pamphlet 1975, Station Uniforms. The Fire District will also provide the employee with one (1) pair of steel toe work shoes. Career employees shall be responsible for the cleaning/laundrying of uniforms. ***Unless responding to an emergency, career employees shall wear the specified uniform, including shirts, when making scheduled public contact.***

Uniforms shall be replaced at fire department expense, if damaged, or worn out, except in case of unreasonable abuse.

Courtesy is most important in creating good relationships. No matter how demanding the work, how busy the day, or how urgent the circumstances, you should remember that the Community and the general public come first. Remember, without their funding, we would not even exist. Give others the same thoughtful treatment that you would like to receive.

Your personal affairs and conduct should never cause an opportunity for an unfavorable reflection of the Fire District. Common sense, high ethical standards, and discretion are your best guidelines for proper personal conduct.

Your position in the Fire District as an employee may put you in contact with confidential and privileged information. Remember you are a public servant and in a position of trust, so it is extremely important that you never divulge or improperly use such information.

All public statements or interviews should be referred or directed to the Fire Chief or his designated representative.

Employees may not use Fire District letterheads for their personal business without specific written approval by the Fire Chief.

Alcohol and Drugs

Unauthorized possession or use of alcohol or non-prescription drugs by employees on Fire District property or while representing the Fire District on business may be subject to disciplinary action, up to and including discharge. Employees are prohibited from unreasonable storage of alcohol or non-prescription drugs in offices, desks, or file cabinets.

Due to the nature of the public service that is performed by the employees of the Fire District, employees who report to work or who are on Fire District property impaired by alcohol or drugs will not be permitted to work or remain on the premises and will be subject to disciplinary action, up to and including termination.

The Fire District may require an employee at random or for cause to submit to a blood test or urine test by a physician or other appropriate laboratory of their choice to determine violation of this rule. Refusal or failure of an employee to submit to such a test when required by the Fire District will be subject to disciplinary action, up to an including termination.

The Fire District will attempt to help employees who abuse alcohol or drugs by referring them to appropriate clinics.

Gifts and Gratuities

No gifts or gratuities may be accepted by an employee of the Fire District. Gifts and gratuities may be construed to be an influencing factor in the Fire District's business with other Companies. Acceptance of gifts or gratuities may be subject to disciplinary action. This shall not apply to gifts having a nominal value, such as a basket of fruit, or flowers, which are delivered as an expression of appreciation and that such gifts are shared or available to all members of the Fire District.

Bad Weather Policy

Regardless of the weather conditions, you are always expected to report to work at your regularly scheduled time.

Gambling

Illegal gambling or the transfer of monies and materials used for gambling is not permitted on the Fire District premises. Anyone who violates this policy will be subject to dismissal.

Parking

The Fire District provides and maintains parking facilities for your use. Please park only in the designated areas, between the lines marked for each parking space, and have respect for your co-worker's cars. The Fire District assumes no responsibility for damage to vehicles or theft of articles from vehicles while on Fire District property. Employees are asked to use caution while driving on Fire District property.

Personnel Records

Your personnel record, as required by law and deemed essential for efficient operations, will be maintained by the Fire District. You are requested to promptly report any of the following changes in your status to the Fire Chief:

- Name, address, telephone number
- Marital status
- Name, birth date, total number of dependents and their relationship to you
- Formal education, courses completed and other training or skills acquired
- Person(s) to notify in case of an emergency
- Physical or other limitations

Affiliation with Other Organizations

We believe that leisure time and extra-curricular activities are important to your life away from the Fire District. We encourage your participation in religious groups, civic clubs, and other organizations that are not in direct conflict with the aims, purposes, and objectives of Okolona Fire Protection District. You are responsible for all related dues and fees.

We also encourage your participation in specific recognized professional or community organizations or conventions that promote the fire service. In some instances, we will pay your membership dues and allow you to spend time during your normal working hours, working for these organizations. Prior approval must first be obtained by the Board of Trustees for payment.

Suggestions

Suggestions for improvement of our operations, procedures, and handling of problems and ideas for innovative programs are always welcome. Suggestions help us and show us that you are a thoughtful and caring employee.

Please present any suggestions in writing directly to your immediate Supervisor or the Fire Chief.

Bulletin Board

All notices that affect you in any way will either be delivered to you personally, placed in your mailbox, or posted on the bulletin board in the hall area. The fire district also maintains an electronic bulletin board associated with the fire district's Internet Website at <http://www.okolonafire.org>. Employees shall check this website at least once per shift to keep informed about matters pertaining to employment and district operations.

Public Relations

One of our main job functions is public relations. We are extremely proud of our Facility and the job we do. We frequently give tours of our Facilities and all employees are expected to be courteous to these visitors and fellow employees at all times. The general public is our top priority.

Fire Department Efficiency

The smooth and efficient operation of any organization depends upon the competent and productive operation of its individual components. Each employee of the Fire District performs a particular function and holds specific responsibility in our organization.

You interact directly with your co-workers everyday. Your individual work directly contributes to our overall success and accordingly, affects each of us. Let us continue to demonstrate our best effort at all times.

Time wasted because of late starts, early departures, and unnecessary interruptions throughout the day represents a loss of both time and money. Missing materials and supplies cause unnecessary expenses which funds for recovering such losses could be better used to provide higher salaries and improved benefits for all employees. By being frugal and careful with our equipment, tools, and materials we all can help to keep these costs in line.

Productivity

The key to improving productivity is getting you involved. Employees are given an opportunity to play an active role and contribute to the decision making process through participatory management. Your immediate Supervisor's role is to help you work more efficiently and productively.

Good work habits such as using your time well, working in a clear and organized work area, and maintaining good communications with your immediate Supervisor are all keys to our success.

Waste and Energy Reduction

The less you waste and the more you save allows us to provide higher salaries and better benefits for our employees. The following are a few key examples:

- Strive to perform your work well and efficiently with as little waste of time, effort, and materials as possible. Doing your work correctly the first time eliminates costly duplication of effort.
- Use equipment and materials carefully and conscientiously to prolong their utility and reduce the need for frequent replacement.
- Much of our equipment is highly valuable and often difficult to repair or replace. Protect it from damage and misuse.
- Help minimize utility bills by turning off lights, water, and other equipment when not in use.
- Avoid idleness. Begin your work promptly each day and keep busy until the end of the day.
- Keep a clean, neat, and orderly work area; help keep other common areas of the facility neat, clean and orderly.

Telephone Etiquette

As an employee of the Fire District you have the occasion to place and receive many telephone calls each business day. Each time you do you represent us to the Community. Our policy is to be pleasant, courteous, and helpful to our callers as we can in order to create a strong and positive impression of our Organization. The procedures that follow outline the proper way we would like all employees to respond to telephone calls.

- Answer promptly. Answering the telephone on its first or second ring is the beginning of a warm courteous conversation. Never allow the individual to think that you are too busy or disinterested to answer the call.
- When answering the telephone, say Okolona Fire Protection District Firefighter By answering this way, you will eliminate the uncertainty that a simple "Hello" causes.
- Take messages accurately:
- Keep message forms handy and record details thoroughly including the name of the caller, date, and time of the call:
- Request instead of demanding information;
- Always verify the spelling of the caller's name and obtain the first name or initials if the name is common;
- Verify any numbers given you;

-Request the area code in addition to the telephone numbers of callers outside our immediate area;

-Use the hold button (do not hold your hand over the transmitter) whenever you are not in direct conversation with a caller in order to maintain confidentiality of conversations carried on near the telephone.

-Close your calls courteously. The last impression made to the caller is what will be remembered. The end of each call should be friendly and unhurried. Let the caller know you are pleased to be of assistance or sorry you were unable to help. Always allow the caller to hang up first.

-Give every individual the same personal, patient attention that you would expect if you were the caller. By conducting yourself thoughtfully and courteously at all times, you project a positive image of our Organization.

TERMINATION

Layoffs and Recall

Okolona Fire Protection District retains the right to reduce its work force, either permanently or temporarily, if financial conditions dictate.

The Board will determine the need to layoff or recall an employee on the basis of his/her length of continuous service, qualifications, physical health, ability, skill, and adaptability to perform the work involved, attendance record and job performance. The Fire District will make every effort to give as much advance notice as possible in the event of a layoff, however, certain circumstances may prevent us from doing so.

An employee who is laid off will receive his/her salary and benefits for a period of 6 weeks immediately following the layoff to assist the employee while he/she is locating other work.

Resignations

Should you decide to leave our employment, we would like for you to discuss your decision with the Fire Chief and Personnel Committee. Resignation is an important decision and there may be factors that you have not considered.

Your notice must be submitted in writing to the Fire Chief at least three (3) weeks in advance of your departure. Your position is somewhat specialized and replacing your position may entail a lengthy interview and testing process. We must maintain continuity and prepare for a smooth and orderly transition. This requirement becomes a part of your work record and will help you in other future positions. It also adds to your qualifications should you seek re-employment with us. Failure to provide the Fire District with at least three (3) weeks notice will result in the loss of the employee's benefits.

Upon the final date of your employment, we must arrange for the return of all Fire District property in your possession prior to the preparation and disposition of your final paycheck.

We will pay you for all vacation and holidays that you have earned up until this time but not taken. All other benefits will cease unless provided for by the employee or otherwise noted in this Handbook, such as health insurance.

Discharges

Employees who are dismissed will be paid for all accrued but unused vacation and holidays at his/her current salary rate. Prior to the employee receiving final payment, a date will be established for the return of all equipment belonging to the Fire District. The Board of Trustees is under no obligation to pay any additional salary beyond the date of employee discharge.

The employee's final paycheck may be presented at the time of termination or may be mailed to the dismissed employee at the regular distribution date. All employee benefits will cease upon termination unless provided for by the employee or otherwise noted in this Handbook, such as health insurance.

EMPLOYEE RELATIONS

"Open Door Policy"

Our policy is to provide an enjoyable working environment for our employees. Such an atmosphere is created by continually developing and maintaining a good working relationship among our employees based on mutual respect and understanding.

It is your right to make your controversies known. The purpose of our "Open Door Policy" is to ensure fair and equitable treatment for employees, eliminate dissatisfaction, and resolve situations so that constructive and productive relationships may be maintained.

A controversy or work-related problem is defined as an alleged violation by Okolona Fire Protection District of our established policies and/or practices related to wage, hours, or working conditions. Any employee's claim showing that we have practiced discrimination among employees in the application of our policies and/or practices also indicates a controversy.

Should a work related problem arise, the following procedure will enable you to arrive at a solution without any fear of recrimination:

Step 1 - Immediate Supervisor

Bring the situation to the attention of your immediate Supervisor, in writing, within two (2) working days of the occurrence of the problem. Explain the nature of the problem and a suggested solution if you have one.

Your immediate Supervisor will investigate and respond to the controversy to your satisfaction within two (2) working days.

In the event that your immediate Supervisor fails to respond to the controversy to your satisfaction within two (2) working days, proceed to Step 2.

Step 2 - Fire Chief

If you are dissatisfied with the response provided by your immediate Supervisor, you will be allowed two (2) working days to refer your controversy, in writing to the Fire Chief.

The Fire Chief will respond to the written presentation of your controversy within two (2) working days.

In the event that the Fire Chief fails to respond to your controversy to your satisfaction within two (2) working days, proceed to Step 3.

Step 3 - Board of Trustees

If you are dissatisfied with the respond provided by the Fire Chief, you will have an additional two (2) working days to appeal your controversy, in writing, to the Board of Trustees of the Fire District. You must provide the Fire Chief with a copy of your written appeal to the Board of Trustees.

When the Board of Trustees receives the controversy, they will determine if the proper steps were followed. If all steps have been followed:

- They will talk with you to get further clarification of your controversy.
- They will talk with your immediate Supervisor, and the Fire Chief to further clarify your controversy;
- Schedule a meeting with all persons involved to make a determination.

After careful consideration of all facts and within fifteen (15) working days, the Board of Trustees will render a final decision to you in writing. Because the full responsibility of the operation of the Fire District rests with the Board of Trustees, any decision rendered in a problem situation must be regarded as final and binding.

Failure to comply with any of the above time limits listed in the procedure shall constitute a waiver of your controversy.

From time to time questions arise about the interpretation of fire department rules, requirements and policies. Whenever an employee wishes a formal interpretation of such, the employee reduce his/her question to writing and submit this request through the chain of command. This helps ensure accurate and fair application of fire department rules, policies and requirements and avoids mis-interpretations inherent with verbal communication.

The above procedures do not apply to disciplinary matters. All disciplinary matters will be dealt with in accordance with KRS Chapter 75.

Suspension:

If the board fixes a period of suspension as punishment, the number of days fixed shall be actual days which the employee is scheduled to work as opposed to calendar days. The period of suspension is to be served consecutively, however the board may otherwise approve the serving of the suspension in an alternative fashion such as one day per pay period. *(Added 3/08)*

If the board has approved an alternate suspension, the suspended employee is prohibited from being offered overtime or responding to off-duty runs for a period of time comparable to a consecutive suspension. After such period of time has elapsed, the suspended employee shall return to the overtime list, being placed at the bottom. *(Added 3/08)*

Disciplinary Procedures

All employees are expected to follow reasonable standards of conduct and work performance. Discipline is meant to be constructive and is used as a corrective tactic rather than as a punishment.

The procedures that are outlined serve as guidelines for administering discipline but shall not be considered absolute.

An employee may be discharged if he/she receives three (3) separate disciplinary actions (written notice and/or suspensions) for any violation or combination of violations in any twelve (12) month period.

Okolona Fire Protection District reserves the right to deviate from this procedure, depending on and consistent with the seriousness of the offense. This shall not be a precedent and shall not constitute a waiver of the Fire District's right to enforce the procedure in other cases.

The Fire District reserves the right, in all instances, to terminate an employee immediately and regardless of the existence of prior offenses if the gravity of the circumstances requires it.

All disciplinary procedures will be in accordance with KRS Chapter 75

Suspension:

If the board fixes a period of suspension as punishment, the number of days fixed shall be actual days which the employee is scheduled to work as opposed to calendar days. The period of suspension is to served consecutively, however the board may otherwise approve the serving of the suspension in an alternative fashion such as one day per period.

If the board has approved an alternate suspension, the suspended employee is prohibited from being offered overtime or responding to off-duty runs for a period of time comparable to a consecutive suspension. After such period of time has elapsed, the suspended employee shall return to the overtime list, being placed at the bottom.

Disciplinary Procedures

The disciplinary action is determined by the Board of Trustees.

Upon completion of one (1) year after 1st infraction other than Discharge, that offense will no longer be counted in the above. The offense however, will remain documented in the employee's personnel file. All offenses, verbal or written, will be documented in the employee's personnel file.

SAFETY AND HEALTH

Operation of Department Vehicles

You are urged to use caution when operating Fire District vehicles, either on Fire District property or on public thoroughfares, and are expected to obey all traffic laws and safety rules at all times. The use of seatbelts and safety harnesses is mandatory and the Fire District will not be liable nor responsible for your inaction.

Employees who are cited for violation of traffic laws while on Fire District business either in a Fire District owned vehicle or their own personal vehicle are responsible for their own fines and penalties. Excessive traffic and safety violations will be subject to disciplinary action, including discharge, depending upon the circumstances. Such action is at the sole discretion of the Board of Trustees.

Reporting Accidents, Injuries and Illness

Federal law requires that we keep records of all illnesses and accidents that occur during or at work. State law also requires that you report any illness or injury that occurs at work, no matter how slight. If you hurt yourself or become ill at work, contact your immediate Supervisor or the Fire Chief immediately. Failure to do so may result in disciplinary action. The Fire District insures you against accidental injuries under the Worker's Compensation Act of our State.

SECURITY

Access to the Facility

You may have been issued a key(s) or combination lock numbers, to your individual area of responsibility for the purpose of providing you and *you only* with access. Keys are not to be duplicated nor shall combination numbers be revealed without the Fire Chief's permission for any reason and anyone caught doing so may be disciplined up to and including dismissal. If you happen to lose your keys, you are obligated to immediately notify the Fire Chief so that adequate security can be maintained. If you habitually lose your keys, you may be asked to cover the costs of changing locks in the Facility.

Keys are not to be lent out or shared with other employees who are not allowed access. Anyone caught doing so may be disciplined up to and including dismissal.

If you are the last to leave the Facility, you are expected to turn off all unnecessary lights and electrical equipment you may have used.

Fire District Property

You are expected to exercise care in your use of Fire District property and to utilize such property only for authorized purposes. Negligence in the care and use of Fire District property may be considered cause for suspension and/or dismissal. In addition, unauthorized removal of Fire District property from the premises may be cause for suspension and/or dismissal.

Any Fire District property issued to you must be returned at the time you terminate employment or when it is requested by your immediate Supervisor or the Fire Chief.

All Fire District property, materials, records, and other information must remain in the Facility at all times without prior approval from the Fire Chief. All of the above listed property must be turned in by the employee upon termination of employment.

Personal Property

For the mutual convenience of you and the Fire District, you may be assigned department provided equipment such as vehicles, lockers, desks, or cabinets. You are hereby advised that the retention of any personal items in such equipment is at your own risk; the Fire District and our Supervisor will not be responsible for any losses.

Moreover, any department provided equipment is subject to entry, search and inspection by your superiors, without further notice. Any privately owned equipment contained in such equipment (including the contents of sealed items/containers) may also be opened and examined without further notice or without your permission.

This includes any department provided equipment that is protected by a personally owned lock that you later might place on the outside. Therefore, you have NO expectation of privacy when using department provided equipment.

Confidentiality

There are many matters of our business that need to be kept confidential and the following guidelines should be utilized to insure this confidentiality;

- Be certain to leave information concerning your job where it belongs...locked at the Office. Keep your Office area reasonably secure you are not in it.
- Do not discuss business with anyone outside of this Fire District unless the discussion of such business is necessary for the performance of your job.
- Avoid inappropriate talk about the Fire District on and off the job, especially in such places as restaurants etc.
- Any inquiries from the news media or the general public regarding the official action or position of the Fire District must be directed to the Fire Chief or his designated representative.

If under any circumstances you release confidential information you will be subject to dismissal.

Privacy

The Fire District recognizes your rights to privacy. To adhere to this principle, we follow the following procedures:

- We will request from you only the information required for business and legal purposes;
- We will protect the confidentiality of all personal information in your records;
- We will limit the availability of personal information to Supervisory or Management;
- We will refuse to release information about an employee to outside sources without the employee's written permission, unless required by legal process;
- We will require each employee in record keeping to adhere to these policies and procedures with violation resulting in disciplinary action;
- Each employee has the right of access to his/her personal information in our records and may note and report accurate information.

Disclosure of Employee Records and Information

Any request for information from an employee's personnel file must be immediately referred to the Fire Chief.

The Fire Chief will cooperate with requests from the following outside sources:

-Properly identified and duly authorized law enforcement officials, especially when investigating allegations of illegal conduct by employees, and

-Legally issued summonses or judicial orders, including subpoena, search warrants, and verification of employment.

Final Note

We have distributed this Handbook for your benefit so that you, our valued employee, will know what we expect of you and what you can expect of us. It is yours to use as reference as often as needed while you are in our employment. If you leave our employment, you must return it as it will always remain the property of the Fire District.

We are glad that you are part of our "TEAM" and we extend our best wishes for a happy, rewarding, and successful career in the fire service.

In consideration of my employment with the Okolona Fire Protection District, I hereby agree to comply with the policies, procedures and requirements of the District, and I understand that my employment may be terminated in accordance with the provisions of KRS Chapter 75. I also understand that no representative of the department has the authority to make any agreement to the contrary. I acknowledge the receipt of this Employee's Handbook which I have read and fully understand.

EMPLOYEE: _____ DATE: _____

WITNESS: _____ DATE: _____