

## Southern Inyo Fire Protection District Policy Handbook

POLICY TITLE:     **Pay Periods**  
POLICY NUMBER:   **2130**  
APPROVAL DATE:   **11/18/08**

- 2130.1**   The salaries and wages of all District employees shall be paid semi-monthly, being the 15th day and the last day of the month.
  
- 2130.2**   Volunteer staff will be paid on a "Call-Out" basis at a rate to be set by the Board of Directors. Total call-outs per staff member will be paid monthly at the end of the month. The General Manager/Fire Chief will be responsible for sending in call-out reimbursement requests to the Inyo County Treasurer.
  
- 2130.3**   The Inyo County Treasurer will be responsible for mailing out all checks to individuals receiving monies each month.

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POLICY TITLE:     **Gifts**  
POLICY NUMBER:   **2155**  
APPROVAL DATE:   **11/18/08**

**2155.1** An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

**2155.1.1** Is customary and gives no appearance of impropriety and does not have more than a nominal value;

**2155.1.2** Does not impose any sense of obligation on either the giver or the receiver;

**2155.1.3** Does not result in any kind of special or favored treatment;

**2155.1.4** Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

**2155.1.5** Is given and received with no effort to conceal the full facts by either the giver or receiver.

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POLICY TITLE:       **Grievance**  
POLICY NUMBER:    **2180**  
APPROVAL DATE:    **10/17/24**

- 2180.1** This policy shall apply to all regular and volunteer employees in all classifications.
- 2180.2** The purpose of this policy is to provide a procedure by which employees may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation or instruction.
- 2180.3** Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Directors, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.
- 2180.4** Grievance Procedure Steps:
- 2180.4.1** Level I - Preliminary Informal Resolution: Any employee who believes he/she has a grievance shall present the evidence thereof orally to his/her immediate supervisor within fifteen (15) working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions and attempt to resolve the matter within five (5) working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.
- 2180.4.2** Level II - Fire Chief: If the grievance has not been resolved at Level I, the grievant must present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the Fire Chief within thirty (30) working days after the occurrence of the act or omission giving rise to the grievance.
- 2180.4.2.1** The statement shall include the following:
- a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
  - b) The circumstances involved;
  - c) The decision rendered by the immediate supervisor at Level I;
  - d) The specific remedy sought.

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**2180.4.2.2** The Fire Chief shall communicate his/her decision within ten (10) days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. Time limits for appeal shall begin the day following receipt of the Fire Chief's written decision. Within the above limits, either party may request a personal conference with the other. If the Fire Chief does not respond within the time limits, the grievant may appeal to the next level.

**2180.4.3** Level III - Board of Directors: In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District's Board of Directors within ten (10) days. The statement shall include a copy of the original grievance; a copy of the written decision by the Fire Chief; and a clear, concise statement of the reasons for the appeal to Level III. This appeal should be filed with the District Administrator and the District office.

**2180.4.3.1** The Board of Directors, as soon as possible at a regular monthly meeting of the Board, shall schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board's decision shall be announced in open session immediately after the closed session in which it was made.

### **2180.5** Basic Rules.

**2180.5.1** If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.

**2180.5.2** By agreement in writing, the parties may extend any and all time limitations specified above.

**2180.5.3** The Fire Chief may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors.

**2180.5.4** A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

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Appendix "A"

**EMPLOYEE GRIEVANCE FORM**

Southern Inyo Fire Protection District

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

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Circumstances involved:

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Decision rendered by the informal conference:

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Specific remedy sought:

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