



Board Policy No. 390

Administrative Bulletins and Memoranda of Understanding

SUBJECT CATEGORY: SECTION 300,
PERSONNEL

390: Administrative Bulletins and Memoranda of Understanding

It is the Fire Chief's responsibility to maintain a complete set of administrative bulletins applicable to all personnel that cover at least the following:

- a) Accommodations for Disability
- b) Demotion (Nondisciplinary)
- c) Disciplinary Action
- d) Driver Training and Record Review
- e) Drug and Alcohol Testing
- f) Employee Information/Emergency Data
- g) Employee Promotion
- h) Employee Records
- i) Employee Status
- j) Equal Opportunity
- k) Grievance Procedure
- l) Hours of Work and Overtime
- m) Letters of Recommendation
- n) Payroll Deductions for Salaried Employees
- o) Recruitment & Hiring
- p) Separation from District Employment
- q) Temporary Reclassifications
- r) Authorized Leave
- s) Bereavement Leave

- t) Catastrophic Time Bank
- u) Compensation
- v) Educational Assistance
- w) Family and Medical Leave
- x) Holidays
- y) Jury Duty
- z) Leave for Crime Victims and Family Members
- aa) Military Leave
- bb) Pregnancy Disability Leave
- cc) Sick Leave
- dd) Time Keeping/Time Records
- ee) Time off to Vote
- ff) Unauthorized Voluntary Absence
- gg) Vacations
- hh) Workers' Compensation Leave
- ii) Smoke-free Workplace: Admin bulletin
- jj) Substance Abuse: Admin bulletins
- kk) Performance Evaluation

Adopted: December 12, 2018



Clerk of the Board



Board President