

MID ROGUE FIRE DISTRICT

EMPLOYEE POLICY MANUAL – Policy No. 2026-001

1. PURPOSE

The purpose of this Employee Policy Manual is to establish clear expectations, standards, and procedures for employees of the Mid Rogue Fire District ("District"). This policy is intended to guide the Executive Director and all future employees in the performance of their duties while ensuring professionalism, accountability, and alignment with the District's mission.

2. EMPLOYMENT PHILOSOPHY

The District is committed to:

- Providing high-quality emergency services to the community
- Maintaining integrity, transparency, and accountability
- Supporting employees with clear expectations and fair treatment
- Operating efficiently and responsibly with public resources

All employees serve the public trust and are expected to act in the best interest of the District at all times.

3. PUBLIC TRUST AND DUTY

All employees of the District, including the Executive Director, serve the citizens of the District. Every decision, action, and use of resources shall reflect a commitment to stewardship of public funds, ethical conduct, and the long-term success of the District.

Failure to uphold the public trust may result in disciplinary action, up to and including termination.

4. AT-WILL EMPLOYMENT

All employees of the District are considered at-will employees unless otherwise specified by contract. Employment may be terminated at any time, with or without cause, subject to applicable laws and contractual agreements.

5. EQUAL EMPLOYMENT OPPORTUNITY

The District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other protected class under applicable law.

6. ORGANIZATIONAL STRUCTURE AND SEPARATION OF AUTHORITY

The District is governed by a Board of Directors responsible for policy, fiscal oversight, and strategic direction.

The Executive Director is responsible for implementation of Board policy and day-to-day operations.

No individual Board member shall direct staff or interfere with administrative operations outside of official Board action. Likewise, staff shall not attempt to influence Board decisions outside of appropriate administrative channels.

Violations of this provision shall be addressed through Board governance procedures and may result in formal censure or other corrective action.

7. EXECUTIVE DIRECTOR ROLE AND AUTHORITY

The Executive Director shall:

- Implement policies set by the Board of Directors
- Manage contracts, including emergency service providers
- Oversee budgeting, financial management, and reporting
- Ensure compliance with all federal, state, and local laws
- Serve as the primary liaison between the Board, contractors, and the public
- Supervise District employees (as applicable)

The Executive Director is accountable to the Board for performance, transparency, and operational effectiveness.

Delegated Authority Limits

- The Executive Director may authorize routine operational expenditures within the approved budget.
- Any single expenditure exceeding a threshold established by the Board shall require prior Board approval.
- Contracts exceeding limits established by the Board must be approved by the Board of Directors.

8. CONTRACT OVERSIGHT AND ACCOUNTABILITY

The Executive Director shall ensure that all contracted service providers meet performance expectations established by the District.

This includes:

- Monitoring service delivery and response performance
- Ensuring contractual compliance
- Providing regular reports to the Board of Directors (at minimum quarterly)
- Recommending corrective actions when standards are not met

All contracts shall be administered in a manner that protects the District's financial interests and service obligations to the public.

9. STANDARDS OF CONDUCT

Employees shall:

- Act with integrity, professionalism, and accountability
- Treat the public, Board members, and coworkers with respect
- Avoid conflicts of interest or the appearance of impropriety
- Protect confidential information
- Comply with all District policies and applicable laws

Misconduct may result in disciplinary action, up to and including termination.

10. ETHICS, CONFLICTS, AND PROHIBITED PRACTICES

Employees shall not engage in unethical conduct, including but not limited to:

- **Nepotism:** Favoring relatives in hiring, promotion, or contracts
- **Cronyism:** Favoring personal associates over qualified individuals or vendors
- **Misuse of Public Funds:** Unauthorized or improper use of District resources
- **Conflicts of Interest:** Participating in decisions that provide personal financial or professional benefit

All potential conflicts must be disclosed immediately to the Board of Directors.

Documentation Requirements

- Hiring decisions shall be documented with objective criteria and justification
- Contracts should, where practical, follow a competitive process or include written justification for sole-source selection
- Records of decisions shall be maintained in accordance with District record retention policies

Violations of this section are considered serious misconduct and may result in immediate disciplinary action, including termination.

11. WHISTLEBLOWER PROTECTION

The District encourages employees to report suspected misconduct, fraud, abuse, or violations of law or policy.

No employee shall be retaliated against for making a good-faith report. Retaliation is strictly prohibited and shall be treated as a serious violation of District policy.

Reports may be made to the Executive Director or directly to the Board of Directors.

Reporting and Investigation Process

- Reports should be documented in writing whenever possible
- The District shall conduct a prompt, impartial review of all complaints
- Findings shall be documented and retained in accordance with policy
- Knowingly false or malicious reports may result in disciplinary action

12. COMPENSATION AND BENEFITS

Compensation for the Executive Director shall be established by the Board of Directors.

Compensation and benefits for other employees shall be determined by the Executive Director, subject to Board approval and budget constraints.

13. WORK HOURS AND ATTENDANCE

Work schedules shall be established based on operational needs. Employees are expected to:

- Be punctual and reliable
- Notify appropriate supervisors of absences
- Maintain availability as required by their role

14. PERFORMANCE EVALUATION

The Board of Directors shall evaluate the performance of the Executive Director on an annual basis.

The Executive Director shall evaluate other employees annually or as otherwise determined.

15. DISCIPLINE

The District may utilize progressive discipline, including:

- Verbal warning
- Written warning
- Suspension
- Termination

The District reserves the right to bypass steps depending on the severity of the issue.

Documentation and Review

- All disciplinary actions shall be documented and maintained in personnel records
- Employees may submit a written response to disciplinary actions
- An optional administrative review may be requested, subject to procedures established by the District

16. TERMINATION

Employment may be terminated voluntarily or involuntarily. Grounds for termination may include, but are not limited to:

- Misconduct
- Failure to perform duties
- Violation of District policy
- Budgetary or organizational needs

17. CONFIDENTIALITY

Employees shall maintain confidentiality of sensitive District information, including personnel matters, contracts, and financial data.

18. PUBLIC RECORDS AND TRANSPARENCY

As a public entity, the District complies with Oregon Public Records Law. Employees shall cooperate with records requests in accordance with established procedures.

19. SAFETY AND COMPLIANCE

Employees shall follow all safety regulations and operational procedures. Safety is a core priority of the District.

20. USE OF DISTRICT PROPERTY

District property shall be used for official purposes only unless otherwise authorized.

21. POLICY AMENDMENTS

This policy may be amended by the Board of Directors at any time.

22. ACKNOWLEDGMENT

Employees shall acknowledge receipt and understanding of this policy manual.

APPENDIX A: PERSONNEL RULES ADDENDUM

A1. EMPLOYMENT CLASSIFICATIONS

Employees may be classified as:

- Full-Time
- Part-Time
- Temporary/Seasonal
- Exempt or Non-Exempt (per applicable wage and hour laws)

A2. COMPENSATION PRACTICES

- Pay periods and payroll procedures shall be established administratively
- Overtime shall be compensated in accordance with applicable law
- All compensation actions must align with the approved budget

A3. LEAVE POLICIES

- **Holidays:** Observed holidays shall be established by the Board or administrative policy
- **Vacation:** Accrual rates and caps shall be defined administratively
- **Sick Leave:** Provided in accordance with Oregon law at minimum
- **Other Leave:** Bereavement, jury duty, military leave, and other protected leave shall be granted as required by law or policy

A4. BENEFITS

Benefits (if offered) may include health insurance, retirement contributions, and other programs as approved by the Board. Eligibility and employer contributions shall be defined administratively.

A5. TIMEKEEPING

- Employees shall accurately record all hours worked
- Falsification of time records is grounds for discipline up to termination

A6. WORKPLACE CONDUCT AND HARASSMENT

- The District maintains a zero-tolerance policy for harassment, discrimination, and workplace violence
- Complaints shall be reported to the Executive Director or Board (if involving the Executive Director)
- All complaints will be investigated promptly and impartially

A7. DRUG- AND ALCOHOL-FREE WORKPLACE

- Employees shall not report to work under the influence of drugs or alcohol
- The District may implement testing policies consistent with law

A8. USE OF TECHNOLOGY AND COMMUNICATION SYSTEMS

- District systems (email, phones, computers) are for official use
- Employees should have no expectation of privacy when using District systems, subject to law

A9. RECORD RETENTION

- Personnel records shall be maintained in accordance with Oregon records retention requirements
- Access to personnel files shall be limited to authorized individuals

A10. TRAINING AND PROFESSIONAL DEVELOPMENT

- Employees may be required to complete training relevant to their duties
- The District may support professional development within budget constraints

A11. TRAVEL AND REIMBURSEMENT

- Travel must be authorized in advance
- Reimbursements shall follow established administrative procedures and documentation requirements

A12. SEPARATION PROCEDURES

- Upon separation, employees must return all District property
 - Final pay shall be issued in accordance with Oregon law
-

Adopted by the Mid Rogue Fire District Board of Directors on this _____ day of _____, 2026

Board President: Mark Jones

Signed: _____

Vice President: Vincent Ownbey

Signed: _____

Secretary/Treasurer: Ralph Weidling

Signed: _____

Director: Tom McGowan

Signed: _____

Director: Randy Benetti

Signed: _____