

<b>UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL</b>	
Chapter 3 <i>UFA Personnel Policies</i>	Section 2 <i>Employment Status</i>

**Relevant Information:** The UFA may designate employees into specific categories that determine each employee’s employment status with regards to selection, merit status, and eligibility for overtime. These categories are: Appointed (employees appointed by and report directly to the Board); Probationary (employees serving an initial trial period); Full-Time Merit (employees who have completed a probation period and are therefore entitled to merit system benefits); Exempt Merit (full-time merit employees who have been designated as FLSA- Exempt); Part Time (employees who are employed part time and at-will); and Executive Staff (at-will employees hired by the Fire Chief to serve as part of his executive staff).

**Policy Statement:** It is the policy of the Board that employees are categorized into a designated “employment status” that determines the employee’s method of selection, merit or at-will status, and eligibility for overtime with policies applicable to each category based upon its status. It is the policy of the Board that the Fire Chief and Chief Legal Officer will be Appointed employees.