

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL

Index

		Last Update
CHAPTER 01	GOVERNANCE AND BOARD POLICIES	
Section 1	Purpose	20 October 2020
Section 2	Scope and Application	20 October 2020
Section 3	Interlocal Cooperative Agreement	20 October 2020
Section 4	Policy Format	20 October 2020
Section 5	Board Policy Procedure	20 October 2020
Section 6	Legal Effect of Board Policies	16 March 2021
Section 7	Emergency Policies	16 March 2021
Section 8	Public Meetings	20 October 2020
Section 9	Electronic Meetings	20 October 2020
Section 10	Board and Committees Rules of Procedures	20 October 2020
Section 11	Board Conflicts of Interest	20 October 2020
Section 12	Management of Complaints	16 March 2021
Section 13	Political Offices of Appointed & Executive Staff	20 October 2020
Section 14	Vision, Mission & Values	20 October 2020
Section 15	Department Management	20 October 2020
Section 16	Appointed Employees	20 October 2020
Section 17	Performance & Compensation Reviews for Appointed Employees	20 October 2020
Section 18	Strategic & Long-Term Planning	20 October 2020
Section 19	Mutual & Automatic Aid Agreements	20 October 2020
Section 20	Board Oath of Office	20 October 2020
Section 21	Board Code of Ethics	20 October 2020
Section 22	Motions & Resolutions	20 October 2020
Section 23	
CHAPTER 02	UFA ADMINISTRATION	
Section 1	UFA Employee Organizations	20 October 2020
Section 2	Americans With Disabilities Act and UFA Facilities	20 October 2020
Section 3	Facilities Use and Management	20 October 2020
Section 4	Records Management	20 October 2020
Section 5	Potential Claims and Litigation Holds	20 October 2020
Section 6	Political Activities	20 October 2020
Section 7	Hatch Act Compliance	20 October 2020
Section 8	Free Speech	20 October 2020
CHAPTER 03	UFA PERSONNEL POLICIES	
Section 1	Nepotism	20 October 2020
Section 2	Employment Status	16 March 2021
Section 3	Position Allocation and Classification	20 October 2020
Section 4	Vacation	16 March 2021
Section 5	Sick Leave	16 March 2021
Section 6	Family and Medical Leave	16 March 2021
Section 7	Military Leave	16 March 2021
Section 8	Insurance Eligibility	16 March 2021

**UNIFIED FIRE AUTHORITY
BOARD POLICY MANUAL**

Index

Section 9	Additional Leaves	16 March 2021
Section 10	Workers' Compensation	20 October 2020
Section 11	Overtime and Compensatory Time	16 March 2021
Section 12	Holidays	16 March 2021
Section 13	Sexual Harassment.....	20 October 2020
Section 14	Harassment, Discrimination and Retaliation	16 March 2021
Section 15	Drug Free Workplace Act & Drug Testing.....	20 October 2020
Section 16	Investigations and Discipline	20 October 2020
Section 17	Grievances and Appeals.....	16 March 2021
Section 18	Gifts to Employees/Ethics.....	20 October 2020
Section 19	Merit Commission Guidelines and Operating Procedures.....	20 October 2020
CHAPTER 04	FINANCIAL POLICIES	
Section 1	Management of Public Funds	20 October 2020
Section 2	Authorization & Processing of Certain Payments	20 October 2020
Section 3	Capital Project Planning Guidelines	20 October 2020
Section 4	Full Cost Recovery	20 October 2020
Section 5	Charitable Solicitation	20 October 2020
Section 6	Gifts to UFA	20 October 2020
Section 7	Purchasing of Services, Supplies, and Equipment.....	20 October 2020
Section 8	Fund Balance Reporting	20 October 2020
Section 9	Budget Process.....	20 October 2020
Section 10	Reimbursement Request	20 October 2020
Section 11	Surplus Property.....	20 October 2020
Section 12	Business Travel.....	20 October 2020
Section 13	Purchasing Card Policy.....	20 October 2020
Section 14	Ambulance Service Collections Policy.....	16 March 2021
Section 15	Purchasing of Meals.....	16 March 2021
CHAPTER 05	VEHICLES	
Section 1	Staff Vehicle Assignment and Use	20 October 2020
Section 2	Sale of UFA Vehicles	20 October 2020
CHAPTER 06		
Section 1	Controlled Substance Medications	20 October 2020
Section 2	BEMSP Notification	16 March 2021