



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-013

February 7, 2024

TO: All Personnel

FROM: Policy Analyst Brass

SUBJECT: Rules, Policies & Procedures

In keeping with the practice of releasing new policies or policy revisions once per month, the following policies or policy updates have been released for your review and acceptance. All policies may be found in Vector (Target)/ Solutions in the File Center under the ADMIN folder. The policies are also available in the POLICY DRIVE/ on the UFA server.

The index will reflect the most current policies that have been approved and signed by the Chief and will be updated as policies are either updated or new policies are added.

Policies:

- **100-160 – Uniform/ Clothing Allowances** dated January 26, 2024, replaces policy dated November 16, 2022.
- **400-100 – Vacation and Holiday Scheduling** dated January 26, 2024, replaces policy dated May 4, 2020.
- **400-130 – Staffing** dated January 26, 2024, replaces policy dated June 10, 2020.
- **900-150 – Promotional Probation** dated January 26, 2024, replaces policy dated November 6, 2023.
- **900-360 – Overtime and Compensatory Time** dated January 26, 2024, replaces policy dated February 23, 2023.
- **910-020 – Operations Chief** dated February 1, 2024, replaces policy dated February 25, 2023.
- **910-030 – Emergency Management Director** dated February 1, 2024, replaces policy dated August 23, 2023.
- **910-040 – Battalion Chief** dated February 1, 2024, replaces policy dated August 24, 2023.
- **910-050 – Division Chief** dated February 1, 2024, replaces policy dated August 24, 2023.
- **910-060 – Captain** dated February 1, 2024, replaces policy dated February 5, 2023.
- **910-070 Staff Captain** dated February 1, 2024, replaces policy dated February 25, 2023.
- **910-080 Firefighter Specialists** dated February 1, 2024, replaces policy dated July 22, 2021.
- **910-090 Entry Level Firefighter and Paramedic** dated February 1, 2024, replaces policy dated November 2, 2022.
- **910-100 Firefighter and Paramedic Hiring Process** dated February 1, 2024, replaces policy dated February 23, 2023.
- **910-110 Part-Time EMS and Seasonal Wildland Positions** dated February 1, 2024, replaces policy dated February 23, 2023.
- **1200-070 – Behavioral Health and Wellness Program** dated January 26, 2024, replaces policy dated October 29, 2021.

A brief summary is provided below:

Note: As part of the annual policy review, many of the changes to these policies were a result of updating the current practices of UFA.

100-160 – Uniform/ Clothing Allowances

- New paragraphs 3.1 and 3.2 explain that lateral hire personnel will have 12 months of clothing allowance front loaded into their first earned paycheck and new hire firefighters will have 12 months of uniform allowance front loaded into their second earned paycheck. The difference being that new hires typically drop out in the first month and don't need their uniforms till after camp.

400-100 – Vacation and Holiday Scheduling

- Clarified when firefighters are able to draw in paragraphs 5.4 and 5.5.

400-130 – Staffing

- 7.3 removed the calling of secondary numbers as these are often a spouse's cell number.
- 7.4 explained that refusing a constant staffing shift that has already been awarded constitutes cancellation.
- 7.4.1 Trading of a constant staffing shift may result in a penalty.
- 7.4.1.4 Notify the staffing office, unless it occurs outside of normal business hours, in which case call the staffing number to notify the person responsible for staffing.
- 8.0 Whenever possible acting assignments will take precedence over constant staffing.

900-150 – Promotional Probation

- New paragraph 1.2 explaining how promotional probation is affected by promotion to a different position or if a person takes a different job assignment while on probation.

900-360 – Overtime and Compensatory Time

- New paragraph 2.8.1 memorializes the formula to calculate hours worked in a year for 24hour firefighters, based on a 24-day FLSA pay cycle.

1200-070 – Behavioral Health and Wellness Program

- Added definitions of Part-time Employee and Sessions to policy definitions, as it applies to this policy.
- Changed references to Safety Officer to Health and Safety Officer.
- New paragraphs 1.1.1 thru 1.1.3 details access to behavioral health program.
- New paragraphs 2.3.1 thru 2.3.4 details how therapy plans for employees are treated.

The following PDP policies were reviewed as part of the annual policy review process. Many of the edits were clean-ups or making the PDP language consistent throughout the group of policies:

910-020 Operations Chief

910-030 Emergency Management Director

910-040 Battalion Chief

910-050 Division Chief

910-060 Captain

910-070 Staff Captain

910-080 Firefighter Specialists

910-090 Entry Level Firefighter and Paramedic

910-100 Firefighter and Paramedic Hiring Process

910-110 Part-Time EMS and Seasonal Wildland Positions

Note: For the most current uniform information related to uniform products, check the Uniform Policy Appendix.