



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

24-078

June 5, 2024

TO: All Personnel

FROM: Policy Analyst Brass

SUBJECT: Rules, Policies & Procedures

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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.

**Beginning July 1, 2024, all policy changes will be noted in PowerDMS, and employees will acknowledge receipt of policies in the PowerDMS program.**

### **Policies:**

- **900-060 – Re-employment of Former Employees** dated May 16, 2024, replaces policy dated January 27, 2022.
- **900-140 – Merit Probation (New Hire)** – dated May 16, 2024. Replaces policy dated July 22, 2021.
- **900-160 – Acting-in Assignments** dated June 4, 2024, replaces policy dated November 6, 2023.
- **900-320 – Insurance Eligibility** dated June 4, 2024, replaces policy dated November 3, 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.

#### **900-060 – Re-employment of Former Employees**

- Section 5.2.2 was updated to say any required training time would be in addition to the new 6-month probation period.

#### **900-140 – Merit Probation (New Hire)**

- Sections 1.1.3 updated to match the new language in Re-Employment of Former Employees training time.
- New section 1.1.4 states rehired employees who left during their initial 12-month merit probation period must serve a new 12-month probation period.

#### **900-160 – Acting-in Assignments**

- New section 2.0 provides staffing guidance for acting in specific positions.

#### **900-320 – Insurance Eligibility**

- New section 7.0 details the frequency of insurance provider evaluations.