

# Yamhill Fire Protection District

District Policies, Procedures, & SOG's

## MISSION

*Yamhill Fire Protection District is dedicated to  
serve and protect our community*

# District Policies

PERSONNEL

PER – 708

Employee Status

Issued: January 11, 2005

Revised: February 10, 2015

## Regular Full-Time Employees

An employee who regularly works a minimum of forty (40) hours a week on a continuing basis, and who has completed the probationary period, is considered a regular full-time employee

## Regular Part-Time Employees

An employee who regularly works less than forty (40) hours a week is considered a regular part-time employee once the probationary period is successfully completed. The District shall pay a proportion of benefits, based on the regular hours worked.

## Temporary Employees

Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal workloads or emergencies. Temporary employees are in eligible for employer-paid benefits.

## Duration of Employment

All employees except temporary employees are hired for an unspecified duration. The District may not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the District. Accordingly, either the employee or the District can end the employment relationship at any time, in accordance with District procedures and applicable collective bargaining agreements. Discipline and discharge may occur subject to the policies and procedures set forth in Policy PER-750, except these shall not apply to a probationary employee.

## Anniversary Dates

The anniversary date used to determine vacation and merit increases of an employee hired before the 15<sup>th</sup> of the month shall be the first day of the month. The anniversary date of an employee hired on or after the 15<sup>th</sup> shall be the first day of the following month.