

# 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 – 723

Time Records

Issued: November 11, 2014

Time Cards must serve as an accurate record of the time for which each employee is paid wages and overtime. Each employee is expected to record accurately the time spent working on District business. Personal time spent in District offices outside regular working hours should not be recorded.

An employee of the District may volunteer service to the District, and the time involved would not be recorded, **ONLY IF** the volunteer hours worked **DO NOT INVOLVE THE SAME TYPE OF SERVICE**, which the person is employed to perform for the District. All volunteer activities by employees must be approved in advance, and in writing by the Fire Chief.

Weekly time cards are due to the Fire Chief by 3:00pm every Tuesday for the previous week.