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# PERSONNEL POLICY CONDITIONS OF EMPLOYMENT

## SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

## PURPOSE

Employment with the Stoney Point Fire Department Inc. (SPFD) is an opportunity for public service. It confers no special rights or privileges, but it does impose certain responsibilities and duties. The SPFD expects from all of its employee's honesty, fairness, reliability, diligence, discipline and appropriate skills for the tasks assigned. Nothing in this Employment Policy is designed to take away or diminish any Constitutional, Statutory, Regulatory or Common Law Rights of our employees or to add or supplement any. Employment with the SPFD should be undertaken only in good faith, with a spirit of cooperation and a desire to serve our citizens and tax payers in an appropriate manner.

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## DEFINITIONS

**Temporary Part Time Employee** - A person appointed and/or hired to serve in a position, who is regularly scheduled less than nineteen (19) hours per work week?

**Permanent Employee** - A person appointed and/or hired to serve in a position for an indefinite duration and who has served a probationary period of more than twelve (12) calendar months.

## GUIDELINE



### Work Schedule

The standard workweek for all administrative employees with the SPFD with the exception of shift workers shall be between the hours of 8:00 A.M. until 7:00 P.M., Monday through Friday and as scheduled by the Fire Chief. All administrative full time employees shall work no less than forty (40) hours per week. When the activities of a particular project require some other schedule to meet work needs, the Fire Chief may authorize a deviation from the normal schedule.

### Gifts and Favors

- No employee shall accept any gift, favor, or thing of value (over \$25.00) that would influence that employee in the discharge of duties.
- No employee shall grant any improper favor, service, or thing of value in the discharge of duties.

### Political Activity Restricted

Every employee of the SPFD has a civic responsibility to support good government by every available means and in every appropriate manner. Any employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, and may advocate and support the principles of policies of civic or political organizations in accordance with the constitution and the laws of the state of North Carolina and the constitution and the laws of the United States of America. However, **while on duty**, no employee of SPFD shall:

- A. Engage in any political or partisan activity during work hours;
- B. Use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
- C. Be required as a duty or a condition of employment, promotion, or tenure of office to contribute funds for political or partisan purposes;
- D. Coerce or compel contributions for political or partisan purposes by another employee of the county;
- E. Use funds, supplies, or equipment of the SPFD for political or partisan purposes.
- F. Lobby for other employees or contact citizens or officials on behalf of other employees.
- G. Use SPFD equipment, emails, or supplies on behalf of candidates.

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## Unlawful Harassment in the Workplace

- The Stoney Point Fire Department opposes unlawful harassment by supervisors and co-workers in any form. Unlawful harassment is defined as unwelcome advances, requests for unlawful favors, and other verbal or physical conduct of an unlawful nature when (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Any employee who believes he or she may have a complaint of unlawful harassment may file a written complaint directly with the Clerk to the Board of Directors or the Fire Chief. If the SPFD has direct authority to act, the Clerk to the Board of Directors or the Fire Chief will conduct, or cause to be conducted an investigation into any allegation of unlawful harassment, advise the employee, and appropriate management officials of the outcome of the investigation.
- If the SPFD does not have direct authority to act due to state statutes, case law or other rulings, the Clerk to the Board of Directors or the Fire Chief may assist the employee in redirecting their complaint to the appropriate official or agency.

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## Outside Employment

The work of the SPFD takes priority over other employment interests of employees. All outside employment for salaries, wages, or commission and all self-employment must be reported to the Fire Chief before such work is to begin. The Fire Chief will determine whether the outside work would create a conflict of interest or otherwise be incompatible with SPFD service. The assumption of outside employment without prior approval by the SPFD may be deemed improper conduct and subject the employee to disciplinary action, up to and including dismissal. Employee must have a signed approval letter on file in Personnel Department. The SPFD requires eight hours of rest prior to reporting for scheduled work.



### Limitation on Employment of Relatives

- All full time employment of an immediate family member of another SPFD member shall be approved by the Fire Chief and the Board of Directors in case of a Chief Officer.
- The term immediate family means an employee's wife, husband, mother, father, guardian, son, daughter, brother, sister, grandchild, and grandparent, as well as the various combinations of half, step, in-law, and adopted relationships that can be derived from the family members named herein.
- The provisions of the Paragraph shall not be retroactive, and no action will be taken concerning members of the same family employed in conflict with Sub-Paragraph A before the adoption of this policy.
- By statute, the Board of Directors considers approving the appointment by the Fire Chief and or Chief Officers of a relative by blood, marriage, or nearer kinship other than first cousin.

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### Travel Expense and Reimbursement

- Vehicles owned by the SPFD will be provided for certain SPFD business if available. SPFD vehicles are not to be used for personal purposes. (The Board of Directors have approved for the Fire Chief to utilize his assigned vehicle 1391 for personal business as long as he responds to emergency calls. The Fire Chief is on call 24X7)
- The Fire Chief must authorize travel on official SPFD business outside a 30 mile radius of Station 13.
- SPFD employees and officials traveling away from the SPFD on official SPFD business will be reimbursed for mileage, lodging, meals, and other expenses as established by the Board of Directors. All requests must be submitted to the Fire Chief.
- Employees and officials traveling for the SPFD will keep an accurate record of their expenses. No reimbursement will be paid without a written claim signed by the employee and approved by the Fire Chief. Receipts for the cost of hotels, and related travel expenses must be attached to the written claim. Meals exceeding the per diem rate must have documentation supporting the increase in order to claim reimbursement.



### **Delinquent Tax Policy**

It shall be the policy of the SPFD to require employees to make timely payments of all city and county property taxes in the city or county in which they reside. It shall further be the policy that offers of employment shall not be extended to individuals with delinquent taxes. Failure to comply with this policy shall be considered a violation of personnel conduct, punishable within the guidelines.

### **Criminal History and Driver's License Records Check**

The Stoney Point Fire Department Inc. is dedicated to providing services to our fire district and customers in the safest environment and manner possible. With this belief the following is established:

All applicants and employees are required to submit to a criminal history records check and a driver's license records check at the following times:

- Prior to initial employment; and,
- At any other time that just cause exists.

Applicants who refuse to consent to any records check will not be considered for employment.

Employees who refuse to consent to any records check will be dismissed.

The nature and relevance of any convictions or violations will be taken into consideration when evaluating an applicant for employment or evaluating an employee for continuation of employment.

Criminal History Checks will be obtained through the North Carolina State Bureau of Investigation and County Clerks of Court and other appropriate Law Enforcement Agencies. Prior to the initial offer of employment a Certified Criminal History Check will be secured and paid for by the applicant.

Driver's License Checks will be obtained through the appropriate State Division of Motor Vehicles and/or Cumberland County Sheriff's Department.

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