

Board Action Request

SUBJECT: HR Policy Change
DATE: April 29, 2020
FROM: Cheryl Horvath, Fire Chief

Background:

This policy change request is to update District Human Resource policies.

The first update is for a long-standing past practice of the District reimbursing the cost of monthly cell phone service for the shift Captains. The shift Captains respond to requests for information off-duty and are generally available by cell phone 24/7 when they are not on shift. In the past the District would pay a portion every month towards the cell phone bills for the Captains. However, the Captains cell phones were part of the District's cell phone plan. We have separated all employees personal cell phone plans from the District cell phone plan. With the recent promotion of two new Captains, our policy needs to be updated to establish reimbursement of the newly promoted personnel. The requested changes to the Use of Telephones/Cell Phones policy is included with this board memo.

Additionally, staff in consultation with Brenda Tranchina, Human Resource Strategies, added language in the Use of Telephones/Cell Phones policy to expand the restrictions on cell phone camera use to apply to other video recording devices. There are also a couple of additions to the Use of Electronics Communications policy to reflect this as well.

The last requested change to the HR policies is an update to the Employee Assistance Program policy to be consistent with state statute. There has been an update to that statute that requires the provider be a psychiatrist or psychologist. This was done because some employees were using counselors who have no background/training in dealing with these kinds of trauma, PTSD, etc.

Fiscal Impact:

None.

Alternate Option:

Provide staff with additional direction

Legal Review: N/A. These changes were reviewed by our HR consultant.

Staff Recommendation:

Approve the amended changes to the TFD Human Resource Policy Guidelines Manual.

Proposed Motion:

Move to approve the amended changes to the TFD Human Resource Policy Guidelines Manual, including the Use of Telephones/Cellular Phones Policy, the Use of Electronic Communication Technology Policy, and the Employee Assistance Programs Policy.

See Attachments:

- TFD HR Manual – Use of Telephone/Cellular Phones Policy
- TFD HR Manual – Use of Electronic Communication Technology Policy
- TFD HR Manual – Employee Assistance Programs Policy