

EL DORADO COUNTY FIRE PROTECTION DISTRICT

POLICY TITLE: Vehicle Cost Reimbursement

POLICY NUMBER: 2100

2100.10

When an employee is authorized to use his/her personal vehicle in the performance of district work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

2100.20

Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

2100.30

Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of such work.

2100.40

Proof of adequate insurance covering collision, personal injury and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

2100.50

Employees shall be reimbursed for expenses of training directed by the District, including meals, mileage, registration, books, and lodging. The employee shall be reimbursed .25 per mile when a personal car is used. Also, if the Training business takes the employee out of the immediate area they shall be entitled to lodging to be approved by the District and a per diem of \$25.00 per day, with a maximum of \$40.00 per day if receipts are provided. District will not pay for alcohol with meals.

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POLICY TITLE: Health Benefits

POLICY NUMBER: 2110

2110.10 Medical Expense Insurance. Health, Dental and Vision insurance to cover non-occupational injuries and sickness for full time paid employees in all job classifications, and their dependents, shall be provided by the District. The District shall contribute 100% of the premiums. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.

2110.20 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

2110.30 Retirement Plan. Upon achieving full time employee status, employees shall be enrolled in the District's retirement plan, (PERS 2% @50 for safety personnel, 2% at 60 misc. personnel.)

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POLICY TITLE: Training

POLICY NUMBER: 2120

2120.10 The District will provide a minimum of one (1) employee requested outside training opportunity annually with tuition paid, shift covered, and transportation provided when possible and when funding and staffing will allow. The District in accordance with the MOU in effect will pay for any required Certification or Re-Certifications. All training classes shall be approved by District.

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POLICY TITLE: Pay Periods

POLICY NUMBER: 2130

2130.10 The salaries and wages of all District employees shall be paid bi-weekly, consistent with the El Dorado County Payroll Dept.