

# SAN JUAN COUNTY FIRE DEPARTMENT

## **BOARDS:**

**Policy Number: SJCFD 101-05**

**Issue Date: October 2008**

**Page 1 of 1**

## **Policy Statement**

The Personnel Board shall consist of three (3) members (1-elected officer and 2-other non-probationary members) with two (2) alternates (1-elected officer and 1-other non-probationary member), who shall only serve when a primary member is unable to serve.

The officer elected to the Personnel Board shall serve as the Chairman.

---

The members of the Personnel Board shall be elected at the Annual Business meeting in January, and shall assume their duties at that time.

The Personnel Board shall have the following duties:

1. New member evaluations.
2. Probationary evaluations.
3. Grievances.
4. Review compliance with attendance policies.
5. Any other duties relating to personnel management, assigned by the District Chief.

The Personnel Board shall be responsible to the District Chief for the performance of their duties.

Any member of the Personnel Board may be temporarily excused whenever conflict of interest occurs.

Any member of the Personnel Board may be permanently removed through the same procedures used to impeach an officer.