

Trinity Center Community Services District  
Policy Manual

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Policy Title: Employees of the CSD

Policy Number: 106

Date: June 3, 2008

- 106.10       Types of Employees
  - 106.101       The District may have compensated and volunteer employees.
  - 106.102       District employees include the General Manager, the Fire Chief, the Secretary Treasurer and numerous volunteer workers who provide emergency services under the purview of the TCVFD.
  
- 106.20       Hiring and Termination
  - 106.201       Hiring employees for a compensated position requires that a job description be developed and publicly posted for at least fifteen days. Candidates will be required to submit a letter expressing their interest in the position and their qualifications. After this period the Board of Directors will review/discuss the candidates in a public meeting. A closed session may be used to select the best candidate for the job. The Board will announce the candidate selected in a public session.
  - 106.202       Posting of Volunteer positions is not required if qualified candidates are known in advance, but may be used if the Board of Directors decides it is the best way to fill the position.
  - 106.203       Individuals may fill more than one employee position if they are qualified for each position and are deemed by the Board to be able to meet the requirements of all positions they hold.
  
- 106.30       Guidance and Supervision
  - 106.301       Typically all TCVFD employees will be under the supervision of the Fire Chief. The Fire Chief shall take direction from the General Manager. The Secretary/Treasurer shall take direction from the Chairman of the Board.
  
- 106.40       Compensation
  - 106.401       The Board of Directors will determine which positions are compensated.
  - 106.402       The Board will also determine the appropriate compensation level based on the required experience, knowledge and level of effort.

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- 106.50 Volunteer Personnel Workers' Compensation Insurance
  - 106.501 An unpaid person authorized to perform volunteer service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.
  - 106.502 The Legislature of the State of California has provided through legislation (Labor Code §3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.