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|  |  | **Blue Ridge Fire District**  **Policy and Procedure** | | |  | General Order Number  **E307** | |  |
|  |  | | | | | | |  |
|  | Subject:  **Employee Relations** | | | Effective Date:  **April 1, 2015** | | | Total Pages:  **1** |  |
| Board Approval Date:  **March 21, 2015** | | | Rescinds: |  |
|  | Application:  **All District Personnel** | | *Signed into effect as authorized by the Board of Directors*  John Banning, Fire Chief | | | | |  |
|  |  | |  | | | | |  |

1. **PURPOSE**

To strive to achieve mutual respect in the working relationships within the District at all times.

1. **SCOPE**

This policy applies to all employees of the Blue Ridge Fire District.

1. **POLICY**

It is the policy of the Blue Ridge Fire District, to be open and honest with all employees and to respect their rights as individuals, as well as to encourage open communications between the District and the employees.

1. **GUIDELINES**

To achieve these goals, the District shall strive to:

Provide prompt, courteous, and careful attention to employee concerns and needs.

1. Provide the opportunity for employees to advance through development and training in an effort to allow for increased knowledge and skills.
2. Provide promotional opportunities based on performance and ability.
3. Provide competitive wages, benefits, and working conditions.
4. Provide qualified and competent supervision.
5. Provide a safe, healthy and productive working environment.
6. Provide a smoke free area that must be at least 20 feet away from any entrance.