

Grant County Fire Protection District 3

POLICY AND PROCEDURE

1. NUMBER: 4.4.8
2. SUBJECT: *Employee Recognition of Major Life Events*
3. POLICY: It is the Policy of Grant County Fire District 3 to recognize employees, volunteers, retirees and respond to major events in their lives.
4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.
5. RESPONSIBILITIES:
 - A. The District Fire Chief is responsible for assuring that this Policy and Procedure is followed.
6. PROCEDURE:
 - A. Major Life Events:
 1. Death of the employee, volunteer, retiree or family member
 2. Hospitalization of the employee, volunteer, retiree or family member
 3. Marriage of the employee/volunteer/retiree
 4. Birth or adoption of child by employee/volunteer/retiree
 5. Retirement of employee/volunteer/retiree
 6. Promotion of employee/volunteer/retiree
 - B. Whereas an expenditure of district funds not to exceed \$65 for each event should be considered a nominal benefit to employees, volunteers and retirees.