

Article VI. Personnel Management System: Policy, Procedures, and Records.

Section 6.01 The El Dorado County Fire Safe Council shall maintain and make available to the California Fire Safe Council or other funding agency the following:

- (a) Time and attendance records for paid staff, volunteers and in-kind contributions
 - 1) All paid staff members will submit monthly time records showing the time allotted to each project or grant.
- (b) Each individual Associate council will submit signed quarterly time records with the associated project or grant clearly identified. Associate councils who perform quarterly report functions as part of the project match may maintain duplicate time records in their own files until project closeout at which time they should be included in the master Grant binder.
- (c) Meeting attendance records shall be maintained by means of a sign-in sheet for each meeting. The date, location, time and length of the meeting shall be reported on the first page of such sign-in sheet. .

Section 6.02 The El Dorado County Fire Safe Council shall maintain a master file of Position Descriptions for all contract and salaried staff positions whether or not the position is currently filled.

- (a) Executive Coordinator
- (b) Outreach Coordinator
- (c) Senior/Disabled – Green Waste Coordinator
- (d) Chipping Program Coordinator
- (e) Other positions as needed

Section 6.03 Recruiting, hiring and termination process

- (a) Recruiting of full time contract employees will be accomplished through the Request for Proposal (RFP) process. The RFP will be advertised in local media and on the EDCFSC web site. Individual copies of the RFP may be sent to known interested parties.
- (b) Positions of part time Coordinators may be advertised locally and do not necessarily require a formal RFP process.
- (c) Any contract may be terminated at any time without cause and without further obligation to the contractor except for payment due for services performed prior to the termination.

Section 6.04 Compensation system

- (a) The Executive Coordinator will be paid an hourly rate or a monthly contract fee with optional incentives based on performance; i.e., grant funding secured.
 - 1) The base fee will be in line with comparable positions within the state of California.
- (b) All other Coordinators will be paid at an hourly rate as determined from comparable job descriptions in Bureau of Labor Statistics tables.

Section 6.05 Methods for documenting and charging salaries and wages to projects

- (a) The Executive Coordinator fee will be charged to projects on the basis of actual time spent on the project. These charges must be consistent with the administrative costs budgeted for the project.
- (b) Charges for other part time coordinators will be based on an hourly rate and the actual time worked on each project.
- (c) All positions require the use of time cards; i.e., records of actual hour worked each month on each project.

Section 6.06 Policy for hiring consultants

- (a) The policy for hiring consultants shall be the same as for other contract employees. See Section 4.03.

Section 6.07 Project Managers / Coordinators

- (a) Project managers may be contract employees obtained by the RFP process or Fire Safe Council members who are qualified to perform that function and wish to do so.
- (b) The cost of contracted project managers must have been included in the original budget.
- (c) Fire Safe Council members shall not be paid for any project management services.
 - 1) Project managers may be responsible for quarterly reports as a part of the management process
 - 2) Project managers will receive detailed monthly financial statements for the project to facilitate monitoring and completion of the quarterly reports.