Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 5.2.07

2. SUBJECT: ***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. This Policy and Procedure is established to define that process.

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 ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

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. Promotion of employee/volunteer/retire

   B. Life Event Recognition:

      1. The District may provide financial assistance for life events such as births, bereavements, or other significant personal milestones.
      2. The maximum allowable expenditure for life events is $150.00 per occurrence.
      3. The expenditure must be approved in accordance with district budgetary guidelines.

   C. Retirement Gift Policy:
   The District recognizes the long-term commitment of employees by providing a retirement gift based on years of service, with the following maximum allowable expenditures:

      1. 1–10 years of service – Up to $400.00
      2. 11–20 years of service – Up to $750.00
      3. 21–35 years of service – Up to $1,000.00
      4. Over 35 years of service – Up to $1,250.00