

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 3 <i>Position Allocation and Classification</i>

Relevant Information: The Board annually determines the proper number of allocations for full-time employees for UFA during its budget process. Each allocation is assigned to a position description that includes the essential qualifications, objectives, and tasks of the position. The Fire Chief may approve requests to reclassify existing allocations if such reclassification does not require a budget amendment. The Fire Chief typically notifies the Board of any such reclassification at the next available Board meeting.

Policy Statement: It is the policy of the Board that it will set the initial number of allocated employees for UFA as part of its budget adoption process and will approve requests for any additional allocations or to eliminate an allocation during the fiscal year.