

Washington Township Fire Department Standard Operating Procedure

Division 100: Administrative
Section 105: Personnel Policies
Subject 105.01: Part Time In-House Absences
Supersedes: 105.01 Part Time In-House Absences of
6/22/01 and 10/31/05, Memorandum of 4/4/05



Approved By:

Date: June 30, 2006

Page: 1 of 3

PURPOSE:

To establish a policy for part-time in-house employee schedule revisions, trade requests, and absences. The following policy outlines the procedure for absences that occur during scheduled duty shifts.

RESPONSIBILITY:

All part-time in-house employees shall become familiar with and adhere to the policy as outlined.

PROCEDURES:

General

This policy does not imply that part-time employees are given or entitled to time off from scheduled shifts. Employees should remember that other more appropriate options exist to obtain time off; i.e. not marking availability on the request form or finding a trade for that day. However, the department understands that on occasion there may be instances, due to unforeseen circumstances, which may necessitate an absence.

Those employees that are “no shows” for scheduled duty shall be disciplined individually and their absence will also count as one occurrence.

Those required absences that are due to the individual’s on file full time employment or death of an immediate family member shall not count as an occurrence. Absences due to an employee’s full time job are excused only in the event that the employee was ordered in by their employer for duty or mandatory training. In such case, the employee must notify the on duty shift commander as soon as possible. Each employee may be required to obtain verification from their full time employer of such mandatory duty. Each absence that occurs due to non-illness, i.e. vehicle problems, family illness, lack of a babysitter, etc., will be counted as individual occurrences regardless of whether the events take place on successive days.

An employee may be required to furnish a doctor’s statement for calling off on the day before and/or after a holiday.

The Chief may require a physician’s release or fitness for duty any time there may be a concern for the safety of the employee, other employees, or citizens.

Subject 105.01: Part Time In-House Absences

Date: June 30, 2006

Page: 2 of 3

Each employee may be allowed three excused absences each calendar year. Any absence that occurs in excess of these three will result in the following disciplinary action:

Fourth occurrence	Verbal reprimand
Fifth occurrence	Written reprimand and removal from the schedule for up to one month.
Subsequent occurrence	Will result in further progressive discipline up to and including dismissal.

Calling Off

An employee shall notify the on duty Fire Alarms Operator as soon as possible and at least within one hour prior to the time he is scheduled to work; failure to do so within two hours of the absence will be considered an unexcused absence.

For the purpose of this policy, an occurrence shall be any absence of a scheduled shift day. For example:

- A part-time employee is off on two scheduled workdays in succession, one occurrence.
- An employee is off work for two scheduled shifts in succession in January, misses four successive shifts in April, and calls off one scheduled shift day in July, three occurrences.

An employee may petition the Chief to have two or more non-successive absences due to illness counted as one occurrence. Successive shifts shall be any shifts that occur in successive days scheduled in a calendar week. For example:

- An employee calls off sick on Tuesday, is not scheduled on Wednesday, but calls off ill again on Thursday, one occurrence.
- If an employee calls off on Friday, is not scheduled to work on Monday, and calls off ill again on Tuesday, two occurrences.

Illness/Off Duty Injury

An employee shall be required to submit an attending physician's release prior to returning to work following use of five consecutive shifts for illness.

The Chief may require an employee on absence due to illness or injury longer than ten days, to be examined during the absence, or at the end of the absence, by a Township approved physician, at the Townships' expense.

Trading Time/Shift Coverage

Trading time requires that an employee agree with another employee, with equal certification, to work for each other. The actual trade should occur within the same pay period, and if not, the employee is responsible for their own time. The employee must accurately complete a Trade Request form and have prior approval before the first traded shift occurs. The employee's time cards shall reflect that they worked their scheduled day (not the traded day). Employees will be paid for scheduled hours, not traded time. Should a late incident occur on the day the employee actually works, the employee will only indicate the time they stayed over on the actual day worked. The balance of the employee's time still is recorded on the scheduled day.

Subject 105.01: Part Time In-House Absences

Date: June 30, 2006

Page: 3 of 3

Gaining shift coverage, from another equally certified employee, allows an employee to work in another employee's scheduled position, provided the employee covering does not exceed 60 hours in that Pay Period. The employee performing the work will be paid and be responsible for time worked covering the requesting employees shift. Both employees shall submit written notification, preferably memorandum, before the shift to be worked, indicating both dates and times to indicate that the 60 hours are not being exceeded.