Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.3.12

2. SUBJECT: ***Attendance***

3. POLICY: Attendance is essential to the effective and efficient management of the District business. This Policy and Procedure establishes minimum acceptable attendance guidelines that outline Grant County Fire District 3's expectations of all of its personnel. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of the District (as indicated).

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for: ensuring that this Policy and Procedure is adhered to.

      1. Verification of personnel attendance.
      2. Presentation of necessary reports to the Board of Commissioners.

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

   C. Station Officers or Command, are responsible for:

      1. Compilation and certification of employee attendance records.
      2. The coordination and delivery of reports to the Main Station for input.

6. PROCEDURE:

   A. Full Time Employees:

      1. Punctual and consistent attendance is a condition of employment. Each employee is responsible for maintaining an accurate attendance record.
      2. Employees unable to work or unable to report to work on time shall notify the Fire Chief one hour prior to when the workday begins. If an absence continues beyond one day, the employee is responsible for reporting in each day, unless other arrangements have been made. If the Fire Chief is unavailable, the employee may leave a message with the District Office stating the reason for being late or unable to report for work.
      3. Employees are expected to be at work even during inclement weather. The District Fire Chief may allow employees to be late or leave early during severe weather conditions; however, non-attendance will be counted as absence from work and will be charged to accrued vacation time.

4. An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination.

B. Volunteers:

1. Punctual and consistent attendance is a condition of retaining active status.
2. Volunteers are responsible to sign in for all activities with Grant County Fire District 3.
3. Volunteers unable to attend District scheduled meeting should notify Grant County Fire District 3 as soon as possible.
4. If non-attendance consists for more than two months, written notices will be sent out.
5. If non-attendance continues, disciplinary action (including termination) may be instituted.