

Bethel Fire Department

Attendance Policy - SOG

A-006

Purpose and Policy:

Attendance in all departmental activities is required to maintain employment/ membership in the Bethel Fire Department. This is to ensure that all members stay involved, that the safety and capabilities of the department always remain at peak levels, that all members are equal in participation, and that no one member is seen or actually receives preferential treatment. This will provide a good base for proper discipline as well as ensuring the maximum manpower is available at all times. All members are expected to participate and support all aspects of this department including, but not limited to, general meetings, training, fund raising, community activities, station maintenance, equipment maintenance, and incidents. No member is excluded from this requirement for any reason. A temporary waiver can be obtained by meeting with the chief of department to explain any situation.

Not only is each member required to maintain a certain measurable level of participation, but also must actually participate in the event as a contributing team member. This includes all the activities mentioned above and must include doing the work with all the other team members and not be just present while others perform their duties and the needed work.

Requirements:

The attendance requirements are as follows:

1. Incidents – 15% of actual calls in a year, which will be determined based on calls the member attends and participates in as compared to the actual year-to-date calls run.
2. Training – 70% of all training events in a year must be attended. These are forewarned and scheduled in advance and expected for the overall safety and function of the team, department, and member.
3. All other activities including maintenance, general meetings and fund raising – 70% in a calendar year.

A quarterly accounting will be conducted based on individual quarters and action will be taken as follows:

1. At any time, based on a quarter or combination of quarters prior to year's end, a member falls below the above attendance minimums, the member will be called to a meeting with the Assistant Chief for counseling, and an initial verbal warning will be issued.
2. After 3 quarters of attendance issues, the member will be called to a meeting with the Chief and Assistant Chief to undergo further counseling a written warning will be issued that attendance to date has been sub-par.

3. After a full year, if attendance in any of the 3 categories falls short, the member will be called in front of the Chief and given an opportunity to offer a reason or request a temporary leave of absence or request a waiver from the requirements of this SOG. The Chief, at that time can either grant the waiver for 2 quarters maximum, extend the time allowed by up to 2 additional quarters, reduce the participation requirements by reducing the status of the employee/ member to non-firefighter and all gear removed until the requirements improve, or dismiss the member from the company.
4. The requirements for category 3 attendance are based on a calendar year beginning December 1 of each year, and reset at the beginning of each year, however, attendance in these functions must improve to compliance by the 2nd quarter of the new year and be maintained until year's end or the member will be called in front of the Chief and given an opportunity to offer a reason or request a temporary leave of absence or request a waiver from the requirements of this SOG. The Chief, at that time can either grant the waiver for 2 quarters maximum, extend the time allowed by up to 2 additional quarters, reduce the participation requirements by reducing the status of the employee/ member to non-firefighter and all gear removed until the requirements improve, or dismiss the member from the company.
5. All members will meet with the Chief or Training Officer at the end of each calendar year to serve as a critique of the member's job performance as well as non-job performance in the form of a light review detailing any particular issues noted and to set member goals for the coming period. This will also include the member's critique of the department and how he/ she is experiencing the time and what comments they wish to make. All should be put in writing in a narrative format and preserved for future action or data needs.

Final Intent:

This policy is intended to stabilize participation and to ensure the fair and equal treatment of every member of the team. It is intended to improve the training necessary for this department to provide the safest environment while ensuring job performance for the team remains at an overall peak operation level. It is intended to encourage that the members of the department come together as a team in competency and function. It also will ensure that time, position, and, most importantly, equipment does not languish or go unfilled/ unused by a member that is not present or only picks and chooses events and incidents that suits the member and does not benefit the company.

Approved: _____ Date _____

Printed Name: _____