



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Tardy
Reference Number:	ADM 06-001
Effective Date:	11-May-05
Last Revision Date:	N/A
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this policy is to establish a standard set of guidelines for personnel reporting to work.

Policy

All Career personnel shall adhere to the reporting time established.

Hours of Work

Station Personnel
0800 – 0800 Firefighter/Medic

Employees are expected to be in his or her assigned station, ready to answer alarms at the start of their shift.

If an employee cannot report to work on time, their supervisor must be notified as soon as possible prior to the employee's reporting time. The employee shall give a reason for tardiness and give an estimated time of arrival.

No employee shall leave his/her duty assignment unless relieved by appropriate personnel as approved by the Shift Captain.

During foul weather conditions, employees are still expected to report to work at the designated time. If foul conditions are occurring or are imminent, employees are expected to make appropriate time adjustments or vehicle arrangements. Employees will not be given compensation for extra hours prior to reporting time, unless approved by the Chief.

Each employee will be granted one unexcused tardy per calendar year with a verbal warning issued. After that, employees are subject to disciplinary action in accordance with Wintergreen Property Owners Association (WPOA) Employee Handbook. The Chief or Assistant Chiefs have the right to take disciplinary action depending on the severity of the tardiness without a prior warning.

Shift Captains are to notify the Assistant Chiefs in writing anytime an employee is tardy.