



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Attendance/Tardy
Reference Number:	ADM 01-005
Effective Date:	11-May-05
Last Revision Date:	18-Apr-23
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this policy is to establish a standard set of guidelines for part-time staff requirements, personnel reporting to work, meetings, and training.

Policy

All Career personnel shall adhere to the reporting time established and minimum hours required to maintain proficiency.

Hours of Work/Staff Meeting

Station Personnel

0800-0800 Firefighter/Medic (A, B, and C Shifts)

0800-0800 Medic (Nelson EMS)

Staff meetings, as required

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

If an employee cannot report to work or a staff meeting 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 Admin Captain. At no time is an employee allowed to leave his assignment to go to their private residence or alternative workplace unless their Captain or Officer in Charge is notified. If an employee must leave for a family emergency while on-shift the following conditions should be met:

- These instances must be kept to a minimum.
- The duration of the absence must be as short as possible.
- The Shift Captain must be notified in advance.
- The Administrative Captain must be notified in advance to verify there are no other pending scheduling issues and so vacation time can be charged.
- If the absence will take us to minimum staffing, the OIC should be notified.

Any full-time staff member that has committed to working an overtime shift and requests to cancel must find a replacement with equal or higher training level to fill that opening.

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 Deputy Chief or Chief.

Part-time staff are encouraged to work a minimum of one 12-hour shift per month with Wintergreen Fire & Rescue to maintain proficiency with our guidelines, hospitals, and equipment. If part-time staff have accumulated more than six (6) consecutive months of inactivity with the agency the member will be removed from the Virginia Office of EMS roster and will no longer receive emails as an invitation to pick up shifts.

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 the Wintergreen Property Owners Association (WPOA) Employee Handbook. The Chief or Deputy Chief have the right to take disciplinary action depending on the severity of the tardiness without a prior warning.

Shift Captains are to notify the Deputy Chief in writing anytime an employee is tardy, this includes “self-reporting” if they are tardy.

Any staff meetings, training, and other meetings designated as being mandatory must adhere to this tardy policy. If staff are sick and cannot attend the required meeting, then the Chief or Deputy Chief must be notified that you will not be in attendance prior to or as soon as reasonably possible. The Administrative Captain has the right to require a doctor’s note upon the employee’s return to work.

As of 7/1/12 employees can schedule vacation leave that would cause an absence from a staff meeting. A Chief officer will need to confirm in advance that the staff meeting agenda does not include critical items such as OMD call review or mega-code. This policy is subject to change, however at least six months notice will be given should such a change occur.