

SHAKOPEE FIRE DEPARTMENT

POLICY NO. 3: ATTENDANCE POLICY for PAID-ON-CALL FIREFIGHTERS

Commented [JS1]: Not using policy number, just name.

~~All firefighters must~~ All firefighters must maintain an total attendance record of no less than 35 percent of fire calls per quarter.

Commented [JS2]: With the start of daytime training it would be difficult to track and count training toward overall percentage therefore only fire calls will count toward percentage and training will be tracked to make sure they are meeting their requirement for the certifications/license they have.

~~Firefighters who are absent for thirty (30) days or more without reporting to a Fire Administration Officer, will be considered to have voluntarily resigned not in good standing. attend one (1) drill per calendar month and may not have an unexcused absence for two consecutive business staff meetings, unless prior excuse is granted by a Chief or a Captain. Attendance at drills and business staff meetings shall be established by a roll call. In the case of individuals arriving late for a drill or meeting, the Fire Chief shall have the authority to determine whether credit for attendance is awarded.~~

Commented [JS3]: POC firefighters now follow the updated employee handbook. That handbook states 3 days which is not appropriate for POC firefighters.

~~All firefighters must maintain a total attendance record of no less than 35 percent per quarter. Total attendance shall be determined by the call report, and roll call of all paid emergency calls and regular drills.~~

All firefighters must complete the amount of training that is required to maintain their required certifications and/or licenses.

The quarters shall be defined as follows:

- 1st Quarter: January, February and March
- 2nd Quarter: April, May and June
- 3rd Quarter: July, August and September
- 4th Quarter: October, November and December

Any firefighter not able to attend a ~~drill~~ training, meeting or emergency call due to attendance at another fire service related activity or medical leave related to service shall be ~~automatically excused~~ and given credit for being in attendance provided they make notification to a Fire Administration Officer. In the case of individuals arriving late for a drill training or a meeting, the Fire Chief, a Fire Administration Officer shall have the authority to determine whether credit for attendance is awarded.

Commented [JS4]: They are not automatically excused, they must notify a Fire Admin Officer which at this time is the Admin Captain, Fire Marshal, Fire Chief, and Assistant Fire Chief.

Any firefighter not meeting the minimum attendance requirements for a quarter will be given their first written warning and placed on attendance notice. If that firefighter fails to meet the minimum attendance requirement in any of the following ~~three~~ four quarters, he or she will be given their second written warning and put on suspension for two weeks. Following the second written warning if said firefighter fails to meet the minimum attendance requirements in any of the following ~~three~~ four quarters, he or she will be subject to disciplinary action up to discharge.

Commented [JS5]: The originally intention was a missed quarter in the next year would be grounds for further discipline, changing three to four clarifies that.

Firefighters on suspension or granted a leave of absence shall not be subject to these attendance requirements during the period of leave.

Commented [JS6]: Added “on suspension” to make it clear that a firefighter isn’t penalized further for percentage while on suspension

Attendance Requirements for Officers

As a result of the leadership role they play in the department and the need for on-site leadership at emergency scenes, there is a higher attendance requirement for officers of the Department.

All officers must meet a 42 percent annual fire call attendance requirement in order to maintain their Officer position.

Commented [JS7]: Clarifies that the attendance requirement is for fire calls only.

~~Additionally, officers shall be required to attend a minimum of 75 percent of all scheduled officer meetings per calendar year, unless excused in advance by the Fire Chief.~~

Commented [JS8]: This is difficult to track so was removed.

Adopted by City Council, Resolution No. ~~6903, May 5, 2009.~~