

**2017-109 Per-Diem Absence from Duty**



**Westbrook Fire and Rescue Department**  
Standard Operating Procedure

Section: Administration	TOPIC: Per Diem Absence from duty
NUMBER: 2017-109	ISSUE DATE: May 16, 2016
	REVISED DATE: November 20, 2017
POLICY REFERANCES: 2013-2016 CBA	APPROVED BY:  _____ Chief of Department Andrew R. Turcotte

**Purpose:**

To establish clear and concise procedures for all personnel to follow with regards to absence from duty.

**Policy:**

All Per-Diem personnel shall be responsible to work their assigned shifts as noted in the Fire Manager program. In the event that an employee is unable to work their assigned shift, it is their responsibility to find appropriate coverage and to notify the on-duty officer of such change.

1. Call Outs/Turn In are defined as a person calling in to report they will not be working their assigned shift. Reasons for a turn in/call out may include being forced at a full-time job, sickness or illness. Per-Diem employees are allowed one (1) call out/turn in per calendar year without consequences other than to document the occurrence into firehouse.
  - a. The second occurrence will be recorded into Firehouse. The duty officer will also send an email to the administration. The employees will be counseled on absenteeism and will be given verbal documented warning. The warning will be added to the employees file.
  - b. The third occurrence will be recorded into Firehouse. The Duty officer will also send an email to the administration. The employee will be counseled on absenteeism and will be issued a written warning. The warning will be added to the employees file.
  - c. The fourth occurrence will be recorded into Firehouse. The Duty officer will send an email to the administration. The employee will again be counseled on absenteeism and be placed on a two (2) month suspension from duty. The suspension will be added to the employees file.
  - d. The fifth occurrence will be recorded into Firehouse. The Duty officer will send an email to the administration. After the fifth occurrence, the employee will no longer be eligible to work per diem shifts and will be

terminated. Those members who may be a member of the call company will be allowed to remain a call member following a six (6) month suspension from duty.

2. Excused Absence may be given due to extenuating circumstances faced by our employees. These situations are rare and it would be impossible to list them all. In the event that such circumstances arise, the employee shall notify the Deputy Fire Chief or the Fire Chief, in that order. The Fire Chief may also approve an absence in advance given the circumstances.
3. Forced Overtime- in the event that an employee is held over or “forced” at their primary place of employment, the Department will take this in to consideration as long as there is supporting documentation that this in fact was involuntary and not voluntary overtime.

***Leave of Absence***

- A. As outline in the Collective Bargaining Unit Agreement with the City of Westbrook, an employee may be granted a leave of absence for no longer than 30 days upon request. In the event of extenuating circumstances, the Chief of the Department may grant an additional 30 days. This is a case by case basis and at the sole discretion of the Fire Chief.

***Receipt of a Call –out or Turn in***

- A. Call out/Turn in’s shall be made by the employee to the duty officer at a minimum of four (4) Hours before the beginning of their shift. The employee shall state the reason for the turn-in. Upon notification that an employee cannot work their scheduled shift, the duty officer receiving the information shall notify the Deputy Fire Chief. Fire Chief of the absence as soon as possible. The duty officer will be responsible for filling the shift (if appropriate), entering the turn-in record into firehouse along with a brief narrative with the reason and time.