

NORMANDY FIRE PROTECTION DISTRICT

VOLUME I

PERSONNEL POLICIES, RULES, REGULATIONS AND PROCEDURES

Approved as to Legal Form only by the Legal Officer this 6/5/2007 10:13 PM

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Article I. Introduction

Section 1.01 Non Waiver

Failure of the Fire District to insist on performance of any item included herein shall not be construed as a waiver of such policy, rule, regulation or procedure, and the same shall remain in force and effect until recanted in writing.

Section 1.02 Employee Duty

It is the duty of each employee to maintain a complete updated set of these Personnel Policies, Rules, Regulations and Procedures.

Section 1.03 Violations

Violation of any District policy, rule, regulation, procedure, mandate or directive may result in disciplinary action, up to and including dismissal.

Section 1.04 Policies are Directory

These Personnel Policies, Rules, Regulations and Procedures are deemed directory to the employees of the Normandy Fire Protection District, and are subject to being unilaterally repealed, amended, modified or substituted by the Board, at will and in the Board's sole discretion.

Section 1.05 No Limitations on Board of Directors

These Personnel Policies, Rules, Regulations and Procedures referenced herein shall place no mandates, restrictions or limitations upon the powers, duties, privileges, rights and discretion of the Board of Directors as established by Section 321.220, RSMo, by the District's By-laws, or as otherwise granted by law

Section 1.06 No Contractual Rights

These Personnel Policies, Rules Regulations and Procedures shall vest no contractual rights, duties, limitations or privileges between District employees and the District or its Board of Directors, nor shall it place any mandates, restrictions or limitations upon the rights, privileges and discretion of the Board of Directors to unilaterally hire, discipline and terminate employees at will or to unilaterally set, amend or change both the terms and conditions of employment and these Personnel Policies, Rules, Regulations and Procedures so referenced herein, unilaterally and without limitation or restrictions, in the sole discretion of the Board of Directors

Section 1.07 Reservation of Board's Rights

Employment with the district is and shall be and remain at the sole will and discretion of the Board of Directors, and in that respect, the Board of Directors does specifically retain and reserve unto itself the sole and unilateral powers, rights, privileges and discretion to hire, discipline, suspend, penalize and/or terminate employees or employment with the District at will, with or without cause, and within the sole discretion of the Board, notwithstanding any rule, regulation, policy, directive or procedure set forth in any Personnel Policies, Rules, Regulations or Procedures referenced herein or that may be herein or hereafter adopted by

the Board regulating employment with the District

Section 1.08 Decision of Board Shall be Final

Any decision made by the Board to hire, discipline, penalize, suspend, and to set or change the terms and conditions of employment, at will and in the sole discretion of the Board, including but not limited to the Personnel Policies, Rules, Regulations and Procedures referenced herein, shall be final when made and not subject to any review or appeal by or to any other entity except the Board itself

Article II. General

Section 2.01 Employee Copy

Each employee of this District will be furnished with a copy of this manual. It will be their responsibility to become familiar with its contents and have a clear understanding of the rules and regulations contained herein. Events will arise which cannot be foreseen and for which no policy, rule, regulation or procedure has been provided. It shall be the responsibility of all employees of the Normandy Fire District to act at that time with promptness, discretion and in a manner consistent with good judgment for the problem at hand.

Section 2.02 Ownership of Manual

This manual is the property of the Normandy Fire Protection District, and shall be handled with care. It shall not be willfully soiled, defaced or marred. When leaving this District, each employee will return their manual with all other property of this District assigned to them. Replacement value of this manual is ten dollars (\$10.00).

Section 2.03 Changes in Rules

Whenever in the discretion of the Board or at the suggestion of an employee, changes in the be rules and regulations are deemed warranted, the Board shall convene a Committee to study and to recommend changes for the consideration of the Board. No change shall take effect unless and until approved by the Board of Directors, whose decision shall be final. Each Employee will be supplied with a copy of the new or deleted rule or regulation to be added to his or her rule manual.

Article III. Grooming

Section 3.01 Grooming code

Employees grooming of this District reporting for duty will follow the code below.

(a) Moustaches

Moustaches are permissible as long as they do not wearing of the protective breathing apparatus.

(b) Hair

Hair and sideburns shall be kept well groomed, while on duty hair shall not be extended past the collar. The employee's hair length and style shall not interfere with their protective breathing apparatus.

(c) Beards

Beards will not be allowed; all employees shall be clean shave with the exception of moustaches when reporting for duty.

(d) Jewelry

The wearing of personal Jewelry shall be allowed as long as said Jewelry does not interfere with the performance of duty.

(e) Violations

Any employee not performing their duties due to personal grooming or from the wearing of personal jewelry shall be subject to the Fire District's Disciplinary Policy, and violations of this type shall be treated as serious violations.

Article IV. Uniforms**Section 4.01 Report to Duty in Uniform**

Each Captain, Fire Fighter and Paramedic of this District will be ready for duty by 07:30 hours for a twenty four (24) hour shift in the approved work uniform.

Section 4.02 Uniform Designated

The District's accepted uniforms will be those uniforms that have been approved by the Board of Directors of the Normandy Fire Protection District.

Section 4.03 Written Description

Each employee will receive a written description of all articles of clothing considered to be District uniform. This written description will also specify the different classes of uniforms and when each class is to be worn.

Section 4.04 Street Clothes**(a) On Duty**

Employees may report to duty in street clothes or other work clothes. The employee shall be in a work or class (A) uniform before going on duty.

(b) Off Duty

Employees may leave duty in street clothes or other work clothes. The employee shall not change into street cloths until they are properly relieved.

Section 4.05 Class A Uniform

All employees shall have no less that 1 class A uniform in their locker at all times. This Uniform shall be clean and ready to wear.

Section 4.06 Sleep Wear

All employees of this District shall wear a gym type short and T-shirt as sleep wear. No employee shall be allowed to sleep cloth-less, shirt-less or in underwear alone.

Article V. Working Hours

Section 5.01 Start & Stop Times

(a) Start time

Regular working hours will start at 0730 hours.

(b) Relief time

Employees may be relieved between 0700 hours and 0730 hours.

(c) Early relief

Employees wishing to leave duty before 0700 hours shall follow the Trading Time guidelines.

(d) Tardiness

Any employee having three or more unexcused tardiest which have resulted in the docking of pay in a one year period will be subject to a serious violation under the District's Disciplinary policy.

Section 5.02 Regular Hours

(a) Shift hours

The regular working hours shall be a twenty-four hour shift or continuous period commencing the hour of 07:30; but may be extended at the end of the shift, as required, at the discretion of the on duty House Captain.

(b) Cleaning

The on duty House Captain will assign the employees on their shift areas which they will

have the responsibility for cleaning and maintaining under the Department's Standard Operating Guidelines.

(c) Premises

The premises shall be maintained in a neat, clean and hygienic condition at all times. The premises shall be construed to mean the building, yard, walkways, etc., on or surrounding the lot on which the quarters are built.

(d) Shift officers

All shift Officers, including regular and acting, will assist with all cleaning and maintenance work in quarters, unless duties assigned by a Chief Officer interfere.

(e) Alterations Prohibited

No employee shall make any alterations or installations in quarters without specific permission from the Fire Chief through the chain of command; this includes installation of telephones, buzzers, heaters, stoves, public address systems, bell systems refrigerators, profit devices or machines, recreation equipment or any other additions to the furniture or facilities furnished to the District.

(f) Extension of Work Hours

Work hours may be extended, at the discretion of the House Captain, if work assignments and training have not completed, or due to shortage of personnel or for any other reason requiring extension of work hours.

Section 5.03 Shift Holdover

The on duty House Captain, depending on manpower, may hold an employee of the off going shift, until the manpower deficiencies can be worked out.

Section 5.04 Time Keeping

(a) Signing

Time cards must be signed by the employee. No one shall be permitted to clock in or out another employee; provided however, that in the event an employee is prevented from clocking out due to some disability that arises after clocking in, the House Captain or Commanding Officer may clock said employee out, while noting the reason for same.

(b) Irregular Time

For employees involved in trading time, overtime, working out of classification, vacation or any other type of leave, the annotation on the back of the time card must contain the following information.

(i) Names

Name of the employee with whom the trade is being made and number of hours worked.

(ii) Overtime

Date and number of overtime hours worked.

(iii) Out of class

Date, working out of classification type and number of hours.

(iv) Leave type

Date, type of leave and number of hours.

(v) Initials

House Captain's initials.

Article VI. Dormitory, Kitchen & Television Areas

Section 6.01 Dormitory

(a) No Loud Noises

There shall be no loud or distracting noises in the dormitory during sleeping hours.

(b) Bed Use

Employees shall be allowed to use their beds between 13:00 hours and 16:00 hours and between 19:00 hours and 07:00 hours, except when additional time is required by the House Captain to complete work assignments.

(c) Other Bed Times

The House Captain shall have the authority to grant the use of the employee's bed at anytime during the shift.

(d) No food or Drink

No food or drink will be allowed in the dormitory areas.

(e) Bed Care

All beds will be properly made at all times, when not in use by the employee.

(f) Bed Format

A properly made bed will have a smooth spread. The pillow will be placed under the spread at the head of the bed. The blanket will be on the bed under the spread or folded under the pillow when in use. If not in use the blanket will be kept in the employee's locker.

(g) No smoking

Smoking is prohibited in the dormitory areas.

(h) Linen

Linen will be changed according to the policy outlined in the District's Standard Operating Guidelines.

(i) Off duty bed use

House Captain retains the authority to grant permission for the off duty use of beds.

(j) Linen change days

Mattresses may be left undressed on the days linen is changed from the hours of 0730 to 1400.

(k) Slide poles

No persons shall be allowed to use the slide poles except employees of this District.

Section 6.02 Kitchen

(a) Purpose

The kitchen is provided primarily for the preparation and eating of meals. Relaxation time and meetings will also be allowed in this area.

(b) Dishes & Utensils

After each use, dishes and utensils will be washed, dried and returned to their proper place. At no time will dishes be left in the strainer.

(c) No Smoking

Smoking is prohibited in the kitchen.

(d) Cleaning

Kitchen cleaning procedures will follow the District's Standard operating Guidelines.

Section 6.03 Television Room

(a) Purpose

The television viewing areas are provided for relaxation, entertainment and training purposes.

(b) Policies

The consumption of food and drink will be allowed in all the television viewing areas. Dishes, utensils and debris will be removed from the television viewing area immediately following their use. Employees not cleaning up their mess will be Subject to a serious violation under the District's Disciplinary Policy.

(c) Clothing

The wearing of turn-out gear in the television viewing areas is strictly prohibited.

(d) No smoking

Smoking is prohibited in the television viewing areas.

(e) Cleaning

Television viewing areas cleaning procedures will follow the District's Standard Operating Guidelines.

(f) Time frames

Leisure use of the television will be allowed at any time once all work assignments and training for the day is completed and the House Captain has authorized its use.

Article VII. Personal Protective Equipment

Section 7.01 Employee responsibilities

(a) Property of the District

All personal protective equipment issued by the District to its employees shall remain the property of the Fire District.

(b) Employee to Protect Property

It will be the responsibility of all employees to insure that their personal protective equipment is not damaged from neglect, willful destruction and is safe from loss.

(c) Replacement of Property

Personal protective equipment damaged from every day use will be replaced by the

District once the damaged equipment has been turned in to an administrative officer.

(d) Off premises use of equipment

The Duty Chief shall retain the authority to grant permission for the employees to take their personal protective equipment off the premises for training, personal fire safety instruction and other reasons that may arise.

(e) Equipment issued

The District shall issue each employee all personal protective equipment called for in the District's Standard Operating Guideline. The employee shall not be allowed to use their own personal protective equipment without approval from an Administrative officer.

(f) Cleaning

All personal protective equipment shall be kept clean and washed when soiled or contaminated.

(g) Guidelines

Personal Protective equipment shall be worn in accordance with the District's Standard Operating Guideline.

Section 7.02 Communication Equipment

(a) Device

All Captains shall be issued a communication device and accessories, e.g., a cellular phone or pager, charger and spare battery. It shall be the responsibility of each Captain to make sure their communication device is operational at all times.

(b) Off Duty

It shall be the responsibility of the Captain to carry the pager with them at all times while off duty.

(c) Code 4700

When a code 4700 is struck, the Captain or Acting Captain, if off duty, shall immediately call into Fire Alarm to report in as a guide. The employee answering the code will receive a minimum of four (4) hours pay at time and a half. If said employee is required to stay longer than four (4) hours, the employee will receive time and a half pay from the time the code was struck until the Employee is released from duty.

(d) Unavailability of Off Duty Captain

If by consent of the Chief, an off duty Captain expects to be unavailable to answer a code 4700, said off duty Captain will advise the on duty House Captain thereof and have

themselves logged off the communicator.

(e) Extended unavailability of off duty Captain

If by consent of the Chief, an off duty Captain will be unable to answer code 4700's for an extended period of time of two or more days, the communication device and accessories shall be turned over to an off duty Acting Captain on their shift.

Article VIII. Protective Breathing Apparatus & P.A.S.S.

Section 8.01 Protective Breathing Apparatus

(a) Guidelines

Protective Breathing Apparatus shall be worn in accordance with the Districts Standard Operating Guidelines.

(b) Maintenance

It shall be the responsibility of each employee to make sure that their face piece is in operating condition at all times. If the face piece is found to be un-operational, the problem will be reported to the House Captain, who will take the face piece out. The face piece will be given to the qualified personnel for repair.

(c) P.A.S.S.

The P.A.S.S device shall be operated in accordance with the Standard Operating Guideline.

Article IX. General Employment Policies and Procedures

Section 9.01 General rules

(a) Home phone record

All employees shall have a functional telephone in their residence or a cell phone and the number shall be provided to the Chief of the District.

(b) Privacy of phone records

No home or cell phone or pager numbers or other personal information shall be released about any employee of this District without the employee's written permission.

(c) Personal information privacy

No credit or other employee information, except upon written consent of the employee or as required by Chapter 610, RSMo, shall be released. After consultation with the Legal Officer, the Chief or his designee may release such information.

(d) Change of Address or Phone Number

It shall be the responsibility of the employee to notify the Chief of the District of a change of name, address or phone number. This also includes a change of dependants and or marital status for tax and insurance purposes.

(e) Report for Duty

All employees shall report to their places of assignment, fit and able to perform their required duties, and shall not by any improper action render themselves unfit for duty.

(f) Comply with orders

All employees shall comply with all orders of supervisors or superiors and other approved authorities. Employees shall perform all orders as requested and directed in a prompt and efficient manner. Employees shall not verbally abuse supervisors or superiors because of orders given; nor unreasonably question or fail to perform work as requested. Verbal and physical abuse shall not be tolerated in any manner. Refusal or failure to comply with such requirements shall be considered gross insubordination.

(g) Violations

No employee shall intentionally violate any lawful or official regulation or order and reasonable direction given by their supervisor or superior; failure to obey such regulation, order or directive amounts to insubordination or serious breach of duty.

(h) Decorum

All employees shall accord obedience, proper respect and courtesy to all Officers and Acting Officers.

(i) Courtesies

All employees shall be courteous in their relationships with the public and shall avoid harsh, violent, profane and insulting language, actions and manners. Refusal to comply with such requirements shall be considered gross insubordination.

(j) Precautions

All employees shall exercise precautionary measures and good judgment to avoid injury to themselves or others while on duty.

(k) Truthfulness

All employees shall make truthful and accurate records and reports, and shall not make misleading entries or statements with intent to deceive or willfully mutilate any District record, book, paper or document

(l) Accident reports

All employees shall report promptly to their Commanding Officers any accident, sickness or injury occurring to themselves or subordinates while on duty, no matter how trivial.

(m) Absence without leave

All employees shall keep themselves in readiness for duty and not absent themselves from their place of assignment without specific permission or order from their Command officer.

(n) Duty

All employees shall remain on duty until properly relieved or otherwise directed by their Commanding Officer.

(o) Misappropriation of property

No employee shall lend, sell, give away nor appropriate to their own use any public, District or private property, nor pilfer or be guilty of theft any time during their employment. Employees may use District equipment for personal use only in accordance with section nine (9) of the rules and regulations.

(p) Care of property

All employees shall exercise caution to avoid personal injury and unnecessary damage or loss of District property, and be responsible for the safe keeping and proper care of all District property in their charge.

(q) Remain on Premises

Employees on duty are never to leave the premises, other than on an authorized call or activity as stipulated by the Commanding Officer.

(r) Trading time

Employees may trade work hours with other employees in accordance with the Districts trading time policy.

(s) Purchasing

Employees shall not make outside purchases for the District without the approval of a Chief Officer.

(t) Prohibitions

There shall be no gambling, fighting, beverages, drinking of alcoholic or use of illegal drugs on the premises at anytime. All employees shall be familiar and comply with the District's drug and alcohol policies that are or may be placed into effect.

(u) Training

All employees shall participate in training unless excused by the Commanding Officer.

(v) Returning equipment to service

All shift employees, unless excused by the Commanding Officer, shall assist in returning equipment to service.

(w) Snow removal

Snow removal shall be in accordance with the District's policies.

Section 9.02 Sick leave**(a) Policy**

Sick leave shall be in accordance with the sick leave policies established by the District.

(b) Off duty injuries

Off duty injuries will be considered sick leave, once the employee is released from their personal physician they may return to duty.

(c) Notification

The employee must notify the on duty House Captain of their use of sick leave by 06:30 hours. If on duty, the employee must obtain permission from the House Captain to leave on sick leave or emergency leave.

(d) Guidelines

The House Captain shall follow the District's Standard Operating Guideline in reporting sick leave to the office.

(e) Sick Leave Abuse**(i) Violation**

An employee of Normandy Fire Protection District shall be guilty of the offense of Sick Leave Abuse, which is classified as a Serious Violation under the District's Discipline and Discharge Policy, under the following circumstances:

1) Definitions:

Excused Sick Leave: Each shift day, or portion thereof, of claimed sick leave for which the Employee has submitted a physician's statement at the time

and in the manner described in Section 28.4 of the Bargaining Agreement.

Unexcused Sick Leave: Each shift day, or portion thereof, of claimed sick leave which has not been supported by a physician's statement submitted at the time and in the manner described in Section 28.4 of the Bargaining Agreement.

2) Sick leave abuse

An Employee commits the offense of Sick Leave Abuse when he or she accumulates five days of Unexcused Sick Leave within a calendar year.

3) Excused from duty

An Employee may be excused while on duty by a Chief or House Captain when such Employee exhibits symptoms of illness, and the remainder of the shift will be counted as Excused Sick Leave. In such event, the Employee must present a physician's statement in order for the next scheduled shift to constitute an Excused Sick Leave day.

4) Time Frame

Unexcused Sick Leave shall be accumulated from January 1 to December 31 of each calendar year.

Section 9.03 Workers Comp

(a) On duty injuries

On duty injuries shall be treated as workers' compensation claims and follow the policies established by the District in processing and administering such claims.

(b) Employee reports

Employees injured on duty shall report said injuries in accordance with the District's Standard Operating Guidelines.

(c) Captain reports

The House Captain shall report all on duty injuries in accordance with the District's Standard Operating Guidelines.

Section 9.04 Miscellaneous leave

(a) Emergency leave

Emergency leave may be granted in the discretion of the Shift Commander with approval of the Board of Directors.

(b) Compassionate leave

Compassionate leave shall be granted in accordance with the District's bereavement leave policy.

(c) Jury Duty

Jury duty leave will be granted in accordance with the District's jury leave policy.

(d) Educational leave

Educational leave shall be granted in accordance with the District's educational leave policy.

(e) Vacation

(i) Policy

Vacation will be granted in accordance with the District's vacation leave policy.

(ii) Selection

Vacation shall be picked by seniority on the employee's shift.

(iii) Posting of list

The vacation list and shift seniority list shall be posted on the bulletin board no later than November 15th preceding the vacation year.

(iv) Seniority

Employees shall obtain seniority in accordance with the District's seniority policy.

Section 9.05 Acting Captains

(a) Policy

There may be on occasion, due to the absence of a Captain, a necessity for a non-officer substitute, to serve as an Acting Captain.

(b) Selection

The most senior firefighter on duty during the shift shall assume the typical duties, responsibilities and authority associated with the rank of Acting Captain while in quarters and at the fire scene inclusive of incident commander if such is required due to the lack of a higher ranking officer.

(c) Extra compensation

The Acting Captain may be compensated at the current pay rate of a Captain for the amount of time worked as such.

(d) Customary duties

The Acting Captains customary assignment will be as an officer in charge of an engine Commanding.

(e) Duration of assignment

The duration of their assignment as an Acting Captain will be documented in the District's log and turned over to the Training Officer so as to become a part of their training record.

(f) Replacement

The Chief or other Commanding Officer may replace an individual serving in the capacity of Acting Captain in the Commanding Officer's discretion.

Section 9.06 Acting Officers Pay

Any employee working out of classification may be compensated at the rate for said classification upon approval of the Board of Directors.

Section 9.07 Fitness for Duty

(a) Physical exam

The District's physician may when it is deemed, requisite by the Board or the Chief, to examine any employee to determine their full duty capabilities before returning to duty.

(b) Cost of exam

This examination will be at the District's expense.

(c) Selection of Physician

Once the Employee has been released by their personal physician, the District may require them to see the District's physician, if so the chief will make the appointment. If the employee is released by the District's physician, the Employee will not be charged for any extra sick leave created while waiting to see the District's physician.

(d) Fitness for duty

If the District's physician determines the employee is not capable of full duty, the Employee will be charged with sick leave for all days off until the District's physician states the employee can return to work. If an employee is determined to be permanently

disabled, without any possibility of returning to work physically fit, with or without reasonable accommodation, said employee may be terminated as an employee of the District.

Section 9.08 Purchasing

(a) Authorized personal purchases

Employees making authorized non reimbursable personal purchases, which are paid for by the District, will be required to remit full payment to the District within thirty (30) days.

Section 9.09 Fire house phones

(a) Personal calls

Employees using the District's business telephone for personal calls shall limit these calls to five (5) minutes or less during business hours. Any personal calls that are long distance will be paid for by the employee.

(b) Freeing line

At all times one business line will be kept available.

Section 9.10 Bulletin Board

Employees shall be responsible for reading and becoming familiar with all communications posted on the District's bulletin board.

Article X. Personal Use of District Equipment and Building

Section 10.01 Policy

Generally, no employees shall be permitted to make personal use of district equipment and building except as incident to business use of said equipment and building.

(a) Removal from premises

Employees may take equipment out of the building for personal use after receiving permission from an Administrative Officer, who shall grant such permission only after receiving approval of the Board.

(b) Guidelines

Employees taking equipment out of the building must follow the District's Standard Operating Guideline for loaning out equipment.

(c) Liability

Employees will be responsible for replacing or repairing any that is lost, stolen or broken while in their personal use.

Section 10.02 Washer & Dryer

The washer and dryer shall be used for the cleaning of turn out gear, department bed lines and personal uniforms only. The House Captain shall retain the right to grant use for other business reasons if it is needed.

Section 10.03 Ice Machine

Employees will be allowed to use ice from the ice machine as long as there is enough ice in the machine for the normal daily use at the fire station. Employees must get permission from the on duty House Captain before filling personal coolers.

Section 10.04 Personal Vehicles

(a) Wash and Repair

Employees will be allowed to wash and make minor repairs on their personal vehicles outside in the rear of the building after 14:00 hours Monday thru Sunday, with the House Captain's permission. In bad weather the employee may make minor repairs to their vehicles in the engine house after 14:00 hours Monday thru Sunday, with the House Captain's permission. Employees will be responsible for cleaning up any mess that they make.

(b) Extreme weather

During extreme cold, employees will be allowed to wash their vehicles in the engine room after 14:00 hours Monday thru Sunday, with the House Captains permission. Employees will be responsible for cleaning up any mess that they make.

Article XI. Mobile Equipment

Section 11.01 Guidelines

Mobile equipment will be operated and driven in accordance with the District's Standard Operating Guideline.

Section 11.02 Accidents

Any accident involving District vehicles will be reported to the on duty House Captain, immediately or as soon as possible. All employees on the vehicle at the time of the accident will make a written account of the accident and turn said account in to the on duty House Captain to be forwarded administration.

Section 11.03 Driver Duties

(a) Check list

Drivers will fill out vehicle daily check list on each piece of equipment.

(b) Check out

Drivers will check out each vehicle daily in accordance with the District's Standard Operating Guideline.

(c) Work orders

Drivers will fill out work orders on any vehicle equipment that needs repair. The work order will be turned in to the on duty House Captain to be forwarded to the Officer.

(d) Routine Maintenance

Drivers will be responsible for making minor repairs on vehicles such replacing light bulbs, tightening screws, adding oil or anti-freeze, etc.

(e) Washing & Cleaning

All vehicles will be kept clean and ready for response at all times.

Article XII. Tobacco Use Policy

Section 12.01 Tobacco use prohibited in firehouse

(a) Restrictions

Second hand smoke and spitting being detrimental to the health of co-workers, the use of tobacco products shall be restricted to certain areas outside of the engine house. There shall be no use of tobacco products anywhere inside of the firehouse or building. Tobacco products shall include but not be limited to cigarettes, cigars, pipe tobacco, snuff, smokeless tobacco and any other type of chewing tobacco.

(b) Smokers

Smokers will deposit butts in the receptacles provided in smoking areas outside of the engine or fire house. Butts shall not be thrown on the ground on the front ramp, back parking area, patio, and lawn or in the landscaping. Smokers will be responsible for policing those areas for cigarette butts when requested to by the on duty Captain.

(c) Chewers

Spit cans or cups will not be allowed inside the building nor left lying in or around the building. Chewers will be responsible for policing all discarded spit cans or cups and placing them in the trash.

Article XIII. Conduct Unbecoming an Employee of this District

Section 13.01 Policy

(a) Definition

Conduct unbecoming a member of this District shall be any conduct which adversely affects the morale or efficiency of the District

(b) Examples

The following are examples of conduct unbecoming a member of this District, but will not be limited to these examples:

(i) Under influence

Reporting for duty while under the influence of drugs alcohol.

(ii) Alcohol or Drugs at firehouse

Being on fire district property while under the influence of drugs or alcohol.

(iii) Alcohol & Drugs at scene

Being on an emergency scene while under the influence of drugs or alcohol.

(iv) Theft against district

Theft of fire District property.

(v) Theft at scene

Theft at an emergency scene

(vi) Theft against co-worker

Theft of another employee's personal property or food.

(vii) Moral turpitude

Involvement of a crime of moral turpitude.

(viii) Criminal acts

Involvement in any other criminal act.

(ix) Fighting

Fighting or quarreling with members of the while either is on duty.

(x) Destruction of property

Malicious destruction of fire District another employee's personal property.

(xi) Sexual misconduct

Sexual Misconduct.

(xii) Sexual harassment

Sexual harassment or discrimination color, national origin, sex, age or member of the District, by express gestures, disrespect or conduct that environment intimidating, hostile or purpose and effect of interfering with work performance.

(xiii) Public criticism

Publicly criticizing the official action of a superior officer.

Section 13.02 Neglect of Duty

An employee shall be guilty of neglect of duty under the following circumstances

(i) Failure to respond

Failure to attend any fire or alarm to which you have been dispatched.

(ii) Failure to perform

Failure to perform to the best of your ability.

(iii) Failure to supervise

Failure to properly supervise subordinates

(iv) Absences without leave

Unauthorized absence from any duty assignment.

(v) Neglect of equipment

Failure to properly care for equipment and apparatus, if responsible, or damaging same due to neglect and carelessness

(vi) Neglect of property

Damage to, or loss of, Fire District property resulting from negligent action or from failure to properly care for same.

(vii) Failure to notify

Failure to notify the Fire Dispatcher immediately of all mishaps to fire ground

personnel that require hospital treatment

(viii) Failure to report incidents

Failure to report incidents that would prevent the rendering of service.

(ix) Excessive accidents

That the employee's negligence has subjected them to an excessive number of accidents resulting in personal injury or injuries to others.

(x) Loss of Driving privileges

That the employee, who's position requires the operation of a motor vehicle in the performance of their duties has permanently lost their State Drivers License and driving privileges because of suspension or revocation.

Section 13.03 Insubordination

The following shall constitute insubordination

(i) Refusing orders

Refusing to obey proper orders from a superior Officer.

(ii) Refusing directives

Refusing to carry out directives from a superior Officer.

(iii) Usurpation

Usurping the authority of a superior Officer.

(iv) Profanity

Using profane or insulting language to a superior Officer.

(v) Attitudes

Showing insubordinate attitudes by expression, mannerisms, gestures or disrespect.

Section 13.04 Disobedience of Orders

An employee shall be guilty of disobedience of orders in the following situations:

(a) Unauthorized reporting

Giving a verbal or written report of an accident involving a Fire District vehicle to an unauthorized person without approval.

(b) Untidiness

An untidy appearance and dress while in uniform.

(c) No operator's license

Failure to possess and maintain a current and valid State motor vehicle operator's license.

(d) Failure report accident

Failure to report an accident involving a District vehicle.

(e) Tardiness

Failure to report on time for a fire ground roll call without promptly notifying the Commanding Officer.

(f) Unauthorized watch change

Changing watch tour assignments without the approval of the Officer in Charge.

(g) Failure to complete forms

Failure to fill out prescribed forms completely and accurately.

(h) Unauthorized use of time and equipment

Using duty time, equipment or supplies for other than District business, without approval.

(i) False report

Filing a false report either verbal or written.

(j) Disobey directive

Failure to comply with a directive, regulation, etc., either written or verbal.

(k) Disobey superior

Failure to comply with an order from a superior and/or supervisor.

Section 13.05 Penalty**(a) Serious violations**

Violations of Article 13 shall be treated as serious violations under the District's Disciplinary Policy.

(b) Charges

The on duty House Captain or Commanding Officer witnessing or receiving the report of the violation will follow the Disciplinary Policy in discharging discipline. Any Officer failing to do so will be such to disciplinary action, up to and including dismissal.

(c) Suspension

Suspension under the Discipline Policy in circumstances where the issuing Officer deems it necessary for the preservation of order or safety of life or property, the issuing officer is empowered to impose a period not to exceed seven (7) calendar days, except upon the approval of the Board or the Chief said suspension may be extended indefinitely. In such a case, the issuing Officer shall follow the procedures for violations to the suspended employee as described in the Progressive Discipline Policy.

(d) Vacate premises

Upon suspension the employee shall leave fire District property immediately, pending a hearing with the Board. Appearance on District property without consent of the Commanding Officer may result in further discipline and/or prosecution for trespass.

Article XIV. Officer's Responsibility

Section 14.01 Duties

(a) Enforcement of rules

The Officers shall enforce the rules and regulations as forth in this manual. These rules and regulations shall not be enforced or interpreted arbitrarily.

(b) Role Model

The officers of this District shall live by example and follow all the rules and regulations contained herein.

(c) Commanding officers

Commanding Officers shall be responsible for the actions and conduct of the employees under them at all times.

(d) Reports to Superiors

Commanding Officers shall notify their immediate superior of any misconduct by any employee. The Commanding Officer shall also follow the District's Disciplinary Policy for discharging discipline in these cases.

(e) Visitor Restrictions

The Commanding Officer shall not permit any visitors after 22:00 hours and prior to 9:00

hours except emergencies or authorized meetings. Visits during regular working hours shall be limited to five (5) minutes, so as not to interfere with the employee completing their work. This includes other employees visiting after shift change. Once all daily work is completed visits during working hours will not be limited.

(f) Reports

The Commanding Officer shall be responsible for the completeness, accuracy and promptness of each and every report with which they are concerned.

(g) Fairness

All Officers of this District shall be just, dignified and firm in their relations with their subordinates and see that good order and proper discipline are maintained.

(h) Command

All Officers of this District shall require subordinates to comply with all orders, rules and regulations, practices and procedures of this District.

Article XV. Practices

The following rules of practice are required of all employees

1. If you open it, close it.
2. If you turn it on, turn it off.
3. If you unlock it, lock it.
4. If you break it, fix it.
5. If you can't fix it, make out a work order.
6. If you borrow it, return it.
7. If you use it, take care of it.
8. If you make a mess, clean it up.
9. If you use it, put it back.
10. If it belongs to someone else and you want to use it, get permission.
11. If you don't know how to operate it, leave it alone.
12. If it doesn't concern you, stay out of it.
13. If it is an order, do it without question.

14. If it is a directive, do it and question if necessary.
15. If you don't know, ask. Always be willing to learn.
16. If you do know, share. Always be willing to teach.
17. Clean up after yourself, it makes less work for everyone.
18. Do it right the first time, then you won't have to do it twice.
19. Fill yourself with knowledge, in this job it may SAVE YOUR LIFE!

Article XVI. Uniform Description

Class A Uniform: Note can be bought through Leon Uniform

Captains:

Shirt:

- a. White with double pockets with / flap and a badge holder and / or epaulets if you wish
- b. District patch to be sewn on left sleeve one—half inch below shoulder. Union patch optional on right sleeve one—half inch below shoulder.
- c. All class A shirts will also have collar pins, badge and name plate displayed.

Pants:

- a. Navy blue trouser 65% dacron 35% polyester cotton Lion 130.
- b. Dickies Brand navy blue.

T—Shirt:

- a. White crew neck.
- b. District Logo T—Shirt crew neck.

Socks:

- a. Black, navy or white in color.

Hat:

- a. Eight point type navy in color.

Tie:

- a. Black

Shoes:

- a. Black plain—toed.
- b. Black pull on boots nine (9) inches in height.
- c. Black Jump boots zippered side.
- d. Black athletic shoes.

Belt:

- a. Black one (1) to one and three quarter (1 3/4) inch garrison style.
- b. Black or red suspender one (1) to one and a half (1 1/2) inches in width.

Jacket:

- a. Lion station jacket with liner navy in color.
- b. Dickies brand Jacket navy in color.
- c. Patrolmen's jacket with fur collar navy in color.
- d. 7/Button—Front (IKE) jacket navy in color.
- e. Fireman regulation dress blue jacket.

Privates & Medics:

Same as Captains with the exclusion of shirt color and style.

Shirt:

- a. Light blue 65% dacron 35% cotton poplin with double pockets with flaps and badge holder.
- b. Light blue (postman blue) Dickies brand.

Class A uniforms are to be worn for the following reasons:

- a. Any time the employee so wishes while on duty, on special assignment, or on training.
- b. When required by a Chief Officer for public relations or special assignment.
- c. Any listed styled of shoe may be worn with this uniform.
- d. Funeral and the uniforms detail or Honor Guard. Plain—toed dress shoes, hat, rest of

the class A uniform. (Employees with dress blue should wear those.)

Optional Uniforms:

- a. District logo t—shirts. To be worn under your uniform or as a shirt around the station and on other emergency calls, by Privates and Captains. riding the ambulance must wear a collared shirt on all (polo type or class A). These shirts may be Grey, Blue, Black and (Red, Captains Only). These are the only colors that are approved. Wearing shirts of other colors or red, if you are not a Captain, will be treated as conduct unbecoming a member of this District.
- b. District logo polo shirts. To be worn under your class A uniform or as a shirt around the station and on fire or other emergency calls in house, on calls of the class A shirt for public relations nor in To be worn in place inspect ions Colors will Polo shirts of other colors or Red if treated as conduct unbecoming , and all daily District business assignments. be the same as the District logo T-Shirts. may be with or without a pocket.
- c. District logo sweat shirts. To be worn in house or on calls by all personnel. May be worn over your polo shirt and or class A shirt. If riding the ambulance a class A or polo is required under the sweat shirt.
- d. Commando sweaters without over the class A or polo shirt. Navy or black in color only.

Article XVII. Probationary Employee Requirements

Section 17.01 Probationary procedures

(a) Four week orientation

Except as otherwise determined by the Board or the Fire Chief, all new employees will have a four (4) week orientation period. During this time the new employee will work from 08:00 to 17:00 hours, Monday thru Friday at the hourly rate of N6C or N6PC.

(b) Supervisors

During this time the new employee will be under the Operations Chief and on duty House Captain's command.

(c) Ride along

The new employee will be assigned as a ride along on the ambulance and each pumper. They will rotate from the ambulance to pumper 4710 and then to pumper 4711 each work day throughout the four week period.

(d) Duties

While on calls the employee will perform the duties for the position they are riding, i.e.:

back-step, fighting fires, extrication, etc. Ambulance: Patient care. The new employee will be under the direct command of the Commanding Officer they are with when riding on the pumper. The new employee will be under the direct command of the paramedic when riding the seat on the ambulance, on a call without a Commanding Officer.

(e) Objective

This four (4) week period will be used to favorably influence the new employee's perception of the District and its' officers by:

(i) Problem solving

Eliminating potential problems and answering many questions.

(ii) Familiarization

Give the new employee the chance to familiarize themselves to the station, equipment and daily routine around the station.

(iii) Mentoring

Give the House Captain and Commanding Officer the time needed to become the new employee's mentor.

(f) Operations

During this four (4) week period the Chief will cover payroll practices, benefits, employee relations policies and district rules and regulations with the new employee. The Operations Officer will explain his Job to the new employee and how and when the employee is to report to him. The EMS Officer will explain his Job to the new employee and how and when the employee is to report to him. The Maintenance Officer will explain his Job to the new employee and how and when the employee is to report to him.

(g) Daily routine

The new employee will be guided through the daily routine by the on duty Captain. Personal probationary training records will not start until the new employee is assigned to a shift.

(h) After Fourth Week

After the four (4) week orientation period the employee will be assigned his or her normal shift and start on a 24 hour shift. At that time the employee's House Captain will start a daily training record to be turned in to the Operations/Training Officer at each step in the probation period. This record shall include any and all training given to employee each shift day. Example: 30 minutes training on the pump operations on 4710

(i) After Fifth Month

At the end of the fifth (5) month of employment (or earlier) the probationer will be given a test to show the basic knowledge of driving and operating all of the District's apparatus. This test will be given by the House Captain and the Operations Chief. After successfully passing the test, a letter from the House Captain and the Operations Chief will be sent to the Chief requesting a pay increase to Grade N6B or N6PB.

(j) After Ninth Month

At the end of ninth (9) months of employment (or earlier) probationer will be given a test by the House Captain and Chief, to show the probationers increased ability to drive all of the District's apparatus and a working knowledge of any and all special equipment carried on the apparatus. After successful completion of the test, a letter will be sent to the Chief from the House Operations Chief requesting a pay increase to Grade N6A or N6PA.

(k) After Thirteenth Month

At the end of the thirteen (13) months of employment (or earlier), the probationer will be given a test to show a high skill level in the operation of all district apparatus and if passed the probationer will be certified as a qualified relief driver. The probationer will also be tested on fire ground tactics and must show the ability to function on an interior attack team. After successfully passing these two test a letter from the House Captain, a letter from the Operations Chief and copies of the probationer's daily training records will be sent to the Chief. The Chief will forward this information to the Board of Directors for their approval of the final pay increase and the removal of probation. Once approved the employee's pay rate will be increased to N6 or N6P which ever applies.

(l) End of Probation

At any time during or after the thirteen (13) month probationary period, it shall be at the Board of Director's discretion to extend the probationary period and/or terminate the employee.

(m) Re-employment and Transfers

The Fire Chief may waive, adjust or vary the provisions of this Article as deemed appropriate for any experienced new employees, re-employed with the district or transferred into the District from other fire districts or departments or employed at supervisory or command ranks.

END