

# Fauquier County Department of Fire Rescue

## **RULE & REGULATION**

No. 117



### **Reporting for Duty**

Effective Date: July 1, 2010  
Revision Date: January 30, 2018

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Forms:

Approved By: Darren L. Stevens, Fire Rescue Chief

A handwritten signature in black ink, appearing to read 'Darren L. Stevens'.

## **PURPOSE**

To provide uniformity in reporting times for 12-hour and 24-hour shift employees, and to facilitate the detailing of employees, as it is necessary to enforce specific times for reporting to work. Personnel shall be in their work location or detailed location and prepared to assume their duties at the reporting time.

## **SCOPE**

This regulation pertains to all Fauquier County Department of Fire, Rescue and Emergency Management operational members assigned to or working a position that is on a 12-hour or 24-hour shift.

## **I. WORKING HOURS**

- A. Starting time shall be 0600 hours, continuing until 1800 or 0600 hours depending on the predetermined length of shift. Early relief up to one hour is permitted with the approval of the on duty station officer or on-duty battalion chief. Early relief greater than one hour will require the use of work substitution or annual leave if approved.
- B. All twelve (12) hour stations shall, no later than 0600, announce themselves on duty on radio channel 11 Bravo with their level of ALS capability and duration of staffing. For example, "Medic 4 is staffed until 1800 hours". When the duration of their shift is complete, the station shall un-staff in the same fashion on 11 Bravo.
- C. At 0800 & 2000 hours the ECC will advise via CAD page which stations and units are staffed.
- D. If sickness or some other condition should prevent an employee from reporting to work at the specified time, he/she shall notify the on-duty battalion chief at least one hour prior to reporting time in accordance with Operating Procedure 109, section II.
- E. Unless written or electronic approval is granted in advance by the battalion chief, assistant chief or fire chief, personnel shall not work in excess of 48 hours consecutively (regular, overtime, work substitution) for the Department, as well as and other County department.

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## **II. EXTRAORDINARY CIRCUMSTANCES**

- A. It is recognized that there may be extraordinary circumstances in cases of tardiness and unauthorized absence, and due consideration shall be given each case before any disciplinary action is initiated. Supervisors are required to document in writing (FRF 914) all incidents of tardiness or unauthorized absence and he/she shall forward the documentation with all the details to the on-duty battalion chief for a ruling. If the on-duty battalion chief, after reviewing all the facts, finds that extraordinary circumstances existed, he/she shall forward a recommendation that disciplinary action be waived to the assistant fire chief for approval. If the recommendation is approved, the employee will use their annual leave or forfeit pay for the time of the tardiness due to extraordinary circumstances.
- B. All documentation of all incidents of tardiness or unauthorized absence, regardless of disciplinary action or the waiving thereof, shall remain a part of the employee's file and may be referenced for future action as needed.

## **III. IMMEDIATE RELIEF OF SHIFT**

- A. It is understood that fire and rescue workers ability to perform in stressful situations is dependent on their mental health and physical well-being. If an employee becomes physically, mentally or emotionally unable to perform basic operational objectives due to acute illness, family emergency, mental crisis, the station officer or on-duty battalion chief may place a unit out of service to immediately relieve the employee. If done at the station officer level, the station officer must immediately contact the battalion chief so that coverage for the employee can be quickly arranged.

## **IV. TARDINESS AND UNAUTHORIZED ABSENCE**

- A. Should an employee fail to report to work by the assigned reporting time, or for any period of time thereafter not exceeding two (2) hours, the employee shall be considered tardy and will be subject to disciplinary action unless extraordinary circumstances, as described in section II, existed. The employee shall forfeit pay for the time of the tardiness.
- B. Should an employee fail to report to work at the assigned reporting time for a period in excess of two (2) hours from the beginning of the assigned reporting time, it shall be considered an unauthorized absence, unless extraordinary circumstances as described in section II existed, and the employee will be subject to appropriate disciplinary action.

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**V. NUMBER OF TARDINESS OR UNAUTHORIZED ABSENCE INCIDENTS**

- A. Each supervisor handling an incident of tardiness or unauthorized absence shall review the involved employee's personnel files to determine the level of progressive discipline that is appropriate. As a general guideline, the files shall be scrutinized to determine if any tardiness or unauthorized absence incidents occurred within the past 12 months. One or more incidents in this timeframe shall warrant the current incident's discipline to be raised, as a minimum to the next level of progressive discipline except as noted below.
  
- B. If the 24 month period in the employee's personnel file contains only one oral reprimand for a tardiness incident that occurred more than twelve months ago, the supervisor may repeat the oral reprimand step of discipline at their discretion.