



St. George Fire Protection District No.2

Employee Manual

**Approved By Board of Commissioners
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Mission Statement

The mission of the St. George Fire Protection District No. 2 is to protect lives and property through the prevention and/or mitigation of fires and other emergencies. This mission will be accomplished through a variety of programs that are hereby established. These programs are established with life safety, property conservation, and cost effectiveness in mind, in that order.

Values Statement

It is the responsibility of each member to support the mission by subscribing to the following values.

We recognize that the community is the reason for our presence.

We value the faith and trust of the community, and continually work to deserve that confidence through our attitude, conduct, and accomplishments.

Lives are more valuable than property.

The safety of the public is of paramount importance, as is the safety of our members.

All members of the public are entitled to our best efforts.

We strive for excellence in everything we do.

Honesty, fairness, and integrity will not be compromised.

We continually seek effectiveness, efficiency, and economy.

Unity and teamwork are crucial to us as individuals and as an organization.

Members are continually encouraged to improve themselves as individuals and employees.

The free exchange of ideas is encouraged.

We will provide professional and courteous service at all times.

We are sensitive to changing community needs.

101.00 Use of Employee Handbook

The St. George Fire Protection District No. 2 Board of Commissioners will authorize the release in print, on an as needed basis, of this Employee Handbook. When released, each employee shall sign upon their individual receipt of the Handbook.

Until a new Handbook is printed and distributed, the Handbook can be modified or added to with the authorization of the Board. Additions and modifications to the Handbook will be sent to each employee through the departmental email system. This notification process will serve as the official notification of change to the Handbook until such time when the updated, printed edition is issued to employees. In addition, the current version shall be maintained electronically on the SGFPD computer system in a manner that all employees shall have access to the handbook.

102.00 Organization & Administration

The St. George Fire Protection District No. 2 (sometimes referred to as “SGFPD”) operates under the general authority and direction of the St. George Fire Protection District No. 2 Board of Commissioners. Since January of 1994, this body has the sole authority to operate the fire protection district. The Board of Commissioners is made up of five commissioners who reside within St. George Fire Protection District No. 2, and meet at least once a month at a public meeting. The Board of Commissioners hires the Fire Chief of the St. George Fire Protection District No. 2 and has empowered that individual to operate and manage the fire district.

102.01 Divisions

Operations Division

The Operations Division is under the direction of the Chief of Operations and consists of three full-time Assistant Fire Chiefs (one on each shift). Directly below the Assistant Fire Chiefs in the chain of command are six full-time District Chiefs who are responsible for managing facilities, apparatus, equipment, and personnel assigned to their respective districts. Currently, in-service units consist of eight engines and two ladders operating from eight fire stations located throughout the district. These personnel are dispatched by Communications Officers that are included in the Operations Division. The responsibility for dispatching and emergency response is assigned to the Operations Division.

Administration Division

The Administration Division is under the direction of the Chief of Administration and consists of Training/Safety Officers, and Administrative Assistants. The responsibility for all human resources, finance, information management, and administrative activities are assigned to the Administration Division.

Fire Prevention Division

The Fire Prevention Division is under the direction of the Chief of Fire Prevention and consists of Fire Prevention Officers. The responsibility for all code enforcement, inspections, public fire education, and fire investigations are assigned to the Fire Prevention Division.

Public Information Division

The Public Information Division is under the direction of the Public Information Officer. The responsibility for all public relations and information is assigned to the Public Information Division.

Special Services Division

The Special Services Division is under the direction of the Special Services Officer. The responsibility for all station, apparatus, and equipment maintenance; in addition to supply management is the responsibility of the Special Services Division

102.02 Chain of Command

The Chain of Command is the pathway of responsibility throughout the organization. It is essential that all personnel use the chain of command at all times. All Personnel should be familiar with the chain of command and who their immediate supervisor is. Only in unique situations will personnel be allowed to circumvent the chain of command.

Non-Incident Chain Of Command

The chain of command (from the top to the bottom) in non-emergency situations is delineated in the organizational chart in Appendix A of this handbook.

Personnel should utilize the person immediately above them for guidance, assistance and problem solving. In the event that the problem is not resolved or the employee believes that he/ she was treated unfairly, they may take their problem to the next level in the command chain. All personnel have the right of appeal up to and including the Fire Chief.

In order to foster open communication and the free exchange of information and ideas throughout the organization, this section shall not prohibit personnel from discussing issues with personnel throughout the chain of command, provided it is not prejudicial to maintaining order within the department.

Incident Chain of Command

Due to the unique work environment in which we operate, all personnel at the incident shall follow the chain of command on the incident scene. The incident commander, working within the framework of the SGFPD incident command procedures, will decide the chain of command. All orders and directives on the incident scene will flow from "Command" down to the sector commanders and/or individual crews. All information will flow back up from the individuals/sector commanders to "Command".

All incident commanders carry the authority of the Fire Chief on the incident scene and as such are responsible for the safe and efficient operation of the Department.

103.00 Telephone Systems

The St. George Fire Protection District operates a PBX / IP Based phone system for the administrative offices as well as the individual stations. The phone numbers to all offices and stations are as follows:

<u>LOCATION</u>	<u>NUMBER</u>	
Station 61	454-6561	
Station 62	454-6562	
Station 63	454-6563	
Station 64	454-6564	
Station 65	454-6565	
Station 66	454-6566	
Station 67	454-6567	
Station 68	454-6568	
Administration	454-6550	
	454-6661 Fax	
Fire Chiefs Office	454-6551	
Chief of Administration Office	454-6552	
Chief of Operations Office	454-6553	
Assistant Chief's Office	454-6554	
	454-6669 Fax	
Training Division	454-6580	
Chief of Fire Prevention	454-6575	
Public Information Officer	454-6573	
Special Services Officer	454-6584	
Communications	454-6585	
	389-2057	PBX
	389-2058	PBX
	389-2059	PBX

Stations can be called by pressing the Group Button on the telephones located on each phone. Also by dialing the station number plus "10" it will connect you to the radio room for the station you are dialing ex. Station 65 is 6510.

103.01 Use of Department Telephones

Telephones are maintained by the SGFPD for conducting daily business. Personnel should keep their personal use of this business telephone to a minimum and should not engage in long conversation, thereby tying up the telephone. Personnel will not use telephones or other property or equipment of the SGFPD for use in solicitation or furthering any personal business, company, or services. Telephones and other communications devices will not be used to transmit lewd, obscene or scandalous materials or conversations. All phones should be answered in the following manner:

St. George Fire Department, This is (Your Name), can I help you?

Requests from business, schools etc, for a Fire Department emergency contact number should result in the phone number 911 being given as our only emergency contact number. Any time a request is made for a station phone number, the party should be asked as to the reason they need to contact the station. If the party is attempting to locate a specific individual, then the telephone number may be given. All other requests should be directed to the administrative office number or 911.

No long distance telephone calls should be made on the telephones unless they are SGFPD business in nature. In the event of a personal emergency, when a calling card or other means of charging a phone call is unavailable, personnel will be allowed to utilize the phone for long distance calls with the agreement that the SGFPD will be reimbursed for the cost of the call. An employee's home phone, pager, cell, or other private number should not be given out to anyone other than another SGFPD employee.

No employee shall make any audio recording of any incoming or outgoing telephone call without the express permission of the Fire Chief.

103.02 Receipt of Emergency Calls

Any time a call for help is received at the station, the following information should be obtained:

Location of Emergency
Type of Emergency
Reporting Parties name
Reporting Parties Phone Number
Incident specific information

Once this information is received, the reporting party should be directed to call 911 and make notification through the system (unless remaining in the area of the incident would cause potential injury or harm). After the reporting party has broken the connection, the station taking the information should notify communications to initiate a response.

103.03 Facsimile Machines

Facsimile machines are maintained by the SGFPD for conducting daily business. Personnel should keep their personal use of this business facsimile machine to a minimum and should not engage in long personal transmissions, thereby tying up the facsimile machine. Personnel will not use facsimile machines, telephones or other property or equipment of the SGFPD for use in solicitation or furthering any personal business, company, or services. Facsimile machines, telephones and other communications devices will not be used to transmit lewd, obscene or scandalous materials or conversations.

103.04 Cellular Phones

Cell phones have been placed on all units to facilitate communications between responders on the scene and other public safety agencies. These phones are to be used when the radio system is inoperable; contact is needed with agencies not on our system or when the responder feels that making phone contact is most appropriate. Civilians involved in an incident may use the phone to make notification to family, work etc. Responders need to monitor the phone usage, as some people will have a tendency to abuse this privilege. If the responder feels that the person using the phone is abusing this privilege or they are making an excessive amount of phone calls, the incident commander should politely ask them to relinquish the phone. The phones should remain in the custody of the Captain . The phones shall be charged every night. The phones should be used to transact Fire Department business and for other special circumstances as outlined above. Abuse of the phones may result in disciplinary action.

Voice Mail System

Voice Mail has been added to the Administrative Office Phone System for use in conducting SGFPD Business. Each employee assigned a Mailbox is reminded that this system is a part of the SGFPD Communications system and is subject to oversight by the District. Incidental personal messages should be managed in a timely manner to allow space on the system for District-related messages. Monitoring of messages and the communications system will be conducted by the District and saved messages are subject to deletion from mailboxes to not overtax the system.

104.00 Computers

The Purpose of this guideline is to establish standard guidelines for incident report entry, the release of that information to the public and outside agencies, the use of the Internet, the use of the Email system and general use of computers owned and operated by the St. George Fire Protection District.

104.01 Internet and Email Usage

Internet and E-mail system guidance is important for the Department in order to clarify expectations and boundaries of usage. These guidelines apply regardless of the user's location when signing on, and at any time on duty

- It is the responsibility of each system user to ensure they are in compliance with all SGFPD policies and regulations.

- The internet and e-mail system is a Departmental tool and individual self management is an expectation for its use.
- We manage the integrity of the Department, its members and the work we do as SGFPD employees.
- We protect our positive organizational perspective by those outside the organization through avoidance of counterproductive messages, inappropriate messages, or personal attacks.
- Downloading or installing programs on department computers without the Fire Chief's or Chief of Administration's permission is prohibited.
- The Department e-mail system is one provided to assist in the communication of department business related matters through reliability of message receipt and speed of processing.
- Anything which could be construed as sexually explicit, scandalous, defamatory, libelous, immoral or discriminatory based on race, national origin, sex, sexual orientation, age, disability or religious or political beliefs are banned from the system.
- SGFPD computer systems shall not be used to solicit commercial ventures, religious or political causes, or outside organizations that are not authorized by the District.
- Users understand that the use of the SGFPD provided system is a privilege. Unauthorized use will result in disciplinary action as deemed appropriate.
- SGFPD prohibits the unauthorized use of software. The District expects its employees to conduct themselves responsibly in this regard. Employees should refrain from making or using unauthorized copies of software programs.
- Upon voluntary or involuntary termination of service with SGFPD, employees may not retain any computer-related programs, files, or materials for personal possession. All computer-related materials are the property of the District. Upon termination, SGFPD may shut-off the former employee's computer system access.

104.02 E-Mail

Please keep in mind the following points when using the Departmental system:

- All employees are required to log into their email account each on duty day to manage their individual email account.
- This is an operational tool of the Department and the Fire Chief is responsible for its management and use. Inappropriate use is a poor reflection on the individual, Fire Chief and the Department.
- Member wellness/welfare information will be transmitted via e-mail and originated through the Assistant Chief's Office. This includes information on births, illnesses, injury or death of any current or past member/family of the Department.

- Personal attacks directed at any Department member are unacceptable. Sarcasm is inappropriate and is not in keeping with the Department Mission and Values.
- Distribution list or mass mailings in the fire department are restricted to:
 - Sending mass mailings to individual mail boxes whether directly or indirectly through distribution lists without authorization of an Assistant Chief or higher is prohibited.
 - Department wide information from the command staff regarding apparatus, program updates, and equipment and information relating to programs or city services from fire department divisions/sections originating from a staff officer or designee.
 - Information concerning potential fire operations issues at a building site such as access, sprinkler system status, hydrant status, maps, safety issues, etc.
 - Road closures/restrictions.
 - Official business originating from a company officer or designee relating to fire department programs or services.
- SGFPD treats all computer files, including e-mail sent or received, as District-related information. SGFPD has the capability and reserves the right, with or without notice, to access, monitor, review, copy, and/or delete any computer files, including e-mail sent or received, and all web site communications and/or transactions. If employees make incidental use of the computer system for personal files or e-mail, employees should not expect personal files or e-mail to be protected from review by the District. Accordingly, employees should not use computer systems to create or transmit any information they wish to keep private. Because SGFPD is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

104.03 Internet

Internet use should not interfere with the employee's responsibilities or conflict with SGFPD Policies and Guidelines.

The following guidelines are to be followed:

- Accessing sites that are pornographic or questionable in nature is prohibited.
- Participating in chat rooms is prohibited.

105.00 Incident Report Entry, Release of Reports and Other Documents

The delivery of services the fire department provides is only completed when documentation of those services has been done. Timely, uniform, and accurate data entry is essential in reporting both internally and externally.

All departmental documents and records are the property of SGFPD. Accordingly, they will not be used for an employee's personal purposes, nor will they be released or disseminated to others in any manner other than that described below.

Requests for Incident Reports

Any request for Fire Incident Reports shall be made to the Fire Chief, Chief of Administration, or Chief of Operations. Any requests for reports that are not ready for release (not Quality Control Checked) will be forwarded to the Assistant Chief in charge of the member making the report. The report shall then be completed within the next shift working day. All Fire Incident reports may only be released with the approval of the Fire Chief, Chief of Administration, or Chief of Operations.

EMS Patient Reports are not public record and are strictly confidential. Under no circumstances should anyone release a copy of an EMS Patient Report without the approval of the Fire Chief, Chief of Administration or Chief of Operations. Copies of EMS Patient Reports will only be released by St. George Fire Protection District under the following conditions:

- The receipt of a subpoena.
- Signed medical release.
- In person patient request.
- Selected Sister Agencies.

Requests for Other Records or Documents

Requests for any other documents or items made pursuant to the Public Records Law or otherwise shall be directed to the Fire Chief. No such documents shall be released except with the express approval of the Fire Chief.

106.00 Use of Assigned Vehicles

The SGFPD assigns vehicles on an as needed basis as determined by the Fire Chief. Personnel should be cognizant of the fact that they are representing the SGFPD by the fact that they are driving a department vehicle. Personnel should utilize exceptionally courteous driving techniques, and a high degree of common sense so as not to give the impression of improprieties. At no time are departmental vehicles to be used for personal business.

107.00 Rules & Regulations

All employees of SGFPD will conduct themselves in a professional and courteous manner at all times while representing the SGFPD. At no time will any of the following activity or behavior be tolerated while on duty, representing, or on any property maintained or owned by the SGFPD: Rough housing/horseplay; any action that is considered a violation of any local, state or federal law statute or ordinance; any other activity which may reflect negatively on the SGFPD.

All persons having business with the SGFPD are entitled to prompt, professional and courteous treatment. All interactions should be conducted with a friendly professional demeanor and tone. Any conflict arising from an encounter should be immediately reported to your supervisor for resolution. Any time a conflict arises; the personnel involved should

maintain a courteous posture, refer the offended party to their immediate supervisor and disengage themselves from the situation.

Employees who have disagreements should maintain a calm professional demeanor while attempting to resolve them. Yelling, screaming, and abusive or threatening behavior or actions between employees are forbidden in the work place. Employees unable to settle their differences should contact their immediate supervisor for resolution.

No part of the immediately preceding section shall be construed to prohibit reasonable activity to prevent injury and/or potentially unsafe acts that may result in injury or damage if immediate and direct action is not taken.

All personnel of the SGFPD are responsible for compliance with all standard operating guidelines, rules, procedures, and directives of the SGFPD and its Officers. Members shall read and become familiar with the department's rules, regulations, policies, and procedures. No plea of ignorance of the rules and regulations will be accepted as an excuse for any violation.

Employees shall promptly and willingly respond to the lawful orders of superior officers or acting officers. Refusal to obey a lawful order shall constitute insubordination. Obvious disrespect for or disruption of a supervisor's order likewise shall be deemed insubordination.

Employees shall abide by federal and state law, local ordinances and rules, and the department's general orders and rules of conduct. Members shall not be required to obey orders that are illegal or in conflict with the departments rules and regulations.

Employees shall not publicly criticize or comment derogatorily to anyone about instructions or orders received from a superior officer.

Supervisors and acting supervisors shall refrain from exceeding their authority in giving orders. The wrongful or injurious exercise of authority is prohibited.

Every officer, on and off duty, will be held responsible for enforcing the department's rules. If a violation comes to an officer's attention, that officer shall immediately notify the member of the violation and take corrective action. Should an officer fail to report a violation of an order or the department's rules, that officer shall be equally responsible for the violation.

Should an employee receive an order that conflicts with a previous order, the member shall notify the officer who issued the conflicting order and shall be governed by the officer's subsequent instructions.

Employees shall exhibit courtesy and respect to all officers and acting officers. While on duty, all officers shall be referred to by their appropriate rank.

Supervisors shall exhibit courtesy and respect to their subordinates and shall treat employees in a fair and impartial manner.

Employees shall treat one another with due courtesy and shall not engage in horseplay, harassment, hazing or other disrespectful conduct while on duty.

Employees are required to speak the truth at all times, whether or not under oath, in giving testimony, in connection with official orders, and in connection with official duties.

Employees shall not make false reports concerning any department business or the personal character or conduct of any member.

Employees shall not engage in gossip and/or engage in the spreading of unfounded rumors. .

Employees shall exhibit courtesy and respect to members of the public and employees of other agencies.

Employees are required to give their name and rank whenever requested by a member of the public.

Should an employee have a complaint against a member of the public, he shall forward the complaint in writing to the Fire Chief.

Employees shall not engage in any activity which delays a response to an emergency incident.

Employees shall maintain all equipment issued to them in a prudent and responsible manner.

The following actions are not permitted while on duty, or while on department property:

- Theft of property
- Possession of firearms unless specifically authorized by the Fire Chief
- Engaging in any sexual activity
- Intentional or negligent damage to equipment or property

108.00 Drug and Alcohol Abuse Policy

It is the SGFPD's desire to provide a drug free, healthful, and safe workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition in order to perform their jobs in a satisfactory manner. While on the SGFPD premises, and while conducting business related activities off the SGFPD premises, no employee should use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the work place. If a possibility of impairment may result from the legal use of a prescribed drug, the employee's immediate supervisor shall be notified immediately. Violations of this policy may lead to disciplinary action, up to and including termination of employment, and or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

108.01 Employee Drug Testing

Purpose

To provide a safe and healthy work environment.

To eradicate drug abuse and its' effects in the fire department workplace.

To protect the general public.

To maintain the efficient and orderly operation of the public safety services provided by the fire department.

To protect taxpayer property.

To comply with applicable laws and regulations.

Definitions

Employee means any person working full-time, part-time, or any volunteer performing work in any safety sensitive capacity.

Workplace means any site, building, premises, vehicle, or other location at which an employee is performing any fire department work.

Drug means:

Any controlled substance as defined in the Louisiana Uniform Controlled Dangerous Substances Law, LA-R.S. 40:961-995, 961(7).

Any controlled substance as defined at 21 U.S.C. 802(6) or 21 CFR Part 1308.

Any controlled substance analogue as defined at 21 U.S.C. 802(32).

Anabolic steroids, which include all substances, listed as 21 U.S.C. 802(41) and LA-R.S. 40:964 Schedule III, paragraph E.

Alcoholic Beverage means any fluid or any solid capable of being converted into fluid, suitable for human consumption, and containing more than one-half of one percent alcohol by volume.

Positive Test means:

For a drug, when the drug or its' metabolite is found in the employee's urine in concentrations greater than the applicable cutoff levels in a confirmatory testing procedure (as defined in LA-R.S. 49:1001(6)) and when a medical review officer (as defined in LA-R.S. 49:1001(10)) determines that there exists no legitimate explanation for the presence of the drug or metabolite in the urine.

For alcohol, when the employee's blood alcohol concentration is 0.05 percent or more by weight based on grams of alcohol per one hundred cubic centimeters of blood.

Reasonable Suspicion means the observation of any one of the following facts:

Direct observation by a supervisor of employee drug or alcohol use while in the fire department workplace.

Arrest or conviction of the employee for a drug-related offense.

Information received by a supervisor from an unidentified source or sources that the employee is using drugs or alcohol in the workplace or is impaired by drugs or alcohol in the workplace, when this information is corroborated by direct observation by any supervisor of drug or alcohol use by the employee or by other evidence from any supervisor with training and experience in the evaluation of drug-induced impairment.

Serious Incident means:

Any occurrence in which a fire department employee's neglect, act, or failure to act is a contributing or causative factor which:

Results in one or more deaths.

Results in bodily injury to any person, who, as a result of the injury:

Immediately receives medical treatment away from the scene of the accident.

Receives professional medical treatment beyond first aid.

Results in damage to property which:

Renders the property inoperable.

Is estimated by the accident investigator to be in excess of \$1500.00.

Safety Sensitive means:

All personnel (paid & volunteer) who regularly respond to or dispatch calls for emergency assistance with the fire department.

Positions with duties that are authorized or are required to perform fire safety inspections of a structure.

Positions with duties that are authorized to carry firearms.

Positions that are authorized to operate fire department vehicles.

Prohibitions

Drugs in the workplace. The unlawful manufacture, distribution, possession, or use (other than legally prescribed medication taken as prescribed) by a fire department employee of any drug in the fire department workplace.

Consumption or possession of alcohol. All fire department employees are prohibited from consuming alcoholic beverages in the fire department workplace.

Employees may be permitted, however, to engage in possession and moderate consumption of alcohol where such possession is a customary part of attendance at officially approved social functions, or events or functions such as conferences, receptions, and conventions.

Use of drugs and alcohol. All fire department employees are prohibited from:

Working or reporting for work under the influence of any drug (other than legally prescribed medication taken as prescribed) or with a sufficient amount of any drug or metabolite thereof in their systems to result in a positive test.

Working or reporting for work under the influence of alcohol, or with sufficient alcohol in their systems to result in a positive test.

It shall be a violation of this policy for an employee to be convicted of a violation of any criminal drug or alcohol statute, when the conviction:

Arises out of a violation that occurred in the fire department workplace.

Prevents the employee from performing the regular duties of his or her assigned position because:

The employee is incarcerated as a result of the conviction.

The crime committed bears such a relation to the employee's regular duties that the fact of its commission renders the employee unfit to continue to perform those duties.

Compliance with this policy, including participation in drug testing and alcohol testing, is a condition of continued employment/membership with the fire department. Any refusal to submit to a drug test or alcohol test, or refusal to cooperate with the fire department in any of the procedures involved in the drug and alcohol testing provided for by this policy, shall be a violation of this policy. For purposes of this policy, refusal shall include not only an express refusal to submit to a drug test or an alcohol test, but also any failure to appear for any test, failure to report a serious incident, or any absence or departure from fire department work that occurs without a verified legitimate reason:

- After the employee learns that he or she is required to submit to the test or tests.
- After an occurrence which, under this policy, could result in the employee being required to submit to a drug test or alcohol test.

Fire department employees are prohibited from altering, tampering in any manner with, or substituting a sample for a drug test or alcohol test or otherwise interfering with any testing procedures.

108.02 Drug Testing Procedure

All collection, shipment, analysis, and review procedures conducted in connection with drug testing authorized or mandated by the provisions of this policy shall comply with LA-R.S. 49:1001-1015 where applicable, as well as with any applicable regulations.

The cutoff levels for all drug testing shall comply with LA-R.S. 49:1005(B). The initial cutoff level for marijuana as determined by immunoassay testing shall be the lowest level authorized by an applicable statute or regulation.

The fire department shall require employees to submit samples for testing in order to enforce the prohibitions of this policy and to comply with applicable laws and regulations.

Enforcement of This Policy

In order to enforce the prohibitions of this policy against drugs and alcohol, the fire department may:

Perform drug and alcohol testing of applicants for fire department employment or membership.

Perform drug or alcohol testing of employees when “reasonable suspicion” exists as defined in this policy.

Perform drug and alcohol testing of fire department employees following serious incidents.

Perform random drug and alcohol testing of fire department employees.

The fire department may require any applicant for employment or membership to submit to a drug test or an alcohol test. The fire department shall not employ an applicant who has tested positive on a drug test or an alcohol test conducted pursuant to this policy. Such an applicant shall be considered physically unfit to perform fire department work. Drug testing and alcohol testing are conditions of employment and/or membership by the fire department. Therefore, any applicant who refuses to submit to a test of either type shall be denied employment and/or membership with the fire department.

All fire department employees shall report all serious incidents occurring in the fire department workplace to their immediate supervisor, or higher authority if the immediate supervisor is unavailable without delay. Any employee who delays in reporting an incident within the prescribed period shall be considered to have violated this policy, unless the employee is physically unable to make the report or such other extreme or extraordinary circumstances exist that justify the failure to report. Any employee whose actions or failure to act the fire department determines to be, or cannot rule out as, a causative factor in a serious

incident occurring in the fire department workplace, shall be required to submit to a drug test and an alcohol test. Additionally, any employee who sustains an injury in the fire department workplace that requires medical treatment beyond first aid shall be required to submit to a drug test and an alcohol test for purposes authorized by the Louisiana Workers' Compensation Act, LA-R.S. 23:1021 *et seq.* when appropriate, a positive test under this section may also be considered a positive test for all other purposes of this policy.

All fire department employees who occupy safety-sensitive positions shall be subject to random drug testing. The selection process shall be such that for each testing occasion, every fire department employee has a substantially equal chance of being selected to provide a sample for testing.

Discipline

The purpose of this section is defining circumstances that constitute just cause for disciplinary action. Neither this section nor any part of this policy is intended to deny or otherwise limit an employee's right to due process protections guaranteed the employee under the United States and Louisiana Constitutions, or to any appeal rights available to the employee under the municipal fire and police civil service system.

An employee commits a violation of this policy when the employee:

Unlawfully manufactures, distributes, dispenses, possesses, or uses any drug in the fire department workplace in violation of this policy.

Consumes alcohol in the fire department workplace in violation of this policy.

Refuses to submit to a drug or alcohol test.

Has a positive drug or alcohol test after a serious incident as determined by the policy.

Tests positive for any drug or metabolite listed under the definition of Drug in this policy.

Works or reports for fire department work under the influence of alcohol or any drug listed in this policy.

Except as otherwise provided within this policy, any employee who commits any violation listed above shall be dismissed from the fire department.

Appeal of Positive Test

If an appeal to the appropriate board (municipal fire & police civil service board for full-time employees, board of commissioners for part-time employees and volunteers) includes a positive test for drugs or alcohol, the fire department may introduce a written report of the results of the test if:

A notice of the report is filed with the appropriate board and mailed to all parties twenty days prior to the hearing date.

Verified documentation of the chain of custody is submitted with the expert's report with an affidavit that states the documentation was made at or near the time of the chain of custody in the course of regularly conducted business activity.

An employee may challenge the testing procedure and/or chain of custody by giving ten days from receipt of the above referenced documents to the fire department and the appropriate board. At the next scheduled hearing the appropriate board will review the challenge and decide if it is necessary to have a full hearing on the validity and/or chain of custody of the drug or alcohol test results.

If the board finds that there is a procedural error in the administration of the test, the board may deny admissibility of the test. If there is no challenge to the testing procedure, the certified report and affidavits will be admitted into evidence at the hearing *as prima facie* proof of the report's contents, provided that the party against whom the report is sought to be used may summon and examine those making the original of the report as witnesses under cross-examination. The employee may overcome this presumption of regularity by providing a preponderance of evidence that the collection, shipping, testing, and medical review officer procedures contain irregularities. The board may order a full hearing on the validity of the documents if it deems necessary.

108.03 Self-Referral

An employee who has never tested positive for drugs or alcohol while employed by the fire department may, at any time prior to the occurrence of a serious incident within the meaning of this policy, refer himself or herself for evaluation and treatment of a drug or alcohol abuse problem. An employee may only self-refer under this policy one time during all fire department employment.

An employee shall not be disciplined solely because of the self-referral and shall, with respect to any violations of this policy that occur after the self-referral, retain all rights available to employees under this policy.

The intent to self-refer shall be declared to the Fire Chief or Deputy Fire Chief in accordance with procedures established by the fire department pursuant to this policy.

The employee shall execute a referral agreement, in which the employee shall verify the intent to seek evaluation and treatment for a drug or alcohol abuse problem and acknowledge the consequences of self-referral. The referral agreement shall be executed before a notary public and two witnesses. By entering into a referral agreement, an employee agrees to waive any appeal rights that the employee may have.

An employee who executes a referral agreement shall not thereafter be permitted to return to work until such time as a physician or other health care provider acceptable to the fire department physician has evaluated the employee and certified that the employee has obtained rehabilitation or treatment and is fit to return to the performance of the regular duties of his or

her position. The fire department shall be under no duty to transfer the employee to a different position or otherwise provide work for the employee during this period. The employee may use any accrued annual or compensatory leave time during the time he or she is not permitted to return to work; however, the employee shall be placed on leave without pay if all such leave time is exhausted during this period.

The circumstances of the employee's self-referral, including the records of the employee's evaluation and treatment shall, to the extent practical, be held confidential by the fire department. The only records pertaining to the self-referral maintained in the employee's personnel file shall be the original referral agreement.

Referral Agreement

In this referral agreement, the employee shall agree to participate in a rehabilitation program under such terms and conditions as the fire department may require and agree to submit to future testing at the fire department's discretion as part of a monitoring program for a period not to exceed 24 months from the date of return to duty after evaluation, on the condition that a second positive test will result in the employee's dismissal. An employee shall be permitted to enter into only one referral agreement during all fire department employment. The referral agreement shall be executed before a notary public and two witnesses. If the employee violates any terms of the referral agreement, he or she will be dismissed.

An employee who enters into a referral agreement shall not thereafter be permitted to return to work until such time as a physician or other health care provider acceptable to the fire department physician has evaluated the employee and certified that the employee has obtained rehabilitation or treatment and is fit to return to the performance of the regular duties of his or her position. The fire department shall be under no duty to transfer the employee to a different position or otherwise provide work for the employee during this period. The employee may use any accrued annual or compensatory leave time during the time he or she is not permitted to return to work; however, the employee shall be placed on leave without pay if all such leave time is exhausted during this period.

109.00 Employee Assistance Program

The St. George Fire Protection District No. 2 will provide an employee assistance program (EAP) to all employees.

Purpose

The SGFPD will provide confidential assistance and/or referral on a voluntary basis to employees when personal problems or concerns are troubling an employee personally or when they are contributing to, or may contribute to, deteriorating job performance. The EAP is provided as a service and benefit to employees. In itself, use of the EAP, by self-referral or supervisory referral, is not an indication of illness, inadequacy, or disability. All people have problems in their lives; thoughtful, intelligent people seek appropriate assistance with their problems.

Policy

The SGFPD recognizes that a wide range of problems, not directly associated with one's job function, may have an adverse effect on an employee's job performance. Further, personal problems of a family member can also affect an employee's job performance.

When marital or family discord, financial or emotional crises, alcohol or drug problems, illness, or other difficulties interfere with or threaten job performance or conduct, SGFPD offers assistance through the EAP. There is no desire to intrude on the employee's private life. These problems are recognized as progressive and potentially destructive, but they are also recognized as treatable disorders. SGFPD stands ready to assist employees and their families who are willing to help themselves.

Practice

Early recognition of the troubled employee, through application of job performance standards, is a proper function of management. Employees with identifiable performance problems that are not the result of deficits in knowledge, skills, education, and/or working conditions may have personal problems affecting job performance.

SGFPD actively supports rehabilitation efforts, when applicable and appropriate, through employee group health benefits, sick leave, and this EAP. An employee may be referred to the EAP by SGFPD supervisory personnel, colleagues, medical personnel, or family because of a condition that may affect his or her job performance or because the employee is troubled and seeks help. The decision to accept assistance is the responsibility of the employee. Employees are also encouraged to self-refer.

Confidentiality

All records and information about referral, assessment, and treatment will be maintained by the EAP and treated as confidential. No information concerning a client's personal problems or participation in the EAP will become a part of the employee's personnel record. Except as set forth herein and in situations of dangerousness, or as may otherwise be required by law, no information, oral or written, will be disclosed without the express written permission of the employee.

If an employee is referred to the EAP because of performance-related issues or by the fire department physician, the only information the EAP will disclose to SGFPD is whether the employee has followed through on the referral. The only exception to this section shall be if the employee enters into a referral agreement under 201.01 – Drug and Alcohol Use Policy.

Employee Discipline and Job Security

Employees participating in the EAP will not be given preferential treatment, nor will they be subject to any special regulations by the SGFPD. EAP participation will not shield an employee against discipline, including discharge, by reason of an infraction of work rules or the rules of conduct. All employees will be evaluated strictly on job performance criteria, irrespective of their participation in the EAP. An EAP client may be disciplined for his or her

continued unsatisfactory job performance. An employee's job security or future career advancement will not be jeopardized as a result of his or her participation in the EAP.

Procedure

The immediate supervisor is responsible for monitoring an employee's job performance. In the case of deteriorating performance, the supervisor, following established procedures, should work with the employee in an effort to reestablish accepted levels of performance. Whether or not it appears that the substandard performance is or may be due to problems or impairment, the supervisor should refer the employee to the EAP only as part of a performance improvement plan.

In the case of a job-performance-related referral, the supervisor will do all of the following:

- Document, as part of a performance improvement plan, that the employee was made aware of the EAP as a resource
- Notify the EAP that a referral has been made
- Provide relevant documentation of the performance problem to the EAP

The fire department physician may refer an employee to the EAP. They should both:

- Document the referral in the employee's medical record
- Notify the EAP of the referral

Employees and their family members experiencing problems, whether or not they may affect the job performance of that employee, are encouraged to voluntarily seek information, referral, and related services on a confidential basis by contacting the EAP.

110.00 Code of Ethics

The purpose of this policy is to establish broad behavioral guidelines within which all employees must conduct themselves while working for the St. George Fire Protection District No. 2 and to declare and define the ethical obligations of all members of the St. George Fire Protection District No.2.

Employees will conduct themselves at all times in such a manner as to create respect for themselves, as public servants, and the jurisdiction they represent.

Employees will place public interest above individual, group, or special interests. They will consider their jobs as an opportunity to serve the citizens of St. George Fire Protection District No. 2.

Employees will not have any material, financial interest in any private business or professional activity that would be in conflict with their job responsibilities. Employees will not engage in any business activity or professional activity that would appear to be in conflict with their job responsibilities or that would tend to impair independence of judgment or action in the performance of official duties.

Employees will not accept any personal gift, favor, service, money, or anything of value from the public which might reasonably tend to influence or might reasonably be inferred to tend to influence the impartial discharge of duties.

Employees will at all times, when in contact with the public, be fair, courteous, respectful, and impartial.

Employees will refrain from using their position for personal gain. They will keep confidential all information not available to all citizens that is acquired by virtue of their positions. The same shall apply to interdepartmental information not available to all employees of the department.

Employees shall not engage in making an audio or video recording or any other employee without the consent of that employee or the approval of the Fire Chief.

It is expected that all employees of the department will follow these and all other policies, guidelines, directives and orders.

111.00 Sexual and Other Harassment

SCOPE

This policy applies to all employees of SGFPD.

PURPOSE

The purpose of this policy is to express the SGFPD position that it will not tolerate sexual harassment or harassment due to race, color, sex (regardless whether sexual in nature), religion, national origin, citizenship, age, disability, protected activity or veteran status in the workplace. This policy complies with Federal Regulations as stated in Section 703 of Title VII of the 1964 Civil Rights Act as amended. Employees who believe they have been the subject of harassment shall report such conduct to their supervisor, or any other SGFPD representative appropriate in the circumstances. If the employee should choose to do so, they may contact the Fire Chief, directly.

GENERAL POLICY

It is the SGFPD policy to maintain a work environment free from discrimination and to prohibit sexual advances or harassment among its employees. SGFPD expects all employees to act responsibly in maintaining a work environment free of discrimination in any form.

SGFPD does not tolerate sexual harassment in the workplace or during any District-related activity. The District provides internal procedures for victims of sexual harassment to report sexual harassment and disciplinary penalties for those who commit sexual harassment.

No person, employee or third party, no matter his or her title or position has the authority, expressed, actual, apparent or implied, to commit or allow sexual harassment.

SGFPD prohibits, forbids, and does not tolerate any employee, supervisor or visitor, male or female, to harass an employee or to create a hostile or intolerable working environment by exhibiting, committing or encouraging:

- Direct or implied threats that submission to sexual advances will be a condition of employment or continued service with the District;
- Material such as pornographic or sexually explicit posters, calendars, graffiti or objects;
- Unwanted, unwelcome, an unwarranted sexual advances, including, but not limited to, requests, comments or innuendoes regarding sex, sexual jokes, gestures, statement, e-mail or voicemail messages, leering or stalking;
- Intentional, malicious or unwelcome physical conduct that is sexual in nature, including, but not limited to touching, pinching, patting, brushing, massaging someone's neck or shoulders and / or pulling against another's body or clothes; and
- Physical assaults on other employees, including but not limited to rape, sexual battery, molestation, or any attempt to commit such acts.
- Even conduct that is intended to be "innocent" may still constitute sexual harassment if it falls within the terms of this policy. If any employee expresses concern that your behavior may have violated this policy, please respect his / her concerns. Regardless of your intent, how other interpret your behavior is important. This policy is not meant to interfere with or discourage friendships among employees. However, employees must be sensitive to acts or conduct that may be considered offensive by other employees.

DEFINITION OF SEXUAL HARASSMENT OR ADVANCES

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to, or rejection of, such conduct by an individual is used as a basis of employment decisions affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment.

OTHER PROHIBITED BEHAVIORS

- Racial or ethnic jokes, slurs, epithets, cartoons or graffiti.

- Sexually graphic comments, epithets, pictures, cartoons, gestures or graffiti.
- Taunting on the basis of actual or perceived sexual orientation.
- Repeated use of demeaning or degrading comments based on individual characteristics.
- Repeated use of offensive profanity or intimidating behaviors like yelling or throwing objects.
- Threats of harm, violence, or assault.
- Unwanted sexual flirtations or unwelcome, unnecessary touching.
- Requesting sexual favors in return for a tangible employment action.
- Hazing any employee.

PROCEDURE

- SGFPD policy regarding harassment shall be posted in a conspicuous location which makes it viewable by new applicants and employees.
- SGFPD policy against harassment shall be discussed with all newly hired employees.
- All employees and supervisors will receive training on how to identify and prevent harassment in the work place as well as on how to handle a harassment complaint.
- All employees will receive training, or information on the issue of harassment. All employees should also be aware of the appropriate procedures for reporting any incident of perceived harassment.
- Chief Officers will periodically tour the facility for the purpose of detecting and removing any pictures, posters, calendars, graffiti, objects, books, magazines or other materials that are sexually suggestive or demeaning, pornographic, violent, discriminatory in nature, or create a hostile environment.

The following three-step program of reporting, investigation, and corrective measures is to be used for suspected incidents of harassment:

111.01 Reporting Procedure

Whenever an employee has reason to believe he/she has been subjected to a discriminating work environment because of sexual advances or harassment, the employee shall promptly report such incidents to their supervisor or any Chief Officer they choose, or directly to the Fire Chief. The individual receiving the complaint is to report the complaint immediately to the Fire Chief. No retaliation in any form will be tolerated toward an employee for reporting

in good faith such incidents. All complaints of sexual harassment shall be reported to the Fire Chief regardless of the supervisor's evaluation as to the merit of the claim.

You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make wrongdoing or conflict known should it exist.

Every officer is responsible for enforcing departmental rules and regulations whether on or off duty. If a violation is observed or an officer is notified of any violations that officer shall immediately notify that member of the violation and take appropriate action. Should any officer have knowledge of such a violation and fails to report it, that officer shall be held equally responsible.

111.02 Investigation

Upon notice of any reported incidents of alleged sexual advances or harassment, SGFPD will promptly conduct a full investigation of the matter. The investigation will include an opportunity for the accused employee to be heard. Confidentiality will be maintained to the greatest possible degree.

SGFPD will make every effort to ensure that those named in the report, or are too closely associated with those involved in the report; will not be part of the investigative team or efforts.

SGFPD reserves the right and hereby provides notice that third parties may be used to investigate sexual harassment claims.

111.03 Corrective Measures

If the investigation substantiates the accusations, the appropriate corrective action will be taken. This may include, but not be limited to, reprimand, suspension, or dismissal, depending on the nature and severity of the offense.

Appropriate action will also be taken in the event the accusations are intentionally false and malicious in intent.

SGFPD prohibits retaliation made against any employee who lodges a good faith complaint of sexual harassment, or *who participates in any related investigation. The District recognizes that making false accusations of harassment in bad faith can have serious consequences for those who are wrongly accused. SGFPD prohibits deliberately making false and / or malicious harassment allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.*

RESPONSIBILITY FOR ADMINISTRATION

Every supervisor and employee is responsible for maintaining a work environment free from harassment and to take appropriate action if an incident occurs.

112.00 Equal Employment Opportunity Statement

SGFPD has a continuing policy to afford equal opportunity to all employees and applicants for employment without regard to race, religion, national origin, sex, age, disability or veteran status. This policy applies to all personnel action including recruitment, hiring, training, promotions, compensation, benefits, transfers, layoffs, termination and recreational and social programs. SGFPD believes that employees have a right to work in an environment free from harassment and/or discrimination based upon the employee's race, religion, sex, age, national origin, disability or veteran status.

Responsibility for carrying out this policy is placed with each Chief Officer and supervisor at every level.

113.00 Public Solicitation

The department does not generally solicit items from the public, and no personnel will be allowed to do so unless specifically authorized by the Fire Chief.

Personnel are hereby prohibited from receiving any discounts and/or free products or services while on duty. Personnel who are offered discounts and/or free products or services while on duty shall politely decline and thank those making the request and explain that they are not allowed to accept. However, if a person insists, personnel shall accept such discount or item and thank them. At no time should SGFPD personnel sign any receipt stating that they received a discount, or free product or service.

114.00 Complaints Against Department or Employees

This standard establishes guidelines for the receipt, investigation, and resolution of complaints received by the department concerning the professional or personal conduct, behavior, action, or inaction of one or more members and those complaints that concern the department as a whole. It was promulgated to ensure that a thorough investigation is conducted for every complaint received by the department; that the innocent be exonerated and the guilty are properly punished.

Complaints that arise from the daily conduct of business fall into one of two major categories:

- Complaints against the department as a whole
- Complaints against one or more individual members

Complaints generally allege a violation of a departmental rule, policy, procedure, or general order. A complaint may also allege that there has been a violation of a federal, state, or local statute or ordinance.

The department will hear all complaints against its members that have been initiated by any person who is found to have standing for such a complaint. Persons other than those who are actually affected by the actions of a member shall have no standing for a complaint, with the

exception of cases that involve juveniles. In such cases, the parent or legal guardian shall be required to file the written complaint.

114.01 Complaint Procedure

Complaints must be made in writing and shall be signed by the persons making the complaint.

Any on-duty supervisor may accept complaints. The supervisor who receives the complaint shall conduct an initial investigation to obtain as much information as possible and then forward the complaint directly to the Fire Chief in the timeliest manner possible.

If the complainant does not want to file a written complaint or does not wish to sign the complaint, he may still voice his/her complaint to a supervisor. The supervisor shall record the information and forward an account of the complaint to the Fire Chief.

On receipt and review of an oral or written complaint, the Fire Chief may assign the investigation of the complaint to an internal or external investigative source.

A copy of the written complaint shall be given to the accused member at the time that the member is requested to make a written reply to the allegations.

SGFPD will make every effort to ensure that those named in the report, or are too closely associated with those involved in the report, will not be part of the investigative team or efforts.

SGFPD reserves the right and hereby provides notice that third parties may be used to investigate claims of a serious nature, including but not limited to violence / threats of violence, sexual harassment, discrimination, or other such situations the District deems appropriate.

114.02 Resolution of the Complaint

On conclusion of an investigation, the complaint shall be classified as one of the following:

- Unfounded – the allegation has been proved false or there is a lack of factual evidence to support it.
- Exonerated – the incidents cited did occur, but the actions were lawful or followed proper procedures.
- Not Sustained – there is insufficient evidence either to prove or disprove the allegations.
- Sustained – the allegations are supported by sufficient evidence and the complaint will be upheld.

Resulting Action

When an investigation results in a determination of unfounded, exonerated, or not sustained, the Fire Chief will notify the accused member that no further action will be taken against him/her. If the member has been placed on leave, he/she shall return to duty and, if applicable, shall be compensated for any lost wages and benefits.

When an investigation results in a determination that an allegation is supported by sufficient evidence, the appropriate action will be taken in accordance with the department's disciplinary policy and/or applicable civil service rules.

115.00 Violence and / or Threats of Violence

SGFPD is committed to preventing workplace violence and providing a safe work environment. The District prohibits and does not tolerate violent acts or threats against employees, visitors, guests or other individuals within its facilities or during any District-related activity (including off duty periods).

Violence may be described as verbal or physical threats, intimidation, and / or aggressive physical contact. Prohibited contact includes, but is not limited to the following:

- Intimidation, harassment, assault, battery, stalking, or conduct that causes a person to believe that he or she is under a threat of death or serious bodily injury.
- Inflicting or threatening injury or damage to another person's life, health, well being, family or property.
- Possessing a firearm, explosive, hazardous devices or substances, or other dangerous weapon on District premises or using an object as a weapon.
- Abusing or damaging District or employee property.
- Using obscene or abusive language or gestures in a threatening manner.
- Raising voices in a threatening manner.

Because of the potential for misunderstanding, joking about any of the above conduct is also prohibited. Employees are also expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. SGFPD will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities.

The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, SGFPD may place employees on leave, either with or without pay, pending investigation.

Violations of this policy are subject to disciplinary action, up to and including termination, for any violation reasonably believed to have been committed. Violations of this policy may also result in arrest and / or prosecution.

115.01 Reporting Procedure

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other supervisor in SGFPD. This includes

threats by employees, volunteers, as well as clients, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

116.00 Change of Address/Telephone

All employees of the SGFPD are required to maintain a phone to enable call outs in an emergency. Anytime an employee's address and/or telephone number changes, the employee is required to notify the Assistant Chief on duty by turning in a Change of Address/Phone Number Form within 24 hours of the change. The Firehouse Software Program shall be the repository for maintaining and updating this information.

117.00 Driver's License and EMT Registration

All employees of the SGFPD are required to maintain a current, valid driver's license issued by the state of Louisiana regardless of their employment classification. All employees whose civil service job description requires that they maintain Emergency Medical Technician certification shall be required to maintain a current, valid state certification.

All personnel shall maintain proof of driver's license and EMT certification on their person while on duty.

118.00 Performance Evaluation System

It is incumbent upon the SGFPD to not only constantly evaluate its delivery of services to the public, but to evaluate the job performance of its employees. Through a standardized evaluation process, employees are judged on job knowledge, performance and adherence to policy. By utilizing this evaluation tool, the SGFPD can provide feedback to employees concerning their job performance, reinforce positive performance, and, if necessary, develop a plan to correct any deficiencies in performance.

Employees will be evaluated annually at the end of each year. However, if necessary, evaluations may be conducted more frequently.

Process

In order to objectively evaluate the performance of each employee and to maintain accountability throughout the chain of command for employee performance, the St. George Fire Protection District has instituted a comprehensive performance appraisal system. This system is divided into three main parts – Informal Review, Mid-Year Review, and the Annual Evaluation.

Performance Log

General factors consist of general work performance measurements and personal behaviors that are displayed by employees. Each specific factor is represented by a yes/no question that is to be answered daily by supervisors of their subordinates through the Firehouse Software

Program. Supervisors are to take great care in honestly and accurately rating employees under their command according to the criteria given.

In addition to the answering of the questions in the daily performance log, supervisors should note in the Comments section items such as good or poor performance; any disciplinary actions such as counseling, verbal reprimand, or formal discipline; any other items which the supervisor may deem useful in conducting informal, mid-year, or annual reviews and evaluations. At any time a comment adverse to an employee's interest is entered into the Performance Log, the employee is to be made aware of such comment, and the supervisor shall note such acknowledgement in the Log.

Informal Review

An informal review shall be conducted in April and October between the supervisor and the employee that shall consist of reviewing the employee's Performance Log and progress toward annual goals. At this time, it should be determined if there are any items that may be impeding the employee's progress in achieving their annual goals and steps taken to address those items. Records of informal reviews shall be maintained as an entry in the employee's Performance Log within the FireHouse Software Program.

Mid-Year Review

A mid-year review shall be conducted in July of each year between the supervisor and the employee that shall consist of having the employee write a self-evaluation based on the job description and progress toward annual goals. The supervisor and employee shall then discuss how well expectations are being met and identify any resources to help meet goals. At this time goals can be adjusted as needed. Records of the mid-year review shall be maintained by the supervisor to assist him/her in conducting the Annual Evaluation. A summary of the mid-year review shall be entered in the employee's Performance Log within the FireHouse Software Program.

Annual Evaluation

In November of each year, each employee shall complete a self-evaluation on a form provided by the department. This evaluation shall identify how well the employee met expectations and goals. An annual formal evaluation shall be conducted in December of each year between the supervisor and the employee that shall consist of an evaluation form that is filled out by the supervisor. The employee shall be allowed to review and provide feedback concerning the evaluation. The supervisor and employee shall then discuss achievement of the goals set for the year. Finally, the supervisor and employee shall agree on at least three goals for the next year.

The Annual Evaluation form, upon completion, shall become a permanent part of the employee's personnel record. A summary of the annual evaluation, including goals set for the next year, shall be entered in the employee's Performance Log within the FireHouse Software Program.

Evaluation Upon Employee Transfer

Whenever an employee is transferred from one supervisor to another, the current supervisor shall complete an Annual Evaluation form with the employee prior to the transfer so that the new supervisor will have a record of that employee's performance and progress towards goals set for that year to date. A summary of this evaluation shall be entered by the current supervisor in the employee's Performance Log within the FireHouse Software Program.

Probationary Employee Evaluation Program

Once a probationary employee has completed initial training and is assigned to a supervisor, a probationary employee evaluation program shall begin. Supervisors have a special responsibility when evaluating probationary employees because they will shape the employee's career experience and permanent expectations will be established by that supervisor.

The probationary employee evaluation program will consist of daily, monthly, and probationary completion evaluation reports that will be provided to the supervisors by the department. The probationary completion evaluation report shall become a permanent part of the employee's personnel file. A summary of these evaluation reports shall be entered in the employee's Performance Log within the FireHouse Software Program.

Substandard Performance and Work Improvement Plan

In the event of substandard performance, employees may be placed on a Work Improvement Plan. The Work Improvement Plan shall be in writing, stating performance deficiencies, listing required improvements and the duration of the plan. A Work Improvement Plan may last up to six months. Monthly progress reports shall be required for any employees placed on a Work Improvement Plan. If the substandard performance improves, the plan will terminate. If substandard performance continues, disciplinary action may be initiated. Any Work Improvement Plan and all subsequent reports shall become a permanent part of the employee's personnel file.

119.00 Salary and Payroll

All employees shall be paid in accordance with the pay plan adopted by the SGFPD Board of Commissioners. All personnel shall receive an annual minimum increase in pay of two (2%) percent unless they have been placed in a Work Improvement Plan

119.01 Rates of Pay

Original Appointment Rate

Original appointment to any position shall be at the minimum rate for that class unless the employee has prior experience. In this case, the employee may be placed anywhere within the scale for that class based on his/her experience and/or qualifications.

Rate of Pay Upon Promotion

When an employee is promoted, his/her pay shall be adjusted by placing the employee in the new pay range, which is the same or is immediately higher than the employee's current base pay. Then, the employee's pay shall be advanced two steps in the new pay range, or an amount equal to the percentage increase of two steps; except if the adjustment to the new pay range equals or exceeds seven (7%) percent, then no further promotional increase is permitted. Upon confirmation, the employee will receive an additional step or an amount equal to the percentage increase of one step.

Rate of Pay Upon Demotion

When an employee is demoted, his/her pay shall be fixed at a rate equal to his/her last rate in their former position, plus any step increases that would have been applicable.

Temporary Assignments

Whenever a temporary vacancy exists in a classified position subject to the department's minimum staffing guidelines, the position shall be filled by another member of the department to maintain minimum staffing. If a member of the same rank is not available to fill a position, a member from the rank immediately below the vacant position may be appointed temporarily.

When personnel are given a temporary assignment, they shall be compensated per occurrence (minimum of twelve hours) as per guidelines set forth by the administration.

When a temporary assignment ends, a member shall return to his/her previous position.

Change in Rate of Pay

When any change is made in the rate of pay of an employee, a status change form must be filled out and approved by the Fire Chief or his designee and placed in the employee's personnel file.

119.02 Overtime

The SGFPD will compensate all employees for any authorized overtime worked in accordance with state and federal law.

The decision as to whether employees receive overtime pay or compensatory time shall be at the discretion of the Fire Chief or his designee.

Scheduled Overtime

Personnel who work either a 56-hour or 42 hour workweek have overtime built into their schedule. As these personnel already receive a monthly salary, they are compensated for scheduled overtime hours at an additional half-time rate. They shall be compensated for this scheduled overtime as follows:

Personnel who work a 56-hour workweek shall be paid overtime based on a 28 day work cycle and averaged each year to determine the amount of average overtime to be earned on each check.

Personnel who work a 42-hour workweek shall be paid four (4) hours of overtime on each paycheck.

Overtime (Extra-Pay)

All extra duty in excess of regularly scheduled hours (either 56, 42, or 40, depending on job classification) shall be payable at a rate of time-and-one-half.

Overtime – Leave Exceptions

Personnel who are on sick leave because of an off-duty illness or injury shall not be entitled to scheduled overtime or overtime (extra-pay) unless they have worked in excess of their prescribed hours within that particular work period. Personnel who are on any other type of leave or sick leave because of an on-duty illness or injury shall continue to receive both scheduled overtime and any overtime (extra-pay) to which he is entitled.

119.03 Longevity

In addition to adjustments provided elsewhere in these policies, an employee shall be granted adjustments in pay in accordance with the following longevity plan and under the conditions described below:

Longevity pay shall be in addition to the current base pay of all employees affected. Longevity pay shall be granted on the basis of total departmental service and shall become effective on the employee's original hire date anniversary in the year in which the employee becomes eligible.

An employee with a total of ten (10) years of service shall receive longevity pay at the rate of five (5%) of that employee's current base rate of pay. An additional one (1%) percent shall be granted thereafter each year on the employee's original hire date anniversary until the employee reaches twenty-five (25) years of service for an accumulated maximum of twenty (20%) longevity pay.

119.04 Educational Incentive Pay

In an effort to encourage the continuing higher education of the employees of the fire district, the district has implemented an educational incentive pay program.

General Guidelines

In order to be eligible for educational incentive pay, the employee must be a full-time employee and have received an associate's degree or higher from an accredited university.

Employees seeking educational incentive pay must provide a copy of their diploma to the Deputy Fire Chief of Administration for verification.

Educational incentive pay shall be at the rate of \$750 per year for an associate's degree, \$1500 per year for a bachelor's degree or higher, and \$2400 per year for an associate's degree or higher in fire science or related curriculum.

An employee may only be eligible for educational incentive pay for one degree regardless of how many degrees the employee has attained.

120.00 Insurance

Employees and Retirees of the St. George Fire Protection District No.2 and their dependents may be eligible to participate in a group medical hospitalization program at the onset of work. The District offers a plan for their medical insurance with a separate plan for dental insurance and a separate plan for vision insurance. Most of the costs of these plans are paid by the District. Employee rates are set by the St. George Fire Protection District No.2 Board of Commissioners each year. Coverages and policy terms are controlled by the insurance documents and not this manual.

1. Effective Date:

This policy is effective as of March 12, 2009, and it supersedes any prior statements, whether written or oral, concerning the provisions of Retiree Medical Benefits (as defined below) by the St. George Fire Protection District No.2

2. Eligibility Requirements for Retirees:

An employee may be eligible for Retiree Medical Benefits hereunder, provided:

- (a) He or she has completed at least twenty-five (25) years of creditable service with Firefighters Retirement System and/or Employees Retirement System of East Baton Rouge and at least three (3) years of service with the St. George Fire Protection District No.2
- (b) He or she has competed at least twenty (20) years of creditable service with Firefighters Retirement System and/or Employees Retirement System of East Baton Rouge and at least three (3) years of service with the St. George Fire Protection District No.2 and who has attained the age of fifty (50) years.
- (c) He or she has completed at least twelve (12) years of creditable service with Firefighters Retirement System and/or Employees Retirement System of East Baton Rouge and at least three (3) years of service with the St. George Fire Protection District No.2 and who has attained the age of fifty-five (55) years.
- (d) He or she has attained the age of fifty-two (52) years and has completed at least one year of service with the St. George Fire Protection District No.2 under a pro-rated retirement based upon the following schedule;
 - i) One completed year of service, SGFPD pays 20% of what is compensated for regular retirees.

- ii) Two completed years of service, SGFPD pays 40% of what is compensated for regular retirees.
- iii) Three completed years of service, SGFPD pays 60% of what is compensated for regular retirees.
- iv) Four completed years of service, SGFPD pays 80% of what is compensated for regular retirees.
- v) Five or more completed years of service, SGFPD pays 100% of what is compensated for regular retirees.

The dependent of an Eligible Employee may be eligible for coverage hereunder, provided:

- (a) He or she is enrolled as the eligible dependent of an Eligible Employee under the group medical plan maintained by the Group as of the date on which such employee terminates his or her employment with the Group; and,
- (b) Such Eligible Employee elects to continue his or her coverage as provided herein (an "Eligible Dependent").

121.00 Scheduled Work Hours

All employees are required to work their assigned schedule and any variation requires prior authorization from the Fire Chief, Chief of Operations, or Chief of Administration.

Shift Employees (24 hours)

All normally scheduled shifts of the SGFPD are scheduled in 24-hour blocks. All shifts begin at 0700 hours and end at 0700 hours. All personnel are to be in full uniform, ready to work at their assigned station at the scheduled shift change or they will be considered late for work. Personnel who recognize the fact that they are going to arrive late for work for any reason should notify their immediate supervisor, if available, or the supervisor on duty at their assigned work station to allow proper arrangements to be made. All personnel shall remain on duty until proper relief has been made.

Communications Employees

All normally scheduled shifts of the SGFPD are scheduled in 12-hour increments. Day shifts begin at 0700 hours and end at 1900 hours. Night shifts begin at 1900 hours and end at 0700 hours. All personnel are to be in full uniform, ready to work at their assigned station at the scheduled shift change or they will be considered late for work. Employees working in this category are not allowed to sleep while on duty. All personnel shall remain on duty until proper relief has been made.

Administrative Employees (Non-Exempt)

SGFPD personnel who are normally scheduled in this category will work forty (40) hours each week as assigned by the Fire Chief or Deputy Fire Chief of Administration.

Administrative Employees (Exempt)

Employees in this category include the Fire Chief, Deputy Chief of Operations, Chief of Administration, Chief of Fire Prevention, and Public Information Officer. These positions are not eligible to earn compensatory time or overtime unless a state of emergency has been declared by either a local, state, or federal official.

122.00 Transfers

Every department member is subject to transfer as a result of a departmental reorganization or to meet operational needs as permitted by the Municipal Fire and Police Civil Service law.

Any member receiving a mandatory transfer shall be given as much prior notice as is practical to allow the member to make necessary personal arrangements.

When a member has received a mandatory transfer, all properly scheduled leave is transferred with him/her, regardless of whether it becomes necessary to pay overtime to maintain minimum staffing levels.

A member may request a transfer to another assignment provided he/she meets the position’s minimum qualifications. To transfer, the member must submit a written request to the Fire Chief via the member’s immediate supervisor.

Request for transfers shall be accommodated whenever possible, but the Fire Chief has final authority to grant or deny a voluntary transfer request, based on the overall impact the transfer would have on the organization.

123.00 Leave Policy

Leave shall only be granted after it has been earned and its use approved as set forth by the Fire Chief. For reasons of emergency or training purposes, approved leave may be rescinded at any time prior to its’ being used. Such rescinded leave shall not be forfeited by the employee but shall remain on their records for later use.

123.01 Vacation – Eligibility

Employees are eligible for vacation leave after they have completed one (1) year of full time service. Employees who obtain one (1) year of service after the issuance of leave for a given year will be given prorated leave based on the number of whole months left in the calendar year. Vacation hours and/or days earned are determined by the length of service on January 1 of each calendar year as set forth by the following table:

<i>Staff Personnel (40-Hour)</i>		<i>Line Personnel (56 Hour)</i>		<i>Communications Personnel (42- Hour)</i>	
<u>Yrs. Exp.</u>	<u>Hours</u>	<u>Yrs. Exp.</u>	<u>Hours</u>	<u>Yrs. Exp.</u>	<u>Hours</u>
01 – 10	160	01 – 10	216	01 – 10	180
11 – 12	176	11 – 12	240	11 – 12	192
13 – 14	192	13 – 14	264	13 – 14	216

15 – 16	208	15 – 16	288	15 – 16	228
17 – 18	224	17 – 18	312	17 – 18	252
19 – 20	240	19 – 20	336	19 – 20	276
21 +	264	21 +	360	21 +	288

123.02 Sick Leave

Sick leave shall be available to each employee due to illness or injury not brought about by his/her own negligence or culpable indiscretion. Sick leave shall be governed by Louisiana Revised Statutes 33:1995.

Sick Leave Usage

Any 56-Hour (Line Personnel) requesting sick leave must notify the Asst. Chief on duty before 0600 hours on the day that the leave is being requested. Emergency leave may be granted for reasons such as sickness in family, family emergency, maternity, etc. Emergency leave shall be charged to either accrued vacation or comp. time.

Any 42-Hour (Communications Personnel) requesting sick leave must notify the Asst. Chief on duty a minimum of 1-hour prior to the beginning of the shift that the leave is being requested. Emergency leave may be granted for reasons such as sickness in family, family emergency, maternity, etc. Emergency leave shall be charged to either accrued vacation or comp. time.

Any 40-Hour (Administration Personnel) requesting sick leave must notify the Chief of Administration or the Asst. Chief on duty a minimum of 1-hour prior to the beginning of the scheduled start of work time for the day that the leave is being requested. Emergency leave may be granted for reasons such as sickness in family, family emergency, maternity, etc. Emergency leave shall be charged to either accrued vacation or comp. time.

Any time there is usage of Sick Leave, a leave form stating the amount of time charged to sick leave shall be filed with Administration. The employee may also be required to provide a doctor's excuse certifying that their absence from work due to an illness or injury was a necessity. For employees who become injured or ill with a doctor's certification while on approved leave, he/she shall cease using such leave and begin using sick leave.

Sick Leave - Return to Work Certification

An employee who is off work more than 3 calendar days with an illness or who has suffered any injury or had any surgery that required them to be on sick leave must provide a return to work authorization from the attending physician stating that they are capable of performing their job duties. For those employees who were off work more than three calendar days due to an illness, the SGFPD may, at their expense, require a return to work authorization from the fire department physician. If the fire department physician's opinion differs from the initial opinion, SGFPD, at their own expense, may require an opinion from a third health care provider approved jointly by SGFPD and the employee. This final decision shall be binding on all parties. For those persons who have suffered any injury or had any surgery, they will be required a return to work authorization from the fire department physician and may be

required to perform a Fit for Duty evaluation by the fire department physical therapist prior to returning to work.

If an employee is required by SGFPD to acquire a return to work authorization from the fire department physician, the employee must present an original return to work authorization from their attending physician to SGFPD Administration so that a return to work evaluation can be scheduled with the fire department physician. If an employee is required by the SGFPD to acquire a return to work authorization from the fire department physician, employee shall remain on sick leave until such authorization has been acquired and delivered to SGFPD administration.

If an employee is required by SGFPD to perform a Fit for Duty evaluation, the employee must get the Fit for Duty release signed by the attending physician prior to participating in the Fit for Duty evaluation. The employee will first be medically released by his/her physician, then medically released by the fire department physician and then pass the Fit for Duty evaluation based upon their specific job functions with the department. The employee shall remain on sick leave until all releases have been acquired and delivered to SGFPD Administration.

Sick Leave - Activities Limited

Sick leave is provided to the employee for the purpose of recuperating from an illness or an injury without causing an undue financial burden on the employee. Employees who are on sick leave from an illness are required to be at their place of residence except in the case of performing necessary life or legal functions such as picking up prescriptions, taking care of children, voting, appearing in court, attending religious services, etc. Any time an employee must leave their residence they are required to notify the Asst. Chief of their absence from their residence, the reason and the length of time.

All personnel on sick leave shall remain on sick leave until their return to work or they provide a slip from their doctor stating they are able to return to work except when a release from the fire department physician is required as stated above. This includes days not regularly scheduled to work.

The only exceptions to the sick leave limitations shall be those that are allowed by the attending physician and the fire department physician and approved by the Fire Chief. At no time, will an employee on sick leave be allowed to work at another job.

Sick Leave Verification

The Fire Chief or his designee may call or visit any employee on sick leave for the verification that the employee is abiding by all sick leave policies. Refusal of allowing this verification may result in disciplinary action, up to and including termination. The Asst. Chief shall call and check the status of each employee on sick leave each day to verify compliance with this policy.

Excessive Sick Leave Usage

Personnel who have in excess of three non-work related sick leave occurrences within a calendar year may be required to report to the fire department doctor on that sick leave day, if

possible, for an evaluation and drug/alcohol test and each subsequent sick leave occurrence thereafter.

123.03 Other Leave

Compensatory Time

Compensatory time is time that is earned by the employee instead of cash payment. Compensatory time is earned at the straight time rate except when an employee is in overtime. Then, the rate of one and one half times (1 1/2) the actual hours worked applies. The Fire Chief shall have the choice of paying the employee compensatory time or cash overtime at his discretion except during periods of required training. Required training hours will be compensated in compensatory time only.

Holiday Compensation

St. George Fire Protection District No. 2 shall observe Louisiana Revised Statutes 33:1999, as a minimum, governing holiday compensation for employees. The Board of Commissioners shall designate the holidays for each year.

Perfect Attendance Incentive

For purposes of this section “sick leave” shall mean: any off-duty illness or injury, or any on-duty illness or injury not brought about by an employee’s own negligence or indiscretion (as determined by the Accident Review Committee) resulting in paid sick leave under La. R.S. 33:1995.

Personnel shall be eligible for up to five days of additional paid personal leave as a perfect attendance incentive. Eligibility will be determined by looking back at the employee’s last five consecutive years of employment. In the event of perfect attendance during this time window, the employee shall receive five days of paid personal leave during the following calendar year. For each day of sick leave used during the five year “look back” period, the employee will lose one the of the five possible days of leave under this section. Any employee that has used five or more days of sick leave during the five year “look back” period shall not be eligible for any paid personal leave under this section.

A day of paid personal leave under this section shall be considered as follows:

- 40-Hour Employee – 1 Calendar Day
- 42-Hour Employee – 12 Hours
- 56-Hour Employee – 24 Hours

Like all forms of leave, leave under this section must be used during the year that the employee is eligible for it. It shall not accrue and be carried over to subsequent years.

Administrative Leave

The Fire Chief may grant administrative leave with or without pay for periods not to exceed thirty days. Examples of such leave may include attendance at educational seminars or conferences, to take civil service examinations, during investigation of employee action, etc.

Funeral Leave

Funeral leave without loss of pay is granted by the SGFPD to full time employees. Funeral leave is limited to one workday. Employees with extenuating circumstances (such as an out of state funeral) may be granted 2 days of funeral leave by the Fire Chief. The following family members are covered in the funeral leave policy: mothers, fathers, sisters, brothers, spouses, children, grandchildren, mother-in-law, father-in-law, and grandparents of the employee and his/her spouse. Time off required in excess of the above may be made up from vacation, compensatory time or leave without pay.

Leave Without Pay

Leave without pay may be utilized by the employee when they require time off from work but do not have any other available time. Leave without pay requires the express permission of the Fire Chief. The approval of the Fire Chief and the leave request (indicating the replacement employee) must be turned in at least 48 hours prior to the start of the leave. Any employee requesting leave without pay may be required to provide his or her own replacement for the time scheduled off.

Emergency Leave

Emergency Leave will be charged to either vacation or comp. time. Emergency leave will be provided to allow an employee a reasonable amount of time off to cope with emergencies of a critical nature which affect a member of his/her immediate family.

The immediate family shall include Mother, Father, Husband, Wife, Child, Stepfather or Mother, Stepchild, Brother, Sister, or Grandparents of the member.

Emergency leave is not intended for extended home care of family members, nor to take dependents to medical or dental examinations or other treatments of a non-emergency nature. The use of emergency leave, as outlined, is intended to be conservatively interpreted as limited to extreme illness situations where a life/death question exists, or where there is sudden illness or accident of a family member who is solely dependent upon the employee for care.

Some examples are:

An immediate family member suffers sudden illness or injury requiring home care and is solely dependent upon the employee for such care.

Time to take a pregnant family member to the hospital for a delivery.

A school notifies the employee that their sick child must be taken home.

For the employee to be present during major surgery of a member of the immediate family.

A family member in critical condition – intensive care.

The attending physician requests the employee be present because of the critical condition of a family member. In some cases, written medical verification may be required.

In the above noted cases, emergency leave may be granted even though the department is already at or below minimum manning. Upon return to work, the employee is required to complete all appropriate leave forms to account for the time off work.

Military Leave

In compliance with state and federal laws, it is the policy of the SGFPD to allow employees to take leaves of absence for duty or training in the Armed Forces of the United States including the National Guard and the Commissioned Corps of the Public Health Service, the state military forces, or the reserve components of the same.

SGFPD prohibits discrimination against employees on the basis of military duty, affiliation or status and requires reinstatement of an employee following military leave to the same position or a position of like seniority, status and pay, as dictated by federal and state laws. Generally, an employee will be reinstated if he or she is still qualified to perform the job duties and circumstances don't make it impossible, unreasonable or against public policy to place the employee back into the same or similar position.

All employees must give advance written or verbal notice to SGFPD that military leave is necessary. Upon completion of military service, employees must report back to the District in a timely manner or make a timely application for reemployment or reinstatement.

Civil Leave

Civil leave without loss of pay shall be granted when an employee is performing jury duty in any local, state or federal court. On duty employees are required to return to work to complete any time left on their scheduled shift after they are released from jury duty either for the day or completely released from service. Employees shall present a copy of the jury duty notification to their supervisor as soon as they receive it. Civil leave shall also be granted without loss of pay when an employee is subpoenaed to appear before a court, public body, commission or board and they receive no compensation. If an employee receives any compensation beyond mileage and meal stipend to appear before a court, public body, commission or board, the employee must use either vacation or comp time or complete a shift swap. In regards to the performance of their duties with the SGFPD or if the subpoena is issued by a governmental agency, the employee shall notify their supervisor and provide him with a copy of all subpoenas that the employee has received in direct performance of their job duties or that has any bearing, effect or relevance to the SGFPD.

Civil Leave - Off Duty

Any employee (Full-time, Contract or Volunteer) who is issued a subpoena for a day they are not scheduled to work, in regards to the performance of their duties as a member of the SGFPD shall be compensated as if they are working extra-duty. Volunteers who are not paid an hourly rate shall be compensated at the entry-level contract firefighter rate.

Family / Medical Leave

An eligible employee (defined as being an employee with at least one year of full time service) shall be entitled to a total of 12 workweeks of family/medical leave during any calendar year. For purposes of this section, a calendar year is defined as beginning on January 1, and ending on December 31. Family/medical leave may be taken for one or more of the following reasons:

The birth of a son or daughter and in order to care for such son or daughter, the placement of a son or daughter with the employee for adoption or foster care, the care of children, spouse, or parents when such care is medically necessary, or a serious health condition that makes the employee unable to perform their job functions. A doctor's certificate may be required to verify whether family medical leave is necessary.

The amount of time credited towards family/medical leave shall be in direct proportion to the employee's regular scheduled workdays. Employees may exhaust all current leave they have available prior to taking leave without pay under the family/medical leave act. An employee meeting the above requirements who wishes to utilize family/medical leave shall submit such request to the Fire Chief at least 30 days in advance (unless it is an unforeseeable emergency) stating the reason for leave, and indicating the amount of paid leave and the amount of leave without pay the employee desires.

Family/medical leave shall not be in addition to paid sick leave or disability leave. Family/medical leave shall run concurrently with an employee's paid sick leave or disability leave.

Employees who are on Family/Medical leave are required to be at their place of residence except in the case of performing necessary life or legal functions such as picking up prescriptions, taking care of children, attending religious services, voting, appearing in court, etc. Any time employees must leave their residence they are required to notify the Asst. Chief of their absence from their residence, the reason and the length of time.

All personnel on Family/Medical leave shall remain on Family/Medical leave until their return to work. This includes days not regularly scheduled to work. The only exceptions to the Family/Medical leave limitations shall be those that are approved by the Fire Chief. At no time, will an employee on Family/Medical leave be allowed to work at another job.

Family/Medical Leave Verification

The Fire Chief or his designee may call or visit any employee on Family/Medical leave for the verification that the employee is abiding by all Family/Medical leave policies. Refusal of

allowing this verification may result in disciplinary action, up to and including termination. The Asst. Chief may call and check the status of each employee on Family/Medical leave each day to verify compliance with this policy.

124.00 Shift Trades

Shift Trades are allowed as a benefit to 56 and 42-hour employees when they are not allowed to take approved leave due to minimum manning. However, it is also necessary that personnel work with their assigned crews on a regular basis. For this reason, personnel who do not work with their assigned crews for an excessive amount of time may have their shift trade privileges limited.

Each 56 or 42-hour employee may participate in no more than twelve (12) Shift Trades per year. Paperwork must be turned in at least five days prior to the shift trade commencing unless it is an unusual circumstance (football game, etc is **not** an unusual circumstance). Shift trades cannot be altered after they have been approved. No shift trades will be allowed on designated shift training days as published on the training calendar. Regardless of shift trade, off-duty shift training must still be attended with your regular shift.

Officers may not shift trade with a person of lower rank unless that person is authorized to work in the higher rank. Shift trades must have the approval of both shifts' Assistant Chiefs. The shift trade must be completed within the same calendar year.

Educational Shift Trades

Educational Shift Trades shall not be counted towards the twelve (12) allowed for approved educational classes (class must be approved by the Chief of Administration). Paperwork must be turned in at least five days prior to any shift trade and for entire semester no later than February 1st for spring semester, June 20th for summer semester, and September 20th for fall semester.

Documentation

A shift trade must be documented in writing on a leave request form with the person initiating the shift trade clearly noted. It must contain the date(s) that are being asked to shift trade, the person who will be filling in and the date(s) when the shift trade will be paid back. Both personnel must sign the form and then the person initiating the shift trade must forward it to their Asst. Chief for approval.

The official shift schedule for that day shall carry the original person scheduled with the person working the shift trade to be noted in the comments section. This is what shall be turned in to administration with the time sheets for the day. The actual person working shall be listed on the station time sheet. For payroll purposes, the original person scheduled shall be carried on the official payroll. This is allowed by virtue of Louisiana Revised Statute 14:138.

125.00 Training & Travel Requests

This guideline outlines the process that must be followed when a member attends a seminar, meeting, or training session that isn't being hosted or sponsored by the department. It was promulgated to enable members to attend meetings, training classes, and seminars conducted by outside agencies and organizations.

If a member wishes to obtain approval to travel on behalf of the department or to attend a training class or seminar, the member must submit a Training/Travel Request at least 2 weeks prior to the date of the class or seminar to the Chief of Administration or his/her immediate supervisor. All requests for outside training shall be sent to the Chief of Administration for notification and travel approval if required.

All persons attending any course that the department has provided any leave, tuition, etc. for, shall be required to successfully complete the course or shall be subject to reimbursement of all costs that the fire department incurred. Such personnel may also be subject to disciplinary action.

As a general rule, any request that requires the payment of overtime must be approved by the Fire Chief. Budget constraints and the value of the course or meeting to the department shall be considered for all requests.

126.00 Uniforms and Grooming

126.01 Shift Employees (24 hour)

Each employee in this category shall be provided with work uniforms that consist of pullover-collared shirts, T-shirts, pants, sweatshirts, jacket, and caps. Each employee may also be provided dress uniform shirts, dress uniform pants, badge, collar pins, and nametag. Each employee is required to provide their own black belt and black boots as follows: belt to be Eagle Rescue Belt or similar, boots to be black (Hi-Tec or similar) with ankle support, either 4" or 6". All on duty personnel shall keep an extra work uniform with them while at work in the event that their current one becomes soiled or unusable. All parts of the uniform should be clean and neat and reflect a professional appearance.

Dress Uniform

The dress uniform (if available) should be utilized for Public Education Demonstrations, Fire Inspections, and any other similar type events. The only patches and/or attachments allowed on dress uniforms are the St. George shoulder patch, issued badge, collar pins, and nametag; and they shall be properly and neatly affixed to the uniform. When wearing undershirts such as T-shirts, insulated undershirts, etc., they should not be visible outside of the uniform shirt. Chief officers shall be required to wear their dress uniforms Monday through Thursday from 0700 hours to 1700 hours. On Fridays, weekends, and after 1700 hours, chief officers may wear their pullover-collared shirts in lieu of the dress uniform shirt.

Daily Uniform

While on duty at the fire station, personnel shall wear their uniform consisting of a minimum of SGFD issued t-shirt, pants, specified belt & shoes.

All shift personnel shall wear their complete uniform (polo shirt, pants, specified belt & shoes) during any station tour or activity at the station which includes the general public and any time they leave the station. The only exception shall be when responding to/ or working at calls that require you to wear your bunker gear, in this case the polo shirt is optional.

While participating in physical fitness activities while you are allowed to wear shorts.

Grooming

All on duty personnel will groom themselves in a manner that reflects a neat, professional appearance. All employees shall report to work in a clean-shaven and well-groomed manner. Facial hair and sideburns that extend into the seal area of the SCBA are not permitted. Beards of any type or style are not permitted. Hair must be off the collar. Mustaches must be groomed so as not to extend into the seal area of the SCBA. Earrings, bracelets (except for medic alert and similar bracelets) are not permitted for duty wear by employees in this category. Chains and necklaces must be worn inside the shirt and may not be visible from at the neckline. Employees may wear a wedding band/engagement ring set and one additional ring. Tattoos must not be visible outside of departmental uniforms.

126.02 Communications Employees

Uniforms

Each employee in this category shall be provided with work uniforms that consist of pullover-collared shirts, pants, jacket, and caps. Each employee is required to provide his or her own black belt and shoes. All on duty personnel should keep an extra uniform with them while at work in the event that their current one becomes soiled or unusable. All parts of the uniform should be clean and neat and reflect a professional appearance.

Grooming

All on duty personnel will groom themselves in a manner that reflects a neat, professional appearance. All employees shall report to work in a clean-shaven and well-groomed manner. Beards of any type or style are not permitted. Hair must be off the collar. One pair of earrings may be worn as long as they are not loud, flashy, or distracting and compliment the uniform. Large loop type or dangling earrings are not permitted. The Fire Chief will have the final decision if a controversy over earrings arises. Bracelets (except for medic alert and similar bracelets) are not permitted for duty wear. Chains and necklaces must be worn inside the shirt and may not be visible from at the neckline. Employees may wear a wedding band/engagement ring set and one additional ring.

126.03 Uniformed Staff Employees

Uniforms

Staff employees, below the level of Deputy Chief, who are part of the uniformed service are required to wear their assigned uniforms at all times in compliance with the uniform policy.

Each employee shall be provided with dress uniform shirts, dress uniform pants, pullover collared shirts, badge, collar pins, and nametag. Each employee is required to provide his or her own black belt and black shoes. All parts of the uniform should be clean and neat and reflect a professional appearance. The dress uniform shall be utilized for Public Education Demonstrations, Fire Inspections, and any other similar type events. The only patches and/or attachments allowed on dress uniforms are the St. George shoulder patch, issued badge, collar pins, and nametag; and they shall be properly and neatly affixed to the uniform. As a general rule, staff employees shall dress in the uniform appropriate for the day's activities; i.e. training, speaking engagements, inspections, working in office.

Grooming

All on duty personnel will groom themselves in a manner that reflects a neat, professional appearance. All employees shall report to work in a clean-shaven and well-groomed manner. Beards of any type are not permitted. One pair of earrings may be worn as long as they are not loud, flashy, or distracting and compliment the uniform. Large loop type or dangling earrings are not permitted. The Fire Chief will have the final decision if a controversy over earrings arises. Bracelets (except for medic alert and similar bracelets) are not permitted for duty wear. Chains and necklaces must be worn inside the shirt and may not be visible from at the neckline. Employees may wear a wedding band/engagement ring set and one additional ring.

126.04 Non-Uniformed Staff Employees

Uniforms

Staff employees who are not part of the uniformed service are required to dress in a manner that reflects the professionalism of the SGFPD. All parts of the dress clothing should be clean and neat and reflect a professional appearance. Friday is considered a "casual dress" day for non-uniformed office personnel. Jeans and sneakers may be worn on this day ONLY, provided that they are clean, neat and reflect a clean appearance. Tee shirts, sweatshirts etc may be worn provided they are not in poor taste or do not reflect negatively on the SGFPD.

Grooming

All on duty personnel will groom themselves in a manner that reflects a neat, professional appearance. All employees shall report to work in a clean-shaven and well-groomed manner. Beards of any type are not permitted. One pair of earrings may be worn as long as they are not loud, flashy, or distracting and compliment the uniform. Large loop type or dangling earrings are not permitted. The Fire Chief will have the final decision if a controversy over earrings arises. Bracelets (except for medic alert and similar bracelets) are not permitted for duty wear. Chains and necklaces must be worn inside the shirt and may not be visible from at the neckline. Employees may wear a wedding band/engagement ring set and one additional ring.

126.05 Wearing of Shorts

Shorts will be allowed to be worn while the crew is engaged in physical fitness training (weights, stair-masters, life cycles, treadmills, not jogging or running) and after 2100 hours while sleeping. While the crew is engaged in physical fitness, one member must remain in uniform (collared shirt, uniform pants) in case a member of the public stops in the station. Personnel are not allowed to lounge around the station in shorts before 2100 hours or perform any other function in shorts other than physical fitness training. Personnel who are wearing shorts at the time of a call either while working out or sleeping, must don their uniform pants prior to leaving the station. This includes every call, even reported fires. St. George will have the shorts made and they will be available to all members at cost. No other shorts will be allowed to be worn except these specific shorts.

127.00 Discipline Policy and Guidelines

Purpose

It is the stated mission of the district to protect lives and property through the prevention and/or mitigation of fires and other emergencies. Each employee of the St. George Fire Protection District No. 2 should strive to contribute to the realization of this stated goal as he or she goes about the performance of work tasks.

However, situations arise and human reactions occur that cause employees to lose focus on the district's mission. When this loss of focus occurs, supervisors of employees must implement a method of corrective counseling so employees can return to the pursuit of the stated goal.

Through this policy and guidelines, methods and procedures to correct and educate employees in regard to loss of focus areas or perhaps even violations of district policy are provided so that employees can return to the pursuit of the stated goal.

To that end, the following progressive counseling and discipline guidelines are being implemented. The purpose of these guidelines is to encourage and help employees work together harmoniously according to the standards of St. George Fire Protection District No. 2.

Policy

The St. George Fire Protection District No. 2 has adopted progressive disciplinary guidelines. These progressive guidelines should be followed in employee discipline matters *except* in matters the district, its representatives, or its management determine need to be addressed outside of the progressive system.

Disciplinary actions may take place in several forms. The forms of disciplinary actions are: counseling, written reprimand, suspension, demotion, reduction in pay, termination.

Counseling

Verbal counseling sessions may take place between employees and supervisors in situations that are deemed less serious in nature. Every effort to determine and resolve the cause of the problem should be made. At the same time, however, it should be specifically stated that the employee is receiving a warning. Documentation of the verbal counseling shall be maintained in the employee's Performance Log in the FireHouse Software Program.

Written Reprimand

A written reprimand shall be administered to employees where counseling was not successful in correcting the behavior; or the violation is deemed to be of a serious nature where counseling is not a sufficient form of discipline. A written reprimand is a formal disciplinary action that can only be implemented by the Fire Chief after a disciplinary hearing has been held or waived by the employee. A written reprimand shall be a permanent part of the employee's personnel file.

Suspension

Suspension, or release from duty, is a more severe action that may be used to continue investigations and/or for constructive improvement. Suspensions are issued when it is determined that an additional written reprimand would not suffice or that an initial incident is too severe for a warning yet not sufficiently severe for dismissal. Suspensions may vary in length up to 90 days in any one calendar year, according to the severity of the offense or deficiency. Where a suspension has failed to produce the proper results, consideration should be given for a more lengthy suspension or the dismissal of the employee. A suspension is a formal disciplinary action that can only be implemented by the Fire Chief after a disciplinary hearing has been held or waived by the employee. A suspension shall be a permanent part of the employee's personnel file.

Demotion/Reduction in Pay

Demotions and/or reductions in pay are issued when it is determined that a suspension would not suffice or that an initial incident is too severe for other means of discipline, yet not sufficiently severe for dismissal. A demotion and/or reduction in pay is a formal disciplinary action that can only be implemented by the Fire Chief after a disciplinary hearing has been held or waived by the employee. A demotion and/or reduction in pay shall be a permanent part of the employee's personnel file.

Termination

An employee's employment may be terminated after other disciplinary measures have failed or when a first time incident occurs that is extremely serious. An employee may be discharged at any time without regard to any progressive steps if he or she commits an offense for which immediate discharge is specified as a penalty or if, in the fire district's judgment, the employee's continued presence would be contrary to the well-being of the fire district or its employees.

Behaviors That May Result in Disciplinary Action

- Unwillingness or failure to perform the duties of his/her position in a satisfactory manner
- The deliberate omission of any act that it was his/her duty to perform.
- The commission or omission of any act to the prejudice of the departmental service or contrary to the public interest or policy.
- Insubordination

- Conduct of a discourteous or wantonly offensive nature toward the public, any public officer or employee, and any dishonest, disgraceful, or immoral conduct.
- Drinking vinous or spirituous liquors while on duty or reporting for duty while under the influence of liquor.
- The use of intoxicating liquors, or habit forming drug, liquid, or preparation to an extent which precludes the employee from performing the duties of his/her position in a safe or satisfactory manner.
- The conviction of a felony.
- Falsely making a statement of any material fact in his/her application for admission to any test for securing eligibility or appointment to any position in the classified service, or practicing or attempting to practice fraud or deception in any test.
- Using or promising to use his influence or official authority to secure any appointment to a position within the classified service as a reward or return for partisan or political services.
- Soliciting or receiving any money or valuable thing from any person for any political party or political purpose.
- Inducing or attempting to induce by threats of coercion, any person holding a position in the classified service to resign his position, take a leave of absence from his duties, or waive any of his/her rights under the provisions set forth in this policy manual or state law.
- The development of any defect or physical condition which precludes the employee from properly performing the duties of his/her position, or the development of any physical condition that may endanger the health or lives of fellow employees.
- The willful violation of any provision of this policy manual, departmental regulation, or order.
- Any other act or failure to act which the Fire Chief deems sufficient to show the offender to be an unsuitable or unfit person.

It should be emphasized that the foregoing guidelines are not considered binding on the fire district and its management. The right to impose the severest sanctions, including termination, is reserved to the fire district and its management in all cases.

Due Process

Any employee who faces disciplinary action shall be given a hearing to explain his/her actions and/or inactions and to present evidence to support their claims. This hearing shall be conducted prior to the administration of disciplinary action.

Appeals

Any employee may appeal any disciplinary action in accordance with either applicable civil service laws or rules & regulations of the SGFPD. All appeals made by non-civil service employees must be made in writing to the Fire Chief within 15 days of the disciplinary action.

128.00 Admission Guidelines

Candidates in all categories must meet the following requirements in order to complete and file an application with SGFPD:

- Be at least 18 years of age at the time of the application.
- Have a current valid Louisiana driver's license.
- Have a high school diploma or GED.

All candidates must submit the following documentation with their completed application:

- Copy of driver's license.
- Copy of high school diploma or GED.
- Copy of Social Security card.

Background Check

All candidates will be subject to a thorough background check including criminal, driving, and employment history.

TABE Test

All candidates are required to take the TABE (Test of Adult Basic Education) survey exam, Level 9-A or 10-A. An overall battery score of 12.0 or higher is required.

Medical Exam

Full-time employees will be required to pass a medical examination administered by the fire department physician in accordance with NFPA 1582 prior to beginning work or any training program. All such medical exams shall only be required after an offer of employment is made.

The medical examination administered by the fire department physician shall include an alcohol and drug screen.

Prospective full-time employees shall be required to complete a psychological evaluation after an offer of employment is made.

Prospective full-time employees shall be required to successfully pass a fitness evaluation conducted by the department physical therapist after an offer of employment is made.