POLICY HR-28: Volunteer Firefighter Policy for Norfolk County Employees

Human Resources and Staff Development

Approval Date: **July 16, 2003**
Approval Authority: **Senior Leadership Team**
Effective Date: **July 16, 2003**
Revision Date/s:

Purpose:

Volunteer Firefighters shall be compensated fairly by the Employer as they respond to emergency situations.

Policy Statement:

As Volunteer Firefighters are compensated for their incidental expenses in the performance of their volunteer responsibilities, it is appropriate that they be compensated fairly by the Employer as they respond to emergency situations. This is a leadership position and will set as an example to all our private businesses, which currently employ and support Volunteer Firefighters.

The purpose of this Policy is to set out guidelines and procedures for Norfolk County employees who are Volunteer Firefighters.

Implementation Procedure:

Any employee who wishes to become a Volunteer Firefighter for Norfolk County shall seek the approval of his/her General Manager, or designate, prior to applying for/accepting the position.

Volunteer Firefighters who participate in an emergency/fire call shall make every reasonable effort to notify his/her immediate Supervisor that he/she will be leaving the work area. In the event the emergency/fire call is prior to his/her regular start time, the employee shall advise he/she will not be reporting for work at the normal starting time, by way of established Departmental policy.

Employees who are also Volunteer Firefighters, may not leave their normal workplace to answer an emergency/fire call, if by doing so, an unsafe condition is created. Volunteer Firefighters performing overtime “on-call” duties shall not be available to respond to emergency/fire calls.

Volunteer Firefighters shall be compensated at their normal wages for the remainder of their regular shift, only while on an emergency/fire call.

Should volunteer firefighters require subsequent days off to attend to an emergency/fire or to recuperate subsequent to an emergency/fire, they shall request approval of vacation, lieu time or unpaid leave of absence from their immediate non-union supervisor. Approval shall not be unreasonably withheld.

The employee shall return to his/her regularly scheduled shift as soon as possible after their duty has been completed.

Volunteer Firefighters absent for non-emergency/fire call related duties, ie., training sessions or seminars, during regularly scheduled working hours, shall seek prior approval of his/her immediate non-union supervisor. Time off from regular scheduled work, will be recorded as vacation, flex time or unpaid leave of absence. If training sessions/seminars, etc. require the Volunteer Firefighter to be absent from work more than one (1) day, subsequent time off, may be taken as vacation, flex time or unpaid leave of absence, approval of which will not be unreasonably denied.

Employees who are Volunteer Firefighters are responsible for his/her own personal transportation to and from the workplace for emergency/fire calls. Non-emergency Norfolk County vehicles shall not be used without prior authorization from the immediate non-union supervisor.

Volunteer Firefighters shall provide any related documentation to substantiate any claim, as requested by his/her supervisor.