



DEPARTMENT OF FIRE AND RESCUE SERVICES

	<h1>GENERAL ORDER</h1> 110.03	
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Originating From	Issue Date	Revision Date	Attachments
Administration	3/09/1995	N/A	N/A

SUBJECT: Employee Attendance

APPLICABILITY: All Personnel

POLICY:

The Howard County Department of Fire and Rescue Services (DFRS) requires that all personnel shall be at their assigned work place, prepared for duty, by the designated starting time.

1 SCHEDULED STARTING TIME

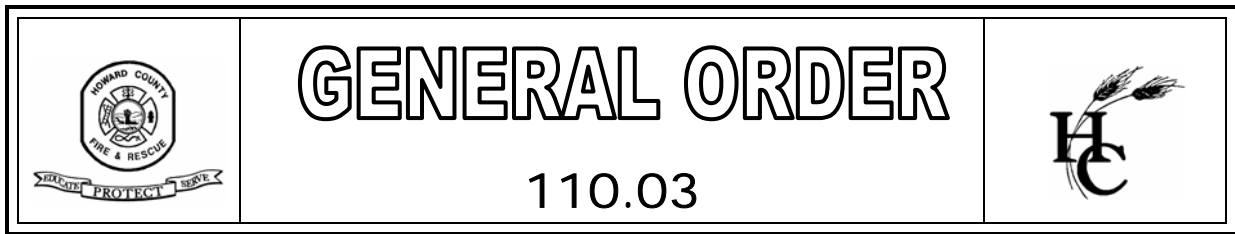
- 1.1 The scheduled starting time for field operations personnel shall be 0700 hours.
- 1.2 The scheduled starting time for headquarters staff and modified duty personnel will be determined by the respective Bureau Chief or supervisor.
- 1.3 Starting times for part-time personnel may fluctuate, with supervisor's approval.

2 STATION LOG ENTRIES

2.1 Time Record

- 2.1.1 All personnel reporting for and going off duty (each occasion) shall:
 - 2.1.1.1 Sign his/her own name in the station log, (first and middle initial, full last name) on a single line, preceded by the reporting time for that individual. Sign his/her own name in the station log, (first and middle initial, full last name) on a single line, preceded by the time that individual went off duty. Sign in entries to the station logbook shall appear on the day that you report to work and sign out entries shall appear the day that you leave work.
 - 2.1.2 An employee covered by the Memorandum of Agreement may be relieved from duty by another employee qualified to meet the functional staffing needs up to one hour prior to the end of the shift with notification to the person in charge of the shift.
 - 2.1.3 Management personnel may relieve, on a one-for-one basis, after completing a transition of shift responsibilities, from the previous shift.
 - 2.1.4 Employee time sheets and the logbooks shall be maintained for a minimum 3 year period.

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2.2 Entries

- 2.2.1 The on duty shift officer shall verify the accuracy of the respective (24 hour) log book entries and sign his/her name after the last shift entry.
- 2.2.2 All entries shall be accurate and legible.
- 2.2.3 All log book entries are considered official records.
- 2.2.4 For each (24 hour) period an entry shall be made showing personnel on authorized leave including type of leave.
- 2.2.5 Falsification of log entries will result in disciplinary action.

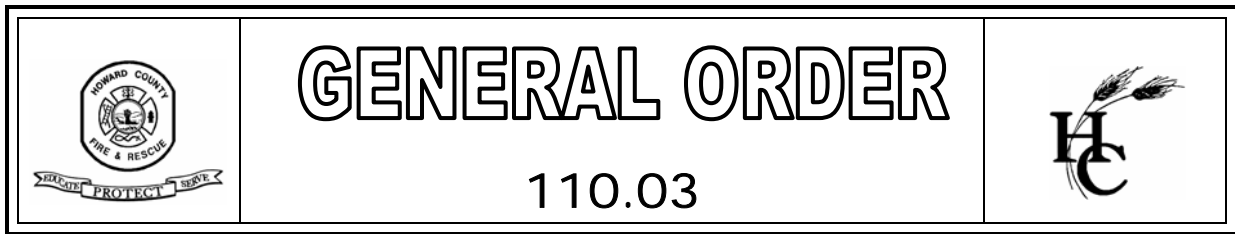
3 TARDINESS

- 3.1 Tardiness is defined as the failure of an employee to report to his/her current assignment at the scheduled starting time.
- 3.2 Management personnel shall exercise fair judgment to determine whether an employee has a valid reason for being tardy. Typical considerations may include household emergencies, sudden sickness or injury, transportation problems and inclement weather.
- 3.3 The employee may be required to substantiate his or her reason for being late for work.
- 3.4 All incidents of tardiness regardless of the reason will be documented for future reference.

4 ABSENT WITHOUT APPROVED LEAVE (AWOL)

- 4.1 Absence Without Approved Leave (AWOL) is defined as an employee who fails to report for the scheduled tour of duty, within 2 hours of the starting, and have not received supervisory approval of annual, personal or disability leave, in accordance with the established departmental policy.

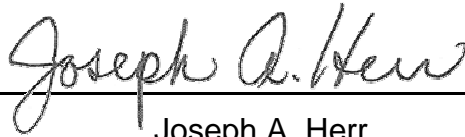
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5 DISCIPLINARY ACTION

- 5.1 Disciplinary action for violations dealing with employee attendance shall be in accordance with the established departmental policy.

Approved:



Joseph A. Herr
Fire Chief