



HIGHLAND PARK FIRE DEPARTMENT

POLICY MANUAL

POLICY #24



TARDINESS	EFFECTIVE	01/MAR/99
	REVISED	2/OCTOBER/2020

1.0 Purpose

- 1.1 The purpose of this Policy is to define the sanctions for personnel arriving late to work.

2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

- 3.1 The following guidelines will be followed for 24-hour shift personnel arriving late for duty within a one year time period:
- 3.1.1 *1st Time Late:* Verbal reprimand, written notice placed in personnel file as a reminder.
 - 3.1.2 *2nd Time Late:* Written reprimand placed in personnel file.
 - 3.1.3 *3rd Time Late:* Receive one duty day (24 hours) off without pay.
 - 3.1.4 *4th Time Late:* Receive two duty days (48 hours) off without pay.
 - 3.1.5 *5th Time Late:* Receive three duty days (72 hours) off without pay. If late for duty five times in one year, action will be taken for dismissal.
- 3.2 Company Officers will take the initial steps in Policy compliance. The Battalion Chief will be notified for infractions and see that the proper action has been taken.
- 3.3 The Battalion Chief will forward all information concerning the events to the Fire Chief's office.

4.0 Reference

- 4.1 Highland Park Fire Department

Approved:  Fire Chief