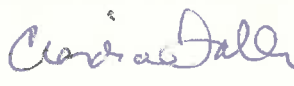


POLICY ID: FD-003		TITLE: No call no show policy	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION EFFECTIVE DATE: Immediate		APPROVED BY VILLAGE BOARD:  Village Clerk	DATE: January 9, 2018
APPLIES TO:		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

Purpose:

This policy is adopted to clearly define the expectations of the Kronenwetter Fire Department regarding paid-on-call personnel and the participation of personnel that have been hired by the department. This policy will define a course of action that will be taken when someone is hired by the department, but does not respond to any department events for 60 days, nor contacts the department either via phone, email or in person for 60 days to explain their absence.

Procedure:

The Kronenwetter Fire Department works on a paid-on-call system for personnel to respond to fire department events. While the department certainly understands that other life events would preclude someone from responding to every event, when a person has been hired by the department and then does not respond to any events within a certain period of time they are retaining equipment and holding a spot that another interested person would be able to fill.

When a current Village of Kronenwetter Fire Department employee has been absent from any Village of Kronenwetter Fire Department event for sixty days or more and has not contacted either the Fire Chief or her or his subordinates, to provide an explanation of their absence, then the Fire Department secretary will mail a registered letter to the last known residential property on file for the employee. The letter shall inquire about the interest of the employee in continuing employment with the Kronenwetter Fire Department and request that the employee contact the Fire Chief at their earliest convenience to discuss their continued employment with the department. If the department is not contacted within 20 days of having received the registered letter response post card, then the Fire Chief shall request that the Kronenwetter Police and Fire Commission hold a hearing to terminate the employee in question. The Fire Chief at the meeting of the Police and Fire Commission shall make available a copy of the letter sent to the employee, and the registered letter postcard from the letter that was sent to the employee. If the Police and Fire Commission shall move to terminate the employee in question, then the Fire Chief shall notify the Village Clerk and the Village Administrator of the termination so that the Village Clerk can adjust the employment records of the Village and the Village Administrator can make arrangements for either the collection of the issued equipment or to arrange for an invoice to be sent to the terminated employee for any equipment that has not been returned to the department.

SAMPLE LETTER:

September 20th 2017

Mr. Malcom Reynolds
123 Serenity Lane
Kronenwetter, WI 54455

Dear. Mr. Reynolds-

According to the records of the Kronenwetter Fire Department you have been absent from all of the activities of the department for at least sixty (60) days, and no one on the department has had any contact with you. If you wish to remain an active member of the Kronenwetter Fire Department, please contact either myself at XXX-XXX-XXXX or Deputy Chief Budnik at XXX-XXX-XXXX to indicate your interest in remaining with the Kronenwetter Fire Department.

The department has limited resources and hence having a position that is filled by someone that is not interested, or able to participate with the department due to other commitments, puts the department at a disadvantage. While the department values your participation, we also understand that other commitments can arise which disallow you from being an active participant with the department. Please let the department know your level of interest in remaining an active member as soon as possible.

If after receiving this letter the department does not hear from you within twenty (20) days, I will be sending a request to the Village of Kronenwetter Police and Fire Commission to have your employment with the Kronenwetter Fire Department terminated for lack of interest. At their next regular meeting after receiving that request the Kronenwetter Police and Fire Commission will review this request during a public meeting and then make a determination. If they sustain my recommendation I will be requesting that you return any equipment issued to you. If that equipment is not returned a bill for the cost of the equipment will be sent to your last known mailing address.

Sincerely,

Roger James, Fire Chief
Village of Kronenwetter.