



Appendix #2



CHAPTER 7
VACATION TIME / PTO (PERSONAL TIME OFF)

Sec. 7.1. Vacation: Each career employee shall be entitled to annual vacation with pay. Such vacation shall be determined according to the following schedule. An employee's probation period shall be counted as time of service for the calculation of vacation allotment after the employee becomes a full-time regular employee. All vacation time received in the year must be taken during the year. No vacation time can be carried over from year to year without permission from the Fire Chief and/or the Commission.

(A) Employees that work on a 40-hour weekly schedule will receive the following:

1. Employees with 1 full year of service shall receive 5 days.
2. Employees with 2 full years of service shall receive 10 days.
3. Employees with 10 full years of service shall receive 15 days.
4. Employees with 15 or more years of service shall receive 20 days.
5. Employees with 25 or more years of service shall receive 25 days.

(B) Shift Personnel:

1. Employees with 1 to 3 years of service shall receive 72 Hours.
2. Employees with 4 to 6 years of service shall receive 96 Hours.
3. Employees with 7 to 10 years of service shall receive 120 Hours.
4. Employees with 10 to 20 years of service shall receive 144 Hours.
5. Employees with 21 or more years of service shall receive 168 Hours

(C) The Fire Chief must approve vacation time. Vacation time requests are submitted in the electronic scheduling software, (First Due, Aladtec, etc.) for approval.

CHAPTER 7 VACATION TIME

- (C) Temporary employees working less than 40 hours per week on the average workweek shall not earn nor be paid for vacation time.
- (D) Part-time employees shall not earn nor be paid for vacation time.
- (E) Vacation time shall not be charged in units smaller than (24.00 Hour) increments.
- (F) An employee resigning from the District shall be compensated for vacation; not to exceed the amounts set forth in Section 7.1. Herein provided he/she has submitted written notice to the Fire Chief and/or the Commission, at least (2) two weeks in advance of the effective date of resignation.
- (G) All vacation time will be drawn January 1st of each year.
- (H) Under certain circumstances vacation time may be accrued and carried over to the next calendar year, (wedding, honeymoon, etc.) with the Fire Chiefs advanced approval.

CHAPTER 8

SICK-FAMILY LEAVE

Sec. 8.1. Sick Leave:

- (A) The District grants sick-family leave to each career employee, after initial probationary period.
- (B) Sick-Family leave shall be determined by the following schedule:
 - 1. All salaried 40-hour weekly schedule personnel, a total of (5) five working days per calendar year paid leave may be used by each employee if deemed necessary under the provision herein stated.
 - 2. All full-time 24-hour shift personnel will be granted (72 Hours) per calendar year.
 - 3. If it is deemed necessary by the attending physician that the employee is then unable to work, his/her absenteeism will be reevaluated.
- (C) Sick leave benefits are granted for the following reasons:
 - 1. Personal illness.
 - 2. Bodily injury which would prevent job performance.
 - 3. Required medical or dental examination that can't be scheduled on employee's days off.
 - 4. Family time for sick children.

Sec. 8.2. Notification:

- (A) See Chapter 6, Sec 6.2.A
- (B) An employee shall be required to present a certificate from a physician for sick leave absences of more than (2) two consecutive shifts. However, at the discretion of the Fire Chief and/or Commission, an employee may be required to present a certificate from a physician attesting to the employee's illness or incapacity at any time.
- (C) An employee who has submitted his/her notice of resignation shall not thereafter be granted sick leave unless the employee presents a certificate from a physician indicating that the employee was unable to work.
- (D) Employees who have exhausted all sick leave benefits may be granted leave of absence without pay for a period not to exceed twelve (12) weeks upon the approval of the Fire Chief and/or Commission.

CHAPTER 9
AUTHORIZED ABSENCES

Sec 9.2. Leave of Absence without Pay: A career employee, after initial probationary period, may be granted a leave of absence without pay upon good and sufficient reason, and prior approval from the Fire Chief. A leave of absence without pay for a period of less than fifteen (15) calendar days may be granted by the Fire Chief. All leaves of absence without pay shall be documented in the employee’s personnel file. All requests must be submitted in writing.

Sec 9.3. District Holidays with Pay: Administration (40 Hour Employees)

- (A) Administration personnel observe the following:
1. All Federal Holidays
 2. If an employee fails to report for work the day following a holiday (except when it is vacation time) pay will be revoked for that holiday.
 3. If Christmas falls on a weekend the district will observe the following Monday as a Holiday.
 4. When a holiday occurs during a period of leave that day will not be charged as leave.
- (B) 24-hour shift personnel have no paid holidays.

Sec 9. 4 Floating Holidays: Shift Personnel (24 Hour)

(A) 24-hour shift personnel will be granted floating holidays, along with a birthday floating holiday on the schedule as follows. However, the floating holidays are granted for outstanding service to the district and may be revoked due to discipline problems and/or poor performance evaluations. *(Note: These are given for dedication and performance, and are not to be confused with vacation time, (PTO), and upon separation from the district, these days become null and void.)*

Years of Service	Floating Holidays	Floating Birthday
1 - 5 Years	24 Hours	24 Hours
6-10 Years	48 Hours	24 Hours
11-15 Years	72 Hours	24 Hours
16-25 Years	96 Hours	24 Hours
26+ Year	120 Hours	24 Hours

Sec 9.5. Inclement Weather Policy:

(A) All District employees are required to report to work in inclement weather. If an employee cannot get to work due to road conditions, he/she must notify the Fire Chief who will make transportation arrangements.

CHAPTER 12

JOB CLASSIFICATION & COMPENSATION

B. Salary Increases: Each employee shall have his/her salary reviewed by the Fire Chief, after reviewing, the recommendations will be made to the Commission for review and approval.

All salary increases are at the discretion of the Commission Board. If a salary increase is awarded it will become effective the first pay period of August. Salary increases will consist of cost of living.

C. Overtime: Employees working overtime shall be compensated by either overtime pay or the use of compensatory time. Overtime pay or compensatory time shall be given at a rate of time and one-half for all hours of overtime worked. In the event of any conflict with the FLSA, "Fair Labor Standards Act", the FLSA will supersede.

Sec.12.6. Overtime Compensation: Compensation for overtime shall be awarded according to the following schedule:

A. Non-Exempt Fire Suppression Personnel. Fire Suppression personnel have a twenty-eight--(28) day, 212-hour work period. Compensatory time or overtime pay shall be given for all hours worked in excess of 212 during this twenty-eight (28) day period.

B. Salary Personnel. Salary personnel shall receive overtime compensation in circumstances requiring they work over 40 hours such as; (inclement weather, storms, "tornados, hurricanes, major fires, staff shortages, etc.")

1. The Fire Chief and/or Commission shall determine whether to pay overtime or allow compensatory time. Overtime pay will be used whenever possible. Compensatory time will be used when necessary due to scheduling issues, operating procedures, standards, or ordinances.

2. The Fire Chief will notify employees regarding how they will be compensated for overtime hours that they worked.

3. Compensatory time will be taken with the approval of the Fire Chief and must be taken within the 28-day cycle immediately following the 28-day cycle in which the time was earned., and which does not unduly disrupt the normal daily operations of the District.

Sec.12.7 Part-Time Employees: Part-time personnel shall work a designated (9) nine-hour shift, with a mandatory hour given for lunch break. The Part-time employee shall be compensated at a rate of no less than minimum wage.

A. Part-time employees with additional training and skills will be used to offset the career employees on their scheduled days off, due to using Vacation time, Comp-Time, or Sick leave.