

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
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Revised:
Page 1 of 35

TABLE OF CONTENTS

GUIDELINES FOR EMPLOYMENT	5
OPEN DOOR PROCEDURE	6
MANAGEMENT RIGHTS.....	6
AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY	6
ORIENTATION PERIOD.....	6
CLASSIFICATIONS	7
ANNIVERSARY DATE.....	7
SEPARATION AND REHIRE	7
YOUR SUPERVISOR.....	8
ATTENDANCE	8
ABSENCE PROCEDURE.....	8
ABSENCE WITHOUT LEAVE.....	9
PHYSICAL EXAMINATION.....	9
PHYSICAL FITNESS	9
PHYSICAL AGILITY TESTING.....	10
PERSONAL VISITORS ON THE JOB.....	10
LOSS OF PROPERTY	10
PERSONNEL RECORDS.....	10
BULLETIN BOARDS	11
WORK SCHEDULE	11
WORK DAY	11
OVERTIME PAY FOR HOURS WORKED	11
SHIFT COVERAGE.....	12
MANDATORY OVERTIME	12
WEATHER EMERGENCIES	12
BREAKS IN SERVICE.....	13
HIRING OF RELATIVES.....	13
EQUIPMENT AND SUPPLIES	14

Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 2 of 35

TELEPHONES..... 14

OPEN POSITIONS AND PROMOTIONS 14

SOCIAL EVENTS..... 15

MEAL PERIODS 15

PERFORMANCE REVIEWS 15

REPORTING INJURIES/ACCIDENTS..... 15

LIGHT DUTY.....15

VOLUNTEERS 15

GENERAL COMPENSATION PROCEDURE 16

RATES OF PAY 16

OVERTIME DISTRIBUTION AND PAY 16

OFF-DUTY RESPONSE 16

TRAINING PAY 17

PAYDAY 17

TIME RECORDS 17

FUNERAL LEAVE..... 17

MILITARY LEAVE..... 18

JURY DUTY PAY 18

MANDATORY PAYROLL DEDUCTIONS 18

VOLUNTARY DEDUCTIONS 18

SOCIAL SECURITY 18

UNEMPLOYMENT INSURANCE..... 19

WORKER'S COMPENSATION 19

HEALTH INSURANCE..... 19

SHORT-TERM DISABILITY/LONG-TERM DISABILITY 19

DENTAL INSURANCE..... 20

LIFE INSURANCE/AD&D..... 20

HEALTH CARE INSURANCE CONTINUATION (COBRA) 20

SICK PAY 20

HOLIDAYS..... 21

PAID LEAVE 21

Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 3 of 35

TRADES.....	22
LEAVES OF ABSENCE	22
FAMILY AND MEDICAL LEAVE	22
RETIREMENT.....	24
EDUCATIONAL ASSISTANCE.....	24
CREDIT UNION	24
PARKING.....	24
PROFESSIONAL BEHAVIOR.....	25
RESOLVING DIFFERENCES.....	25
TOBACCO USE	27
CLEANLINESS.....	26
EMPLOYEE HARASSMENT	26
TECHNOLOGY PROCEDURE.....	27
CONFLICT OF INTEREST	28
OUTSIDE EMPLOYMENT	29
GARNISHMENT PROCEDURE	29
GAMBLING.....	29
SOLICITATION.....	29
APPEARANCE.....	29
UNIFORMS	29
VEHICLES	30
LOCKERS.....	30
ALCOHOL AND SUBSTANCE ABUSE	30
CONSTRUCTIVE DISCIPLINE	31
INQUIRIES.....	31
SAFETY PROCEDURE	31
WEAPONS.....	32
RIGHT-TO-KNOW (HAZARDOUS MATERIALS).....	32
THREATS AND VIOLENCE	32
SAFETY EQUIPMENT	33
SEVERE WEATHER.....	33

Lafayette Township Fire Protection District EMPLOYEE HANDBOOK		
Approved <i>LTFPD</i>	Effective Date <u>01/01/2007</u>	Revised: Page 4 of 35

EARTHQUAKE EMERGENCY 33

EMPLOYEE’S ACKNOWLEDGEMENT 35

**EMPLOYMENT
AT
LAFAYETTE TOWNSHIP FIRE PROTECTION DISTRICT**

This Policy Handbook was prepared by Lafayette Township Fire Protection District (also referred to herein as the “District”), as a reference for its employees. It does not represent a contract of employment, and no person in the employ of Lafayette Township Fire Protection District has the authority to enter into a verbal contract of employment with another District employee. Should a District employee propose that a verbal contract of employment exist, the Lafayette Township Fire Protection District will not honor it.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 5 of 35

GUIDELINES FOR EMPLOYMENT

Welcome to the Lafayette Township Fire Protection District! We hope that when you received your Employee Handbook you noticed our Mission Statement on the cover. The mission statement of any organization is the template by which all activities are assessed. What that means is that everything we do should be compatible with our Mission Statement. The expectation is that each employee knows our Mission Statement judges their actions by these few simple questions:

- Is it in our Mission Statement?
- Is it the next right thing to do?
- Is it safe?
- Is it right for the customer?

If these questions can be answered affirmatively then you will be doing the right thing and that is our expectation.

In 2006 we sat down and identified what we wanted to be and how we viewed ourselves. The things we want to be are:

- a team
- proud
- trustworthy
- problem solvers
- role models
- the best fire district we can be

These are the things we look for in members of our District. These are important traits each of us should possess in order to be a productive contributor to our team.

We serve two groups--our external and internal customers. The external customers are people who request our services. These customers include fire victims, accident victims, people who are sick or injured, people who are lost and need directions, and people with a pet trapped inside the ductwork of their home. Whatever their reasonable need, they are our external customers. Our internal customers are our fellow employees and fellow volunteer firefighters.

There is an expectation as to how we treat both of these groups. Our external customers should be treated with respect, courtesy and compassion. We should not discount them by our expertise or qualifications. Our commitment is to educate them, respond quickly to their requests, resolve their problems, and be nice while doing these things. Our internal customers deserve the same respect we would want for ourselves. We must be considerate of each other's feelings, values, beliefs and possessions. We must accept each other's differences, embrace our diversity, and utilize each other's strengths. We should embrace unity during both good times and bad times.

"We" are "they." What does that mean? It means we all are accountable, from the top of the District's organizational structure, to the bottom. We cannot fall back on the old crutches of "they" said that or "they" did this. We all must be participants in the process toward making the District the best it can be. Therefore we can't just merely stand by as others do or say things that are destructive to others or to the District. We must do the next right thing, be responsible, and say "no, that is not the right thing to say about someone" or "no, that is not what is best for the District." We all are responsible for the success of the District and the District can only be as good as **WE** all make it.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 6 of 35

The District expects you as an employee to:

- Exercise integrity in all you do and say.
- Perform your assigned duties with maximum effort, skill and ability.
- Cooperate and work as a team with your colleagues.
- Comply with our procedures.
- Have good attendance and punctuality.

OPEN DOOR PROCEDURE

The District is proud of its Open Door Procedure. This procedure encourages you to go to any member of the staff, up to and including the Chief, to resolve a problem or complaint. We recommend following the Chain of Command to solve all problems. You have the commitment from every Member of the District that our Open Door Procedure can be used without fear of retribution. Obviously, we hope you will be able to get your questions answered and problems solved by your immediate Supervisor. Our goal is success for every employee and making the District the best it can possibly be for us and the community.

MANAGEMENT RIGHTS

The control and management of all operations and activities of the District as well as the supervision and direction of all employees shall be performed solely and exclusively as a function and prerogative of the District management including but not limited to the Fire Chief.

AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY

It is the commitment of the District to ensure fair and equal treatment for all of its Members, career or volunteer. We believe employment, training and promotion opportunities should be available to all persons without regard to race, religion, age, gender, color, national origin, creed, disability, sexual orientation or military status.

Our selection, training, promotion and other employment practices are based on job-related qualifications. Our public newspaper advertisements affirm we are an equal opportunity employer. We will comply with all laws that regulate employment practices.

The District is committed to compliance with The Americans with Disabilities Act. To this end we conduct all recruitment in an ethical, professional, and non-discriminatory manner. Individuals requiring reasonable assistance to complete an application form or to participate in employment interviews due to a disability will be accommodated. Efforts are made to accommodate those who can perform the essential functions of the job so they may enjoy employment opportunities with the District.

ORIENTATION PERIOD

New employees at the District will have up to six (6) months to familiarize themselves with their position. This is a time for us to evaluate your work. During this time employees are expected to learn every aspect of their position and demonstrate their ability and desire to become a regular employee. Those fulfilling this expectation are eligible to become regular employees and become eligible for the benefits reserved for regular employees.

On occasion, additional learning time is offered if the position is unusually complex. The decision to extend time needed to learn the position would require the approval of your Supervisor. At any time during this six (6) month

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 7 of 35

period of orientation we can decide you will not be retained as part of our regular workforce. If that is our decision you will be immediately informed.

CLASSIFICATIONS

Career Firefighter:

- A full time non-civilian position with the District.

Part-time Firefighter:

- A part-time non-civilian position that works a regular schedule with the District.

Pool Firefighter:

- A part-time non-civilian position that works as needed with the District.

Career Officer:

- An appointed supervisory, management or administrative non-civilian position.

Civilian Employee:

- Any position that does not include firefighting duties and can be held by a civilian.

ANNIVERSARY DATE

Your date of hire becomes your Anniversary Date at the District, once you have successfully completed your probationary period. If you are uncertain of your Anniversary Date, please ask your Supervisor to verify the date with the Administrative Assistant.

SEPARATION AND REHIRE

Should you elect to resign from the District, we request that you give us a two (2) -week notice in writing. Your final paycheck will be ready for you at the next regular payday and will be available to you when you return District property in your possession, such as files, equipment, pagers, phones, keys, all uniforms and turnout gear, etc. The cost of equipment and uniforms not returned will be deducted from your final pay, unless prohibited by law. All personnel will sign a form acknowledging equipment that has been issued. This is to track equipment that needs to be returned upon separation from district.

There may be an opportunity for rehire at the District at a later time, if your separation was voluntary and occurred with notice. It is important for you to establish a good work record while you are here. It will be valuable to you in a rehire decision. Those who apply for rehire will be given consideration equal to other applicants.

Termination of the employment of an employee will be treated in a confidential, professional manner by all concerned. The management of the District must ensure thorough, consistent, and even-handed termination procedures. This procedure and its administration will be implemented in accordance with our equal opportunity statement.

No promises or guarantees of permanent or specific term employment will be made to an employee of the District by anyone, nor will such promises or guarantees, if made, ever be adhered to by the District or enforced by any employee. Any employment agreement between the District and any specific employee will be in writing, and approved by the Chief and the Board of Trustees of the District in order to be considered valid.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 8 of 35

YOUR SUPERVISOR

You will be assigned to a position when employed. Your assigned Supervisor is your main source of information and assistance. That person may have the position title of Sergeant, Captain, etc. It is the responsibility of your Supervisor to treat you fairly and assure you are well trained.

Your Supervisor is the person to help resolve problems, explain procedures that are not understood, or direct you to someone else at the District who can answer your questions. It is our goal to provide you with training and supervision so you can make a good faith effort in providing your best performance to the District. Your Supervisor is vitally interested in helping you do the best possible job.

ATTENDANCE

District employees have a responsibility to be on the job at their scheduled or prescribed time. Shift change occurs at 0700 hours for 24 hour employees and the workday begins at 0800 hours for all other employees unless otherwise designated by the Chief. An allowance of four (4) minutes is given for unforeseen occasional circumstances. An employee is considered tardy at five (5) minutes after their scheduled start time. Any suppression employee who, for whatever reason, is delayed in reporting for work must notify a Supervisor no later than sixty (60) minutes before their scheduled start time. If a Supervisor is unavailable, the information must be conveyed to the Assistant Chief or the Chief.

Unexpected and/or unexcused absences tend to disrupt the routine operation of the District. As is the case with tardiness, the employee must notify a Supervisor as soon as possible (at least sixty (60) minutes prior to the start of the shift or workday) so alternate plans may be made if necessary. If a Supervisor is unavailable, the information must be conveyed to the Assistant Chief or the Chief.

Vacation days and holidays must be prearranged. Single vacation day requests are at the discretion of the Assistant Chief. However request for multiple vacation days must be done with a minimum of two (2) week's (fourteen (14) calendar days) notice will be required. Sick days are normally unplanned, yet there must be prompt proper notice. A minimum of one (1) hour notice must be given to report a sick day. An absence will be considered unexcused when a reason is not given prior to the absence. Unexcused absences will prompt progressive administrative/disciplinary action.

ABSENCE PROCEDURE

This is the absence procedure for hourly and 24 hour Members.

District Members are expected to report for work at their scheduled start time, in the required uniform and ready to begin work. An absence is defined as failure to report for and remain at work as scheduled. The only exceptions to this definition of absence are the following:

24 hour employees: Vacation, sick leave, military leave, bereavement leave, jury duty, or other absences covered by employment practices laws. Those 24 hour employees scheduled to work on the date of a General or Primary election will be allowed sufficient time off from work to vote. The employee's precinct location will determine the amount of time allowed, at the discretion of the Assistant Chief. *Advance notice of one regularly scheduled shift to your immediate Supervisor is required for those 24 hour shift employees who wish to exercise this benefit.*

40 hour employees: Vacation, sick leave, military leave, bereavement leave, jury duty, and holidays or other absences covered by employment practices laws.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 9 of 35

Employees are expected to attend to personal business during non-working hours, whenever practical.

When you cannot report to work you are required to notify the on-duty Supervisor directly, as soon as possible, and every effort should be made to do so within the one (1) hour prior to the start of the first workday you are absent. Each day or shift thereafter that you are unable to report to work, you must notify the on-duty Supervisor. The individual must also notify the on duty officer of their expected return to duty. A record of poor attendance will cause you to become subject to disciplinary action.

When you fail to report to work at your scheduled start time, you are considered late. On the first occurrence you will receive an oral warning. On the second occurrence within any twelve (12)-month period, you will receive a written warning. On the third (3rd) occurrence within any twelve (12)-month period you will be recommended for a suspension without pay of three (3) work days for 40 hour employees or 24 hours for 24 hour employees. On the fourth (4th) occurrence within twelve (12) months, you will be recommended for discharge.

When you have been absent from work for three days for 40 hour employees or two days for 24 hour employees or more due to injury or illness, or are hospitalized for any period of time, you will be asked to provide a statement from your own physician to determine your *fitness for duty*. We reserve the right to send you to a District physician for verification of your ability to perform your job. The district reserves the right to request a doctor's note for any sick days used prior to returning to work.

ABSENCE WITHOUT LEAVE

Any employee who is absent without notification to his / her supervisor, or the Assistant Chief for two (2) consecutive work shifts, shall be considered a voluntary resignation unless the failure to report is due to extenuating circumstances beyond the control of the employee.

NOTE: If an employee is securing a trade because of running late, he/she must do so before 0700 hours or the employee will be considered late. All trades must be arranged through the Shift Commander to be approved. If not approved, the employee is considered late.

PHYSICAL EXAMINATION

All employees are required to pass the Districts physical examination to qualify for employment. Employees are thereafter required to pass annual physical examinations provided by the District to maintain their employment.

PHYSICAL FITNESS

Employees should be committed to being healthy and physically fit. Firefighting is a strenuous and dangerous job and requires a high level of fitness and stress. The public expects that when we arrive at a scene we will be physically able to provide resolution to their problem. Our team members also count on you to be able to share the workload and to rescue them if needed. Healthy and fit employees have fewer injuries, use less sick time, and are generally better contributors to the organization. Physical fitness training is encouraged for all employees. Employees are encouraged to work out according to their plan established with the district trainer. Shift employees are encouraged to work out as a team each shift.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 10 of 35

PHYSICAL AGILITY TESTING

Applicants and employees wishing to be promoted will be required to pass a physical agility test established by the District in a set time limit. All employees will be required to take the same physical agility test annually thereafter. The annual test will not have a time limit.

PERSONAL VISITORS ON THE JOB

Understanding our Members can sometimes be away from family for extended periods of time, visitors while on duty are permitted for reasonable periods of time. Employees should be cognizant of other employees' comfort and privacy when having family members in the living areas of the station. Personal guests are not permitted to visit the assigned dormitory room of an employee. Personal visitors must leave district property by 22:00 hours.

LOSS OF PROPERTY

We all share the responsibility for protecting and preserving employee and District property. It is important that you protect your personal property and take particular care not to leave your personal property in a highly visible area.

The District cannot accept responsibility for the loss of your personal property. This includes articles left in your car. Please do not bring excessive amounts of money or expensive jewelry to the workplace. Although you may have a locker assigned to you, do not depend on the locker security to protect expensive valuables. Don't leave expensive items visible to those who pass by, as they are a temptation. Articles found by employees should be turned in to the Administrative Assistant or Officer in Charge to be placed in safekeeping.

PERSONNEL RECORDS

Your employment records are maintained by the Administrative Assistant and kept in the Chief's office. Only such information as is needed by the District in conducting its business or that is required by Federal, State, or Local laws is kept. This information normally will include:

- Application Form
- Payroll Information
- Performance Appraisals
- Disciplinary Records

Material derogatory to an Employee's conduct, service, character or personality, shall not be entered in an Employee's personnel or administrative file unless the employee is notified and given the opportunity to review and comment. The employee shall acknowledge that he / she has read such material by signing and dating the original record, with the understanding that his / her signature signifies only the material has been read and does not necessarily indicate agreement with the contents.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 11 of 35

From time to time there may be changes in your status that require a change in your records. When you move, change telephone numbers, change your marital status, gain or lose dependents, change your tax status or payroll deductions, or complete any outside education or training, you need to notify your Supervisor.

You should be especially careful to keep current your emergency contact information. The most recent address and telephone number in our file will be used when we must contact either you or your contact designee.

As an active employee you may review the contents of your Member files in the presence of a District Representative or the Fire Chief. You may not remove or alter any document in the file. Should you wish to add information to your file, you may do so. Employees may be allowed to photocopy documents in their file, after a written request has been received and approved.

BULLETIN BOARDS

Information is posted on the bulletin board to keep you informed of announcements, changes in procedure, and other business of the District that may interest you. Check the areas where bulletins and memos are posted in the location where you work. You may not post information of a personal nature on bulletin boards at any time. Nothing can be posted on bulletin boards without permission from the Chief.

WORK SCHEDULE

The workweek begins on Monday at 12:01 a.m. and ends on Sunday at midnight. The work schedule is designed to meet the needs of the District. You may not change your schedule without your Supervisor's approval. The District assigns employees based on the needs of the District. You are not guaranteed to be assigned to any one location, position, shift, or hourly schedule.

WORK DAY

Shift change for 24 hour employees occurs at 0600 hours. Employees are expected to engage in work activities by 0630 hours. Lunch and dinner breaks will be determined by the officer in charge and will be one (1) hour in length. After 1600 hours employees shall spend one (1) hour engaged in physical fitness training if approved by the officer in charge. The officer in charge may give permission for physical fitness training prior to 1600 hours if only it does not interfere with daily activities. The officer in charge has responsibility to ensure all tasks are completed for the day.

Employees who work 40 hour shifts must report to work at 0800 hours and be engaged in work activities by 0830 hours. These employees shall spend one (1) hour during their workday engaged in physical fitness training.

Employees are not permitted to sleep on the job during business hours except when approved by the officer in charge in cases where employees have been awake during the previous night on fire district business, a family emergency, or due to other similar circumstances. Violations to this procedure will result in progressive disciplinary action.

OVERTIME PAY FOR HOURS WORKED

Some employees are eligible to receive overtime pay. Whether you are eligible for overtime compensation is determined by the kind of work you perform.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 12 of 35

An employee who receives overtime pay for hours worked in excess of forty (40) hours in a workweek may not start to work early and must get advance permission before working beyond the end of their normal shift. It is important to be in your work area at the start of the shift, but wait until the start of the shift to begin working.

Employees must get approval by the Assistant Chief or Chief prior to working unscheduled overtime. Employees called in to cover vacancies or emergencies are assumed to have permission to work that overtime.

Overtime may be mandated. If you are scheduled for overtime, you will be expected to work. Under special circumstances paid leave and regularly scheduled days off can be cancelled to assure adequate staffing for the fire district. This decision will be made on a case by case basis by the command staff.

All of the hours you work must be recorded. *It is required by law.* The record of hours worked is used to calculate your earnings. Please be accurate in recording your time. If you discover you did not properly record your time, notify your Supervisor immediately. An incorrect time record may cause you to be paid inaccurately.

Employees may not record time for one another. Any act of dishonesty may result in disciplinary action, up to and including discharge.

SHIFT COVERAGE

Coverage for vacation and personal time will be filled by volunteer firefighters, pool employees, part-time employees or voluntary overtime or else someone will be mandated to cover the time prior to the end of the shift for which coverage is needed. The Assistant Chief will make arrangements for coverage for sick time. Employees who will be absent due to illness must give the district one (1) hour notice so that coverage may be obtained as quickly as possible.

Should there be no replacement prior to the end of the shift the employee to be relieved of duty will be required to stay on duty. If the employee is required to stay beyond 1200 hours he/she will be marked off the mandatory list and permitted to decide whether or not to stay until the end of the shift. If the employee who is next on the mandatory list calls after 1200 hours and is willing to come in after that time, he/she will be marked off the voluntary overtime sheet only.

At the discretion of the command staff, personnel may be moved to another assignment. This is to include being moved to another shift or even from 24 / 48 shift work to a 40 hour assignment.

MANDATORY OVERTIME

The Assistant Chief and the Fire Chief reserves the right to place an employee on mandatory overtime to provide the minimum staffing needed to provide emergency services to the community. Mandatory overtime is not desirable and should be avoided whenever possible. Mandatory overtime should be used only after exhausting other coverage options such as a qualified volunteer firefighter, pool employee, part-time employee or voluntary overtime. A mandatory overtime list will be used to equitably assign mandatory overtime.

WEATHER EMERGENCIES

Weather emergencies present especially difficult problems for fire and EMS services. In the event of a weather emergency you may be expected to report to work. The demands of our work require we provide services

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 13 of 35

whenever our citizens need it. Employees in our District recognize the importance of their efforts during bad weather, as well as during other types of emergencies.

If you are scheduled to report for work during a bad weather emergency, please remember--UNDER NO CIRCUMSTANCES should you risk accident or injury to yourself in order to report to work. We will do whatever is possible to get you to work safely. Your personal safety is our greatest concern. When you are absent due to a weather emergency, the absence will be unpaid.

BREAKS IN SERVICE

No break in continuous service will occur as a result of any of the following circumstances.

Time spent in military service to the United States, provided you left the District in order to join the U.S. Military, you return to work within sixty (60) days after discharge from the U.S. Military, and you held no other employment between your discharge from the U.S. Military and your re-employment at the District.

Veterans will be reinstated to the limit of the law.

A non-work related accident or approved illness, or other qualifying leave of absence that is no more than fifty-two (52) weeks in length.

HIRING OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day to day working relationships.

For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. This policy applies to all employees with out regard to the gender or sexual orientation of the individuals involved.

The Lafayette Township Fire Protection District also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the parties involved in the relationship to disclose the existence of the relationship to the Assistant Chief and Chief. If the relationship affects employment duties as stated above the individuals concerned will be given the opportunity to decide who is to be transferred to another position or shift. If that decision is not made within thirty calendar days, management will decide who is to be transferred or, if necessary terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or worse case terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 14 of 35

EQUIPMENT AND SUPPLIES

District supplies and equipment are part of the operating costs of our business and ***they are very expensive.*** They must be used with care and respect for the District. Personal uses of any District materials are only upon approval of the Fire Chief.

No equipment will be permitted to be removed from an in-service fire apparatus for personal use at any time.

TELEPHONES

The telephone is an important business tool and we must all strive to keep the telephone lines open for business use.

From time to time you may have an emergency that requires you to place and/or receive personal calls during work hours. Employees should limit personal calls to the station to after normal business hours, including cell phone calls keeping in mind each employee is part of the team and personal calls may disrupt the team's work. Personal long distance calls may be placed and charged to the District in accordance with procedure. Personnel must notify the Administrative Assistant of the time, phone number, and length of call. At the determination of the command staff the individual may be required to reimburse the District for the cost of the call. Please be time conscious and keep all personal calls to a minimum. No calls should be placed or received during training, inspections, or emergency incidents. Also any individual that is operating a district apparatus shall not answer a cell phone while the vehicle is in motion.

Should employees abuse telephone privileges, or create a problem for individuals who need to reach us by phone, employees can expect to have the offending behavior addressed and corrected.

OPEN POSITIONS AND PROMOTIONS

It is good business to have a qualified person in every position, in order to maintain job security and growth. Promotions or transfers will be made from within whenever a qualified employee is available and it is mutually agreeable that the change will benefit the District. Employees will be notified of available positions through postings.

In an effort to provide career firefighters at LTFPD the maximum opportunity for upward mobility, all "new" suppression employees of the Lafayette Township Fire District shall only be hired as a firefighter regardless of previous rank or experience either professionally or as a volunteer.

All career promotions shall come only from within the current career employee base. Provided in the event there are no qualified applicants to fill the vacant firefighter openings or to fill a career promotion, the Chief shall confer with the Chairman of the Board of Trustees to define a process for hiring personnel outside the district to fill the position.

Employees who are promoted will be reviewed by the Chief at the end of, six (6) months, one (1) year, and annually thereafter.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 15 of 35

SOCIAL EVENTS

When the District hosts social events for employees, attendance is not mandatory and no additional compensation is paid. They are part of our effort to provide opportunities for employees, along with their families, to enjoy a time of social interaction.

The District also participates in the Crusade for Children each year. We are extremely proud of the work of the fire departments in our area that raise thousands of dollars for the benefit of children in our area. As an employee we will encourage you to participate in our work on behalf of the Crusade; however participation is not mandatory.

MEAL PERIODS

The District wants you to have reasonable time for a meal period. Because we understand you may be interrupted during the meal period, our District pays employees for meal periods. Meal periods for lunch and dinner are one (1) hour each.

PERFORMANCE REVIEWS

As an employee of the District you can expect to have performance reviews done by your immediate Supervisor in the month of December. During your probation period, your performance will be reviewed quarterly. After that time, performance reviews will occur annually. If you do not receive your review, please tell your Supervisor. Both you and your Supervisor should be well prepared by reviewing goals and accomplishments prior to each performance review. You are encouraged to actively participate in the review process. Performance reviews do not necessarily equate to increases in compensation.

REPORTING INJURIES / ACCIDENTS

We have a specific procedure that must be followed in the event of an accident. You will be acquainted with the procedure during the orientation class. All employees must fill out an accident/injury report if they witness an accident, are involved in an accident, or if they are asked to help. The Assistant Chief and or Chief must be notified. The Assistant Chief is responsible for administering the paperwork required for workplace accidents. The officer in charge will initiate the injury reporting form and forward it to the Assistant Chief for review.

LIGHT DUTY

Light Duty shall be a means to have useful work for a member to do when, because of injury or illness, he / she are unable to do the regular work that is part of their job description. Light Duty shall consist of any light work which does not conflict with medical restrictions set forth by the physician.

VOLUNTEERS

Our community and the District benefit from our many volunteers. Our District was founded by volunteers and we are constantly seeking more volunteers to assist us. As an employee, it is imperative you treat our volunteers with the same respect and courtesy that you would expect from others. They give generously of their time, knowledge and energy without pay. Do your part to make certain our volunteers understand how much we appreciate them.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 16 of 35

COMPENSATION

GENERAL COMPENSATION PROCEDURE

The District will provide a compensation program for its employees, which will strive to provide competitive wages for all classifications. Compensation also will be competitive with fire districts of comparable size. This program has been developed in order to attract, retain, and motivate employees.

The development of a sound compensation program addresses several factors.

- Spending payroll dollars effectively,
- Coping with inflationary living costs,
- Dealing with the changing workforce,
- Attempting to meet employee expectations,
- Complying with laws and regulations regarding pay practices, and
- Addressing the employees' need to understand the basis for compensation decisions.

More than any other consideration, employees seek internal and external equity. The compensation program of the District is designed to meet these needs.

RATES OF PAY

A rate of pay is established for you when you become employed by the District. Pay increases are established by the Board of Trustees each year based on performance reviews and other budgetary considerations.

OVERTIME DISTRIBUTION AND PAY

The decision to incur the expense of overtime is part of the Assistant Chief and Chief's responsibility. Overtime is expensive and affects the cost of managing the District.

Overtime pay is received **only** for time worked in excess of forty hours in a single workweek. Overtime sometimes is essential and you should therefore expect to work when you are assigned to do so. Employees may not work overtime unless directly instructed to do so or unless prior approval has been secured.

There is no employment regulation restricting the number of hours employees may work during a given workday, relative to overtime. Rather, it is the total number of hours worked during a workweek that determines the payment of overtime. You will not be authorized work without being paid. You may not volunteer to work "off the clock," nor may you receive compensatory time in lieu of being paid for overtime hours worked. The maximum hours and employee can work is (48) forty eight hours in a row, except in special circumstances approved by command staff. An employee must have a minimum of (8) eight hours off duty before the next work period.

OFF-DUTY RESPONSE

Employees are encouraged to respond to multi-company responses. In certain instances such as severe weather, flooding or other natural and manmade disasters, the command staff may request off-duty employees to report to work in order to supplement coverage. Employees are discouraged from responding to the station

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 17 of 35

on single company responses. If they are in or near the station they can consider responding in order to supplement the responding crew or to supplement the crew that remains at the station. Employees will be compensated for all hours worked. For each off-duty response the employee should add five (5) minutes to the total run time; and all times should be rounded up to the nearest one-quarter (0.25) of an hour after the first half (0.50) hour. Career members will receive at a minimum thirty (30) minutes of pay if the off-duty response is less than thirty (30) minutes.

TRAINING PAY

Employees requested to engage in training programs supported by the District will be paid at their regular rate of pay while attending these programs. This includes Orientation training. All training hours must be approved by the Assistant Chief or Chief. Training start and stop times will be determined by the instructor and this would be the time documented on the time sheet.

PAYDAY

Employees of the District are paid bi-weekly on the first and fifteenth of every month. When Direct Deposit is offered it will be set up with the Administrative Assistant for deposit of wages. Employees must maintain either a checking account or some other means for depositing their pay.

TIME RECORDS

Laws require us to keep time records for all non-exempt employees. A Supervisor's approval is necessary if your recorded hours need to be altered. We need an accurate record of all hours you work in order to ensure you are properly paid. Every non-exempt employee must submit a time record to their Supervisor by no later than 0900 hours on each Monday morning following the end of the previous pay period. If you are not paid accurately for the time reported you should notify your Supervisor. The Administrative Assistant will participate in resolving payroll issues. Falsification of a time record is grounds for dismissal.

FUNERAL LEAVE

All 40 hour employees will be allowed up to three (3) consecutive days off and 24 hour employees will be allowed one (2) 24-hour shifts off, with pay, following the death of an immediate family member. A request for additional paid funeral leave may be requested. This will be considered and reviewed on a case by case basis. The immediate family includes the following:

- Spouse or Domestic Partner
- Parent or Step-Parent
- Child or Step- Child
- Brother or Sister or Step- Brother / Sister
- Brother/Sister-in-law
- Grandparent
- Grandchild

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 18 of 35

- Mother/Father-in-law

MILITARY LEAVE

Employees called to participate in U.S. military training (Reserves and/or National Guard) will be provided unpaid leave time in order to meet that commitment. Unpaid leave also will be offered to employees called to active duty service. It is important to give advance notice to the District, whenever possible, of your need for military leave. The District will follow the guidelines set forth in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

JURY DUTY PAY

Your position with the District will be protected while serving on jury duty. You must notify your Supervisor when you are called to serve on a jury. While serving on jury duty you will be paid your regular rate of pay less jury pay received. If you are excused from jury duty and do not report for work, you will not be paid. You may not volunteer for additional jury duty.

MANDATORY PAYROLL DEDUCTIONS

The laws require certain deductions be withheld from your pay. These include, at least, federal, state, and any applicable local taxes, along with Social Security, Retirement and Medicare contributions. Mandatory deductions are based on the information you have supplied to the District through your Form W-4. You should complete new withholding forms anytime your status changes, or at any time you may desire to adjust your federal and/or state tax withholding amounts. The necessary forms are available from the Administrative Assistant.

Excessive garnishments or wage attachments may result in disciplinary action and may require assessing a fee from the employee for handling these transactions.

VOLUNTARY DEDUCTIONS

When you want money deducted from your pay for other things such as Association Dues, Credit Union allotments, or any other non-mandatory withholdings, you must sign an authorization for the deduction. Please see the Administrative Assistant to obtain the appropriate form(s).

BENEFITS

SOCIAL SECURITY

You and the District, as your employer, each pay fifty percent (50%) of the cost of your contribution to Social Security, which is determined by federal legislation. Your contribution is made through payroll deductions. The tax-free benefits from this contribution are a major part of your retirement plan.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 19 of 35

UNEMPLOYMENT INSURANCE

While you are employed at the District, we will pay a tax on your earnings into the Unemployment Insurance Trust Fund. You may become eligible for unemployment insurance benefits should you lose your position through no fault of your own. You make no contribution to the Unemployment Insurance Trust Fund. It is paid entirely by the District.

WORKER'S COMPENSATION

While you are actively at work, you are protected under the Worker's Compensation Insurance Program. The District provides an insurance benefit in the event of a work-related injury or illness. On-the-job safety is a part of every employee's responsibility.

You must remember to be safety conscious every day. Should you have a work-related injury or illness and incur medical expenses, these may be covered by the Worker's Compensation Insurance Program. If you require medical treatment you may be required to have a drug and alcohol test as part of the treatment.

The method for handling worker's compensation claims and the amount of the benefit is based on your rate of pay and the standards set by the State. Should you suffer any work-related injury or illness, you must report it immediately to your Supervisor. Your Supervisor will assist you in completing the necessary Injury Report. The Safety Officer / Assistant Chief also must be notified. Failure to report a work-related injury or illness may cause your claim for benefits to be delayed or denied.

When a work-related injury or illness occurs, there is a specific procedure to be followed, including an official report that must be filed quickly by the District. It is essential to comply with all requirements under the Worker's Compensation Insurance Program to be sure you receive the benefits to which you are entitled.

HEALTH INSURANCE

The District will provide the opportunity for all full-time employees to participate in a group health care insurance plan. Family coverage will be provided by the District at the discretion of the Board. The effective date of this insurance is dependent upon the provisions of the insurance policy in force on the first date of employment.

Employees will be provided with a copy of the current health care plan benefits booklet and information regarding the application process on the first day of employment.

The District will review options in health care coverage from time to time. This may result in a change in carrier and in the benefit structure.

SHORT-TERM DISABILITY/LONG-TERM DISABILITY

The District will provide as an employer-paid benefit for all full-time employees, coverage for accidental injury and illness, which results in disability or death. This insurance policy provides coverage for lost wages during periods of short- or long-term disability. Benefits for Accidental Death and Dismemberment and Short-Term Disability or Long-Term Disability will not be provided for any loss or injury that occurs while working for wage or profit (at LTFPD or elsewhere).

Employees will be provided a copy of the current booklet and other information regarding coverage under this plan. The effective date of the insurance policy is dependent upon the provisions of the policy in force on the first day of employment.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 20 of 35

The District will review its insurance plans from time to time and may change them. The change may include the type of coverage as well as the length and amount of the benefit.

DENTAL INSURANCE

The District will provide the opportunity for all full-time employees to participate in a group dental insurance plan. The effective date of this insurance is dependent upon the provisions of the insurance policy in force on the first day of employment.

Employees will be provided with a copy of the current dental plan benefits booklet and information regarding application for coverage on the first day of employment.

The dental plan may change from time to time as the District reviews the plan and the provider.

LIFE INSURANCE / AD&D

The District provides a life insurance policy in the amount of \$25,000 for each full-time employee. In the event of accidental death or dismemberment, the plan provides a double indemnity. The cost of this benefit is paid for entirely by the District.

Every full-time employee is provided with an enrollment form on the first day of employment. The employee will name a designated beneficiary and must keep the beneficiary designation up to date.

Additional death benefits are paid when an employee dies in the line of duty. These state and federal benefits are in addition to the life insurance plan carried by the District.

Should the employee separate employment for any reason, the employee may elect to convert the plan provided by the District to a privately paid plan.

The District will review options in life insurance coverage from time to time. This may result in a change in provider and in the benefit structure.

HEALTH CARE INSURANCE CONTINUATION (COBRA)

Upon separation of employment, you may be entitled to continue your group medical and dental coverage at your own expense. A COBRA notice will be mailed to you at the last address we have on record if you are eligible for continuation of benefits. Your period of eligibility is limited so it is important to respond quickly and understand that COBRA coverage is available for a limited period of time.

SICK PAY

Employees are awarded (2) two hours of sick pay per pay period for 40 hour employees and (4) four hours of sick pay per pay period for 24 hour employees to be used for non-work related illness or injury. Accrued sick pay rolls over from year to year. Benefits may be taken in one (1)-hour increments. Sick pay may be used only for days when the employee, employee's spouse or the employee's children are ill or for medical appointments for the employee, employee's spouse or employee's children.

Accumulated sick time will be bought back from an employee when the employee terminates employment, or takes retirement from the District. One (1) day of pay shall be awarded for every one (5) day of unused sick pay, provided the employee is not involuntarily terminated. If the employee is involuntarily terminated the sick pay will be deemed "non-vested".

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 21 of 35

Benefits may be used while on Family and Medical Leave. Proof of illness or injury may be required to receive benefits from this plan. The plan is self-funded and paid for by the District.

HOLIDAYS

Employees receive the following holidays which are reflected as "Paid Leave" on your pay stub:

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Employees who do not work 24 hour shifts will be off work these days. Employees who work 24 hour shifts will work if their scheduled shift falls on a holiday.

The District recognizes some employees may wish to observe, as periods of worship or commemoration, certain days which are not included in the holiday schedule. You may request a day off for such occasions and have the time charged to any Paid Leave you have available.

When the holiday falls on Saturday the holiday will be observed on the preceding Friday. When the holiday falls on Sunday the holiday will be observed on the following Monday.

Employees are paid holiday pay at their regular rate of pay. The District may find it necessary to require an employee to work on a holiday. In this case, the employee will be given a different day off.

PAID LEAVE

The District believes quality of work is enhanced by annually providing employees with adequate time for rest and relaxation away from the daily routine. Paid Leave is awarded on the employee's anniversary date. All employees are expected to take their Paid Leave. Paid Leave does not roll over to the next year.

With the exception of holidays, employees become eligible for Paid Leave after one year of continuous service. New employees will receive (24) twenty four hours of vacation time at their hire date to be used during their first year of employment. The Paid Leave schedule is as follows:

40-Hour Employees

1 year service	40 hours
2 years service	80 hours
5 years service	120 hours
15+ years service	160 hours

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 22 of 35

Shift Employees (24 hours)

1 year service	72 hours
2 years service	144 hours
5 years service	216 hours
15+ years service	288 hours

Employees are not expected to make fire runs while on vacation, unless there is an emergency. All requests for vacation will be considered based on the date and time the request was received.

TRADES

Trades are a privilege granted certain classifications within the District. Under no circumstances will the trading of time be abused. The following career positions are not eligible to trade with any other member of the district due to their job functions; Assistant Chief – Personnel / Operations, Assistant Chief – Training / Special Operations. All other applicable trades will follow the below listed policy.

LEAVES OF ABSENCE

A Leave of Absence is an authorized absence from work. Leaves of Absence may not exceed six (6) months. Leaves of absence are for specific purposes and must be approved in advance by the Assistant Chief and or Chief.

An employee may continue insurance benefits while on a Leave of Absence by paying any premiums the employee would pay while actively at work.

If you do not return to work at the conclusion of a Leave of Absence, the leave will be canceled and employment will be terminated, as a voluntary resignation. The effective date of termination will be the last day worked.

Many circumstances may require a leave of absence. They are covered in this handbook. The District will follow the requirements of the Family and Medical Leave Act regarding time off, benefits, and reinstatement. The maximum time an employee may be on a Leave of Absence is 26 weeks.

FAMILY AND MEDICAL LEAVE ACT

The District will grant up to twelve (12) weeks of Family and Medical Leave during any twelve-month period to employees eligible for leave under the Family and Medical Leave Act. The leave may be paid, unpaid, or a combination of paid and unpaid, depending upon the circumstances and the conditions of this policy.

To qualify for Family and Medical Leave you must have worked at least fifty-two (52) weeks (consecutive or non-consecutive). During the twelve (12) months immediately prior to being granted leave, you must have worked at least 1,250 hours.

Eligible employees will be considered for Family and Medical Leave for any of the following:

- The birth of a child in order to care for the child,

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 23 of 35

- Receiving an adopted or foster child,
- To care for a spouse, child, or parent with a serious health condition, or
- The serious health condition of the employee that prevents the employee from performing the essential functions of his/her position.

“*Serious health conditions*” for an employee are those requiring an absence of three or more workdays and continuing medical care, likely to require hospital care, or care in a hospice or some residential medical facility. Examples of a serious health conditions include heart attacks, most cancers, strokes, kidney dialysis, and complications of pregnancy. For immediate family members, a serious health condition is a medical emergency whereby the physician certifies the employee needs to be absent to care for the member of the immediate family.

A medical provider statement will be required prior to granting Family and Medical Leave and a re-certification will be required after each thirty (30) days of leave time granted. In all cases, planning is essential. Whenever the leave is foreseeable, the District needs advance notice. Failure to return to work at the end of an approved leave under the Family and Medical Leave Act will be considered a voluntary termination.

For purposes of using Family and Medical Leave, an eligible employee can take up to twelve (12) weeks of leave under this procedure during any twelve-month period. We will calculate the twelve (12)-month period as a rolling twelve (12)-month period measured backward from the date an employee uses any leave under this procedure. Each time an employee takes leave, the District will compute the amount of leave the employee has taken under this procedure and subtract it from the twelve (12) weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

Leave time may be taken in consecutive days and weeks or intermittently. Intermittent leave creates considerable disruption of work. It may only be taken when medically necessary. Intermittent leave for childbirth, or to receive an adopted or foster child, is not available. No leave can be granted for voluntary or cosmetic surgeries. Absences due to work-related injuries are not counted under Family and Medical Leave.

When a question arises about what illnesses are covered, please consult with your Supervisor. Employee right to privacy always will be respected.

While on leave, your status as an employee will not be affected. All changes in your status will be made “as if” you were working (e.g., pay changes, transfers, layoff, recall, etc.). Employees on Family and Medical Leave will have no more or less favored status than other employees. When you return from Family and Medical Leave, you can expect a similar or equivalent position.

You must continue to pay for all benefits for which you had a payroll deduction while actively at work. The District will continue to pay for whatever employer paid benefits you had as an active employee. Other, non-mandatory insurance will be continued only if you make your premium contributions.

Information regarding when, how, and where to make your payment of premiums will be available from your Supervisor.

Family and Medical Leave may be paid or unpaid time off from work. When questions arise, talk with your Supervisor.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 24 of 35

RETIREMENT

The District participates in 401K Employees Retirement Plan. Participation is mandatory. In addition to your contribution to the Retirement Plan, the District also will make a contribution on your behalf. There is a minimum age and service requirement. The Retirement benefits are based on contributions and length of service.

The plan document describes your benefits, vesting schedule, and your options should you terminate employment. This plan is very important to you and your family. It is essential to review the Plan Description carefully to learn more about this important long-term security benefit.

EDUCATIONAL ASSISTANCE

The District offers employees a tuition assistance program. Any course of study approved under the program must be related to the work of the District. The District provides funds to eligible employees as follows:

- The Chief will review the request to determine if the subject matter meets the criteria for approval. The course material must provide benefit to the District. The length of service and level of responsibility of the employee will be considered.
- The decision of the District Board of Trustees will be the final authority regarding funding of the Tuition Assistance Program.
- The Program may be discontinued without notice.
- The employee must maintain and complete the approved course(s) with a passing grade.

The employee must submit a transcript of the grades to the Chief along with receipts for expenses to receive reimbursement. No reimbursement will be made without receipts or without a passing grade of a "C" or higher. The employee also must complete the course to be considered for reimbursement.

The District will establish a maximum benefit for which an employee is eligible, based on funds available. Exceptions to this procedure will be considered by the Chief on a case-by-case basis. For additional information regarding Educational Assistance, refer to the Policy in the District's Policy Manual.

CREDIT UNION

Members of the District may join the St. Anthony Federal Credit Union. The credit union offers payroll deducted savings, loans and other benefits. The Administrative Assistant will be able to provide enrollment forms to you.

PARKING

When working at Station 1 park your vehicle in the rear parking lot. When working at Station 2 park your vehicle in the side parking lot nearest Pete Andres Road. Please observe the parking regulations and drive carefully on the District property. Do not leave your vehicle unlocked or have valuables in visible areas. The District cannot assume responsibility for your vehicle or its contents. When you use your personal vehicle to conduct District business, you will be reimbursed at the rate not to exceed the Internal Revenue Service approved limit. Arrangements to use your personal vehicle must be made in advance and approved by the Assistant Chief or Chief.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 25 of 35

CONDUCT ON THE JOB

PROFESSIONAL BEHAVIOR

The management philosophy of the District is to be a quality-focused fire district. In order to achieve that goal, there are specific behaviors that need to be reflected in your performance.

Being a quality focused employee means you need to:

- Provide the highest quality service, all the time.
- Be considerate and courteous of your coworkers and the public.
- Work to improve upon every activity you perform.
- Be part of the team.
- Offer new ideas.
- Follow District procedures.
- Be honest and professional in your behavior at all times.

RESOLVING DIFFERENCES

The District is a reflection of you and you are a reflection of the District. Please make every effort to be an enthusiastic Member. Doing so creates a productive workforce and a more pleasant work environment. Our success depends upon it. Should you find your work environment creates a decline in your productivity, talk it over privately with your Supervisor.

If you are unable to work out a problem with your Supervisor, you may use the chain of command, up to and including the Chief.

When conflict arises between members the following "Conflict Resolution Protocol" should be used. Members failing to consistently use this protocol will be counseled.

- When addressing each other "with respect" I am to "define myself" rather than "define the other person" (i.e. "I'm frustrated when X happens because it....." or "I am assuming that this is a concern for you when.....")
- When dealing with concerns I may have with another member, I will go directly to them to make my point.
- I will avoid "triangulation", meaning that if I have a concern / problem with another member I will take it directly to that member rather than to another person.
- If someone comes to me about another member I will "redirect" the conversation. Asking them if they have talked to the member about this. I will not "carry" messages between other members.
- When assisting a member I will not engage in retribution or judgmental response. I will offer my assistance independent of such retribution.
- I will engage in "active listening" with members, meaning that in trying to understand what the other person is saying I will suspend my agenda / point of view in order to understand their position. I will give back to them a capsule version of what I hear them saying or feeling.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 26 of 35

- When offering my point of view to a member I will attempt to determine whether they want to hear my subjective thoughts. If they do not want my opinion I will honor that.
- I will not “shoot the messenger” when it comes to hearing something that is troubling to me.
- Anytime I feel that another member is violating these rules or is on my side of the boundary (telling ME about ME) I will call time, using the non-verbal gesture agreed upon.
- If someone calls time and / or uses the time out gesture, I will disengage and rethink what it was that may have caused the other person to feel like I was on their side of the boundary.
- If I observe members crossing boundaries or violating other conflict resolution guidelines, then I will feel free to call “time” as an objective source to provide processing.

TOBACCO USE

A mutually comfortable environment for District Members is dependent upon the thoughtfulness and cooperation of both non-tobacco users and tobacco users. Please observe the rules regarding tobacco use wherever you work. Tobacco use is prohibited in the building, which includes all common areas and the dormitories. Tobacco use is allowed in the front apparatus bays and outside on the rear patio. Receptacles have been provided for the disposal of cigarette butts. If you choose to use chewing tobacco products there is no spitting allowed in anything except a sealed container and discard in a sealed container. If you are a smoker, you will be expected to keep the smoking area clean of ashes and butts. Smoking in vehicles owned or leased by the District (including the fire apparatus or service vehicles) is prohibited.

The district encourages and promotes health and fitness with all its members. The district will provide resources to assist members that would like to quit using tobacco products.

CLEANLINESS

The buildings and grounds of the District belong to our community. We are proud of them and want them to always be a showpiece of the community. Cleaning our buildings and grounds is a never-ending process. Supplies and equipment are readily available for your use. Every employee has a responsibility to help us keep our buildings and grounds clean. You will be assigned various building and grounds-keeping duties. Whenever you have time, you can always find an area in need of attention.

EMPLOYEE HARASSMENT

Our workplace benefits from having a diverse group of employees. You will work with other employees who are different from you based on culture, gender, religion, national origin, race, and other differences. Diversity is strength in the workplace.

Any form of harassment of employees, vendors or customers is forbidden. The District strongly opposes any form of harassment by any employee. This includes harassing behavior based on culture, gender, religion, national origin, race, sexual orientation, color or other differences. Harassment may include sexual harassment including requests for sexual favors, obscene or profane language and any unwanted action of a sexual nature by employees, co-workers or visitors. Harassment also may include disparaging comments about another person's appearance, manner of dress, accent, or any behavior that is abusive or offensive to another person

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 27 of 35

and creates a hostile work environment. Comments made in a joking manner may easily be viewed to have hostile intent. It is wise to refrain from this behavior.

You are encouraged to report any act of harassment at once. Any employee found to have engaged in harassing conduct will be severely disciplined, up to and including discharge. No employee will suffer retaliation in any form connected with work for reporting acts of harassment.

It is appropriate to file a report with your Supervisor or any other member of management. Every complaint will be promptly and thoroughly investigated. We will follow a specific list of criteria when investigating a complaint to be certain we have been thorough and fair. We may invite a neutral third party, who specializes in investigation of sexual harassment matters, to assist us. We also may require all parties to participate in alternative dispute resolution. As much as is possible, we will protect the identity of the charging party. When the investigation is complete, appropriate remedial action will be taken. The charging employee will be informed of the result.

Please recognize that an accusation of harassment is very serious. Any employee who knowingly files a false claim of harassment against another person will face severe discipline and possible termination of employment.

TECHNOLOGY PROCEDURE

The use of technology is important to the efficiency of our work. You must adhere to the following procedure in order to assure we continue to have reliable equipment and it is being used properly.

Equipment

- The electronic equipment is sensitive. Only those trained and assigned may engage in repair work or authorize service.
- No equipment may leave the District property without specific approval from your immediate Supervisor.
- Unauthorized duplication of District records will be considered theft and may result in termination and/or prosecution.
- Tampering with, damaging, or disabling equipment is forbidden and may result in termination and/or prosecution (for illegal acts).

E-mail

- The e-mail system is provided for the efficient conduct of business. It is District property.
- All e-mail compositions and a message sent or received on a department computer becomes property of the District.
- The e-mail system is not to be abused.
- No person may use the e-mail system for business ventures (except our District), political, or religious related purposes.
- Messages sent through e-mail must not be disruptive, defaming or offensive. This includes profanity, racial slurs, and derogatory comments about gender, age, sexual orientation, religious beliefs, political affiliation, national origin, disability, accent, or manner of dress. The District is committed to a workplace free of hostility and offensive behavior.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 28 of 35

- The e-mail system may not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or other unauthorized or illegal documents.
- The District reserves the right to access any computer at any time, to see any and all information created, sent, received, or stored. The District may disclose the contents of any and all information without the permission of the employee.
- Passwords will not guarantee confidentiality.
- Erasing files does not guarantee they will not be retrieved.
- Employees may not enter unauthorized files. When access occurs, whether or not intentional, the information must be treated with confidentiality.
- No employee may create, send, receive or store information using a password that has not been approved by the District.
- Employees who discover a violation of this procedure must notify management.
- Employees who violate the e-mail procedure may face severe consequences, including termination and/or prosecution (for illegal acts).

Internet

- Internet service must only be used for business purposes, educational and career pursuits, online classes and research projects.
- No employee may access a website that is not authorized. If an unauthorized site is entered "accidentally," it will remain in the history file of the computer. The accidental entry must be reported to your Supervisor.
- Under no circumstances may employees access and/or display a website that could be offensive to a reasonable person.
- Printing unauthorized information from websites is strictly forbidden.
- Violations of this procedure can result in severe consequences, including discharge. Criminal prosecution can occur if illegal acts are committed using the District's equipment or telephone service.

CONFLICT OF INTEREST

You are employed in a position of trust. As a result, even the appearance of a conflict of interest is serious. Any conduct considered to be unethical will constitute grounds for disciplinary action up to and including dismissal. It is impossible to cover all of the circumstances that may be called a "conflict of interest," however; an example is accepting gifts, gratuities or rebates from vendors or customers in exchange for anything of personal gain, or for such things as a discount.

When you are concerned that a transaction in which you are involved may be a conflict of interest, please discuss it with your Supervisor. Your Supervisor will have the transaction reviewed by the Assistant Chief and / or Chief. This procedure is designed to help avoid problems that can arise from an unintentional impropriety.

On occasion a merchant may offer employees a discount. You may accept the discount if it is offered, but you may never request a discount or other special privilege from a merchant.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 29 of 35

OUTSIDE EMPLOYMENT

Although your position with the District is considered your primary position, we do not prohibit employees from holding a second job. Should you elect to have a second job, you must inform your Supervisor of the nature of the job. The second job must not interfere with your work here and may not be inconsistent with the ethical or moral image we believe is important. The Chief will be the final authority regarding second employers.

GARNISHMENT PROCEDURE

We expect you to be a financially responsible member of our community. Failure to meet your financial obligations reflects badly on you and on the District. Any employee who is garnished repeatedly by a creditor may be subject to disciplinary action.

GAMBLING

Gambling is prohibited on the property of the District. In addition, no employee may enter any gambling establishment wearing the uniform of the District. This does not apply to charitable events where gambling is allowed by law (such as Monte Carlo, Bingo, etc.) or social functions approved by the Chief.

SOLICITATION

Solicitation of employees for any reason is not allowed on the District premises during work time. Solicitation by non-employees is not allowed at anytime. Employees will not be permitted to distribute circulars, handbills, or literature of any type during their work hours or at any other time on the District premises. Many employees feel solicitation by co-workers and/or Supervisors is intimidating and job threatening. Solicitation often causes ill will among employees. It is for these reasons the District takes a strong position with regard to solicitation.

APPEARANCE

It is important that all employees use good judgment in grooming. You will be required to follow the uniform procedure. Your garments must be clean and well-fitting.

In addition, impeccable grooming means clean hair, skin and teeth, with an awareness of the impact of strong perfumes and colognes on your customers and co-workers. It is wise to choose an antiperspirant that meets of the needs of those who do our kind of work.

Please remember your grooming habits are your personal responsibility and can never be neglected. Body pierced jewelry is forbidden, with the exception of earrings, which may be worn by those who wear an issued uniform provided they do not interfere with personal protective equipment. Limit the number of earrings to no more than two pairs. Earrings must be "stud" type, no hoops or dangling type earrings will be acceptable. Those who have a visible tattoo that may be offensive to the general public shall keep the tattoo covered.

If you appear for work inappropriately groomed, you can expect to be sent home and asked to return appropriately dressed for work. Repeat offenses will be subject to progressive discipline. Failure to meet these guidelines or the uniform procedure will result in progressive discipline.

UNIFORMS

Suppression employees are furnished with uniforms. A specified number of uniform parts are issued to each suppression employee based on the season. Uniform parts are replaced as needed. Every suppression

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 30 of 35

employee (and volunteer) is required to follow the uniform dress code. Suppression employees will be in duty uniform from 0700 hours until 2100 hours for 24 hour shift employees. All other suppression employees must be in uniform during their entire shift unless otherwise approved by a command officer. All suppression members must maintain one complete set of uniforms in the provided locker at their perspective station.

It is the duty of each employee to care for issued uniforms. All uniform parts must be returned at the time of termination.

VEHICLES

Employees must first be certified in order to be able to drive any fire apparatus. Certification can be revoked for violations of the law, such as Driving Under the Influence of an Intoxicant, Reckless Driving, or Operating a Vehicle in an Unsafe Manner. It is your responsibility to report any violation to your Supervisor. The District will conduct annual routine checks of your driving record. The District will not be liable or responsible for employees who are cited for violations of traffic laws while on District business in either a District owned vehicle or personal vehicle. Employees are responsible for any fines for any citations received while operating District vehicles. Repetitive traffic violations or safety violations will result in progressive disciplinary action.

Certain employees will be assigned a take-home vehicle. Those with take-home vehicles must take care of the vehicle. The District will provide maintenance and repair. It may be used for personal use provided the employee can return to the District in a reasonable time to make fire runs. It may be driven only by the employee. The vehicle must not be operated by any driver under the influence of drugs or alcohol and none may be placed in the vehicle. Occupants of all District vehicles must always wear a seatbelt.

In the event of an accident, call for emergency assistance (911) if anyone is injured. Notify the Safety Officer/Command Staff at once. Call the police. Do not move the vehicle. Review the instructions from the Insurance Carrier found in the glove compartment to be prepared to properly handle an accident.

LOCKERS

You may be eligible for an assigned locker in a work area and/or in the dorm. You are encouraged to secure your personal belongings in a locker while you are on duty. Keep the locker secured at all times. You may not keep anything in the locker that is illegal or deemed inappropriate. The district will provide locks for dorm room lockers, and a copy of the key will be kept in a secure location. All lockers are the property of the Lafayette Township Fire Protection District, and there should not be an expectation of privacy. Your locker will be inspected by representatives of the District throughout the year. These inspections may be conducted without prior notice.

ALCOHOL AND SUBSTANCE ABUSE

No Member may bring alcoholic beverages or any illegal substance onto District property, or report for work under the influence of any intoxicant. This includes prescription drugs not prescribed for the user. Members who are found manufacturing, using, distributing, possessing or selling an illegal substance or intoxicant will be immediately disciplined, up to and including termination. Members who recognize the presence of a personal problem from alcohol and / or substance abuse and who wish to seek help may contact their Supervisor.

As a concerned employer, we must insist on a drug-free workplace. We conduct drug / alcohol testing for applicants and employees. A negative drug / alcohol test will be required to be considered for employment. A

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 31 of 35

separate procedure describes our Drug / Alcohol testing program in detail. You will be provided with a copy of the procedure. We encourage you to acquaint yourself with the details of that procedure.

We will vigorously enforce procedures that keep our workplace drug free. Should a Member violate the Alcohol and Substance Abuse Procedure, discipline will result. When an employee is injured on the job, a routine drug / alcohol screen may be part of the medical treatment. A Member who is involved in any accident involving LTFPD apparatus or vehicles, or during an emergency response in a personal vehicle, will be required to immediately complete a routine drug / alcohol screen.

Members who appear to be under the influence of drugs or alcohol will be required to submit to a drug / alcohol screen as part of their continued membership or employment.

Any alcohol-based products in the cooking areas used for cooking purposes are considered property of the District and may never be used for personal consumption.

CONSTRUCTIVE DISCIPLINE

A positive work environment is maintained by commitment and discipline, preferably self-discipline. Members are expected to manage their own behavior in a manner that conforms to the rules and regulations of the District. In situations where self-discipline breaks down, disciplinary action must be imposed. It is preferable that punitive action only be used in conjunction with other corrective measures designed to resolve the problem. The District has a responsibility to help the Member "get back" or re-enter the organization after disciplinary action, as long as the Members are willing to put forth a sincere effort to help their selves.

If you violate a work rule or established procedure that is detrimental to our success, you may be subject to constructive discipline. Constructive discipline is designed to re-establish your positive relationship with the District. It may include counseling, reprimand, pay reduction, demotion, or disciplinary suspension. Should the circumstances of the violation require discharge, a procedure has been adopted by the District to ensure fair treatment of every employee.

When you are given a copy of a disciplinary action taken, it is to be certain you understand the problem that made disciplinary action necessary, as well as to serve as a reference for improvement.

INQUIRIES

All inquiries about the business of the District or about the District in general must be referred to the Chief. No person is authorized to speak on behalf of the District without prior approval. This includes inquiries from officials, attorneys, insurance agents, the media (newspaper, radio or television). Please do not assume the authority to speak for the District.

GENERAL WORKPLACE SAFETY

SAFETY PROCEDURE

There is no area of activity of greater importance to the District than **SAFETY**. We believe all work-related injuries and illnesses can be prevented.

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 32 of 35

SAFETY is everyone's responsibility **EVERY DAY**. Safety must be fostered by continuous control efforts, teamwork, and innovation. Experience has proven that success of even the most complete safety programs are dependent upon the attitudes and working habits of each individual employee.

While the District has the primary responsibility for establishing safety procedures, it is the responsibility of all employees to work in a safe manner. This requires the cooperation and commitment of everyone.

WEAPONS

The District prohibits all Members from carrying concealed deadly weapons on all business property, including business vehicles, or while conducting business activities, without written permission from the District. Any Member found to be in violation of this procedure is subject to immediate discipline. Should someone other than an employee violate this procedure, contact the Duty Officer immediately.

Volunteer firefighters and visitors licensed to carry a weapon as part of their job are exempt from this procedure.

RIGHT-TO-KNOW (HAZARDOUS MATERIALS)

Your health and safety is a primary concern of the District. You will be provided with training and information about hazardous materials you may encounter while working here. The nature of our work is such that we cannot avoid exposure to certain hazards.

As part of our Hazardous Communication Program, you can expect to learn about any hazardous materials in our workplace and hazards you will encounter. Your training will include methods and observations that may be used to detect the presence of a hazardous chemical, the health hazards of these chemicals, and what you must do to protect yourself, co-workers, and the community.

You also will be informed of the location of the Material Safety Data Sheets, how to read the labels using the MSDS format, and what to do in the event of an emergency involving hazardous materials or chemicals.

Your health and safety is a shared responsibility. Please be attentive to the information provided in the Hazardous Communications Training.

THREATS AND VIOLENCE

We strive to maintain a work environment free from intimidation, threats or violent acts. Examples are: intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto District property, or any other act, which, in the opinion of management is inappropriate in our workplace. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures and / or termination.

Members, who feel they have been subjected to any of the behaviors listed above, or other intimidating or threatening behaviors, are requested to immediately report the incident to the Duty Officer and document the occurrence. All complaints will be investigated. Based upon the results, disciplinary action will be taken against the offender(s), if appropriate.

Members who observe or have knowledge of any violation of this procedure should immediately report it to the Duty Officer. We will take action when unforeseen events transpire and look to employees for support of this

**Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK**

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 33 of 35

procedure. Members are empowered to contact the proper law enforcement authorities without first informing management if they believe a threat to the safety of themselves or others exists.

The District reserves the right to conduct searches and inspections of Members, Member's personal effects, or District provided materials such as desks, lockers, packages or vehicles with appropriate notice, with the assistance of law enforcement authorities.

Any illegal and unauthorized articles discovered may be retained by the District, and/or may be turned over to law enforcement representatives. Any District Member who refuses to cooperate or is found in possession of prohibited articles will be subject to disciplinary action up to and including termination.

SAFETY EQUIPMENT

The use of safety equipment must be worn at any time safety equipment is required in the course of your work. All safety equipment is furnished by the District.

SEVERE WEATHER

We may learn of a tornado warning from different sources: radios, special weather radios, and/or a civil defense warning system. A power outage is probable during severe weather. Follow all emergency instructions provided during a tornado warning and any other severe weather warning.

Remember: Your role in an emergency is determined by WHERE you are located at the time of the severe weather, not by what job you are assigned.

Things to do:

- Always remain calm.
- Get everyone in the building to the designated safe area.
- Avoid all windows; they can be a source of flying glass.
- Check the restrooms.

Things not to do:

- Don't return for personal items.
- Don't go near windows or external doors.
- Don't use elevators.

EARTHQUAKE EMERGENCY

There is no warning when an earthquake occurs. You must deal with it where you are located when it strikes.

- Try to take cover under a piece of protective furniture, such as a counter, or sturdy table. The furniture may "dance" across the floor, so be prepared to move with it.
- If nothing is available to provide safe cover, take cover in a reinforced area, such as a doorway.
- Don't try to get outside. There may not be time. Move away from outside walls and windows.

Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 34 of 35

- If outside, move away from buildings or overhead towers. Be especially careful of high-tension power lines. Avoid elevated roadways and overpasses.

Lafayette Township Fire Protection District
EMPLOYEE HANDBOOK

Approved
LTFPD

Effective Date
01/01/2007

Revised:
Page 35 of 35

To: Employee Personnel Records

EMPLOYEE'S ACKNOWLEDGEMENT

I have carefully read the procedures and rules in this Handbook and I understand them. I understand that changes in operations may create a need to change procedures and practices as they become obsolete, and it may be necessary to make changes in this Handbook.

I know, as an employee of the Lafayette Township Fire Protection District (the "District"), I will be expected to abide by the procedures, rules, and work practices established for employees and infractions may lead to disciplinary action, up to and including discharge.

Employee's Signature

Employee's Printed Name

Signature of the District's Witness

Witness's Printed Name

Date: _____