



FIRE DEPARTMENT • CITY OF VICKSBURG

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JUL 17 2017

CRAIG DANCZYK, Fire Chief

July 17, 2017

To: Board of Mayor and Aldermen

From: 
Fire Chief Craig Danczyk

Re.: Proposed Changes to Vicksburg Fire Department SOG 12.1.75

I recommend the attached proposed changes to Vicksburg Fire Department Standard Operating Guidelines, Section 12.1.75, subsections Sick Leave Policy, Relief of Duty: Tardiness, and Relief of Duty: Absent Without Leave. Changes and additions are in underlined, bold type. Thank you for your consideration.

Proposed Changes to the **Vicksburg Fire Department Standard Operating Guidelines, Section 12.1.75**, which includes the following subsections:

Sick Leave Policy:

The City of Vicksburg's Sick Leave Policy is the guiding policy for the Vicksburg Fire Department. Additional guidelines for shift employees are listed below.

- A. Due to the emergency nature of services provided by the Vicksburg Fire Department, and in order to arrange appropriate coverage for shifts, all persons requiring sick leave must call in prior to 6:30 a.m. and talk to the officer in charge. Failure to call by 6:30 a.m. will result in the following actions:

First offense: verbal reprimand

Second offense: written reprimand

Third offense: suspended 8 hours without pay

Fourth offense: suspended 24 hours without pay

Fifth offense: suspended 10 shifts without pay

Sixth offense: Termination

Sick leave is a gratuity to be paid only during illness, accident, or death in the family, and is not to be used as leave for other reasons. If an employee is sick, he or she will placed on 24 hours of sick leave; however, the employee may choose to take a 12-hour absence, but must clearly inform the officer taking the phone call. If an employee takes a 12-hour sick day (7 a.m. until 7 p.m.), he or she is required to report to the assigned duty station by 7 p.m. In the event the illness requires additional time off for the remainder of the shift (24-hour absence), the employee must contact the shift commander or on-duty captain before 5 p.m. The sick employee will need to inform the officer in charge that he or she will not be able to return to work, and will require a 24-hour sick leave absence. If an employee is on approved sick leave for 12 hours, this will count as ½ occurrence. Two ½ occurrences will equal 1 occurrence regarding employee discipline in the Attendance Policy for 24-Hour Shift Employees. If an employee becomes sick at, or after 7 p.m., while on duty, that employee will be charged ½ occurrence for missing up to 12 hours.

- B. If a member becomes sick at work he/she must report the illness to his/her immediate supervisor so the information can be logged, and then the supervisor must report the illness to the officer in charge of the shift. ~~The ill employee must see the City Nurse from 7 a.m. until 4 p.m., Monday through Friday. An employee who becomes sick after hours or on weekends or holidays~~ The sick employee must be examined by a paramedic who will record the reason for illness, blood pressure, respiration, and body temperature. A copy of this record must be attached to the employee's accounting form; then the employee may be allowed to go home.
- C. Shift employees must submit a medical excuse from a doctor for any sick leave

that extends beyond 40 hours or employee may have a Medical Return Form completed by the City Nurse, provided the Nurse is able to determine that the employee has a health issue that is within her area of expertise. This form may only be used by the employee for his/her illness and not for immediate family members.

Relief of Duty:

Tardiness (Not to exceed ~~15~~ 30 minutes):

If a member finds that he cannot be at work by 7 a.m., he is expected to call prior to 7 a.m. and report to the officer in charge the reason for tardiness. Any member reporting for duty later than ~~7:15~~ 7:30 a.m. will be considered absent without leave and subject to those disciplinary actions.

First offense: oral reprimand

Second offense: written reprimand

Third offense: suspended 8 hours without pay

Fourth offense: suspended 24 hours without pay

Fifth offense: determined by chief

** However, if trade time limited to one hour or less can be arranged with the approval of a supervisor at the late employee's station, the late employee will not be charged with an offense. Trade time paperwork must be completed when the late employee arrives for duty.

Absent without leave:

If a member fails to call by 7 a.m., or report for duty by ~~7:15~~ 7:30 a.m., the following actions will be taken in addition to receiving an occurrence:

First offense: written reprimand

Second offense: suspended 8 hours without pay

Third offense: suspended 24 hours without pay

Fourth offense: suspended 3 shifts without pay

Fifth offense: suspended 10 shifts without pay

Sixth offense: terminated