



Hours and Place of Work

Board Approval: *R M Kelley, Chairman*

Date: 4/26/16

Purpose

To define the hours, place and conditions of work for JCESA employees, maintain accountability of all employees while on duty at a designated location, and enhance emergency equipment response times to incident scenes.

Policy

Employees shall be in regular attendance at their designated duty station during all scheduled hours of work in accordance with times and locations set by the Director or his or her designated subordinate. All employees are to be at their appointed work areas at the beginning of the regular work day and throughout their tour of duty, unless they are on a qualified absence as set out below, or by documented exception from doing so by the officer on duty. By accepting employment, the employee agrees to be available to work at the set hours and places of operation in accordance with these conditions.

Qualified absences from assigned duty stations include:

- Radio transmitted dispatch by the Jefferson County Emergency Communications Center.
- Non radio transmitted dispatch. Notification made by telephone only from the Jefferson County Emergency Communications Center. Non radio transmitted dispatch is one that is not broadcast over-the-air at the specific request of a law enforcement agency where, in the opinion of the law enforcement official, doing so would jeopardize the safety of law enforcement personnel, emergency service providers, or other persons involved in the incident. The employee responding to such an incident MUST notify the officer on duty, by means other than radio, prior to responding.
- Vehicle refueling, provided however that vehicles should primarily be refueled while returning from emergency calls, and the apparatus should otherwise not leave its first due area for refueling unless both tanks are less than half full and refueling is not possible within the first due area.
- Obtaining food, beverages, groceries or supplies as follows:
 - Personnel assigned duty shifts at Stations 2 or 4 shall generally confine such absence to Box Areas 200 & 400.
 - Personnel assigned duty shifts at Stations 1, 3, 5, 6, or 7 shall generally remain within one mile of their duty station. If the unit is outside of the first due area for emergency transport or refueling, the employees may stop to pick up food but, immediately after doing so, should return to their first due area and should not remain outside the first due area for an extended period.
- Attending training, meetings or drills as designated on an official schedule or assignment.



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- Attending or participating in training or drills conducted by the volunteer station to which the employee is assigned, whether scheduled or impromptu.
- For physical training at a gymnasium or other similar facility.
- To attend emergency services banquets or award ceremonies, with the approval of the officer on duty.
- Other events, activities or assignments specifically authorized by the officer on duty.

Non-supervisory JCESA employees, nor their vehicles shall be present at a private residence during the duty shift, EXCEPT in the following situations:

- Radio transmitted dispatch by the Jefferson County Emergency Communications Center.
- Non radio transmitted dispatch. Notification made by telephone only from the Jefferson County Emergency Communications Center. Non radio transmitted dispatch is one that is not broadcast over-the-air at the specific request of a law enforcement agency where, in the opinion of the law enforcement official, doing so would jeopardize the safety of law enforcement personnel, emergency service providers, or other persons involved in the incident. The employee responding to such an incident MUST notify the officer on duty, by means other than radio, prior to responding.
- Brief visits to a residence due to family emergency or other circumstances that are approved in advance by the officer on duty.

If an employee assigned to a volunteer station leaves the station for something other than a call (i.e., to teach/take a class, restock meds, or some other project) they will note this on the whiteboard in the bay.