

# West Sand Lake Fire District #1

## District Employee Call In Policy

### **Procedure:**

- ❖ When an unscheduled absence occurs or you will be late you will need to contact the Treasurer or the Commissioner in charge of personnel, directly by phone. In the event that neither can be reached, any other member of the Board of Fire Commissioners should be contacted.
- ❖ You are required to personally speak directly with the Treasurer, Commissioner in charge of personnel or any other member of the Board of Fire Commissioners.
- ❖ If you will be late by less than one hour and no Commissioner is available, you may leave a voice mail message on the appropriate Commissioner's phone.

It is the responsibility of each employee to adhere to the policy stated above. Violation of this policy will result in disciplinary action. Please note that excessive unscheduled absenteeism may result termination, as this will create a hardship on the Fire District.

### **Responsibility:**

It is the responsibility of each employee to adhere to the policy stated above. Violation of this policy will result in disciplinary action and/or termination.

Signature: \_\_\_\_\_

Reviewed: January 23, 2012