

103.4 MUTUALLY AGREED UPON POLICIES

The Union and the Hollywood Fire Rescue Department mutually agree that the following policies shall not be amended or changed except by mutual consent:

- a. Policy 103.4, 103.5 (former 3.7)
- b. Policy 206.7 (former 3.5)
- c. Policy 1001.3, 1001.10 (former 14.1, 14.2)
- d. Policy 1002 (overtime policy)
- e. Policy 1014 (HR-012 DRUG FREE WORKPLACE POLICY)
- f. Policy 1015 (former 12.8, 12.9)
- g. Policy 1016.8 (former 12.4)
- h. Policy 1033.3.1 (former 14.3)
- i. Policy 1034.3.3, 1034.4 (former 4.8, 4.9)
- j. Policy 1100.3.5 (former 5.18)

All other policies may be revised in whole or in part at the discretion of the Fire Chief or designee.

103.5 DISTRIBUTION OF THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Fire Chief or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review, the Policy Manual and Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand. Members shall acknowledge all policies/procedures within 10 days of issuance. Those who are on approved leave and unable to complete, shall acknowledge any issued policies/procedures within 10 days upon their return to duty.

206.7 RESPONSIBILITY TO BE INFORMED

All members must remain informed of all Departmental communications addressed to them to include: Department Bulletins, Inter-Office Memoranda, Electronic mail and the Policy/Procedures Manual. Should a member violate or encourage another member to violate the written procedures, as listed above, the member shall first be educated concerning that written procedure and if the member continues to violate that written procedure the member may be disciplined.

1001.3 REPORTING LATE FOR DUTY

Members shall be punctual in reporting for duty at the time and place officially designated by their supervisors. Members shall not be paid for time not worked. Members who do not have a reasonable or justifiable excuse for Reporting Late for Duty or any member on Late for Duty Standby Option who are more than 60 minutes late reporting for duty shall be considered absent from duty and shall be disciplined in accordance with the schedule defined in 1001.10 Absent from Duty

1001.3.1 LATE FOR DUTY STANDBY OPTION

For shift employees:

1. Employee must call in before their scheduled starting time.
2. Employee must replace him/herself with an employee of the same rank and qualifications.
3. Employee who is going to standby must notify the ranking officer of the oncoming shift before the scheduled starting time. The officer shall then notify the Battalion Chief.
4. The employee in the station for standby can remain in that position for a maximum of sixty (60) minutes.
5. The Employee who is to arrive late for work must be present for duty within sixty (60) minutes of his scheduled starting time.
6. The employee in for standby shall be properly logged in the station log book and daily duty schedule.
7. The employee arriving late for duty shall also be logged in the station log book upon his/her arrival and the time of arrival noted on the daily duty schedule.
8. Employees may utilize this option only twice in a calendar year.
9. Employees who arrive later than sixty (60) minutes after their scheduled starting time will be treated as though they had not used this option and will be subject to appropriate disciplinary action, as outlined in 1001.10 Absent from Duty. The member standing in will then be compensated at the overtime rate for all time worked.

For non-shift employees:

1. Employees must call their supervisor before their scheduled starting time.
2. The Employee will be permitted to make up time not worked at the convenience of his/her Division Chief.
3. Employees who arrive later than sixty (60) minutes after their scheduled starting time will be treated as though they had not used this option and will be subject to appropriate disciplinary action, as outlined in 1001.10 Absent from Duty.
4. Employees may utilize this option three (3) times in a calendar year.
5. Utilization of this option shall be documented in writing by the employee to his/her Division Chief.

1001.10 ABSENT FROM DUTY

No member shall be absent from duty or the member's assigned post without permission, or as otherwise provided herein. Members shall not be paid for time not worked. Members in violation shall be disciplined according to the following schedule:

- a. First offense: suspension without pay for a maximum of two hours.
- b. Second offense: suspension without pay for a maximum of four hours.
- c. Third offense: suspension without pay for a maximum of eight hours.
- d. For each subsequent offense the discipline imposed shall be at the discretion of the Fire Chief or designee.

1014.1 PURPOSE AND SCOPE

The Hollywood Fire Rescue Department prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and protect the public's safety and welfare. This policy applies to all members when they are on department property or when performing department-related business elsewhere (41 USC § 8103).

1014.2 POLICY

It is the policy of the Hollywood Fire Rescue Department to provide a drug- and alcohol-free workplace for all members.

1014.3 Guidelines

[See attachment: HR-012 Drug Free Workplace Policy](#)

(THIS IS A PDF LINK TO THE CURRENT CITY DRUG POLICY; IF THE CITY UPDATES THE POLICY, WE CAN REVIEW IT AND IF APPROVED, WE CAN ATTACH THE UPDATED VERSION TO THE LINK)

1016.8 OFF DUTY

No part of the uniform shall be worn while off duty unless approved by the Fire Chief or Designee.

Members shall be permitted to wear their uniform before and after duty for the purpose of traveling to and from work.

Members shall have the right to travel to and from work in the attire of their choice within the bounds of good taste and decency.

1033.3.1 REPORTING SICK FOR DUTY

Members reporting in sick shall notify the Department at least sixty (60) minutes prior to their scheduled start time.

Members who report in sick for duty **after their scheduled start time** shall be considered absent from duty and shall be disciplined in accordance with the schedule defined in 1001.10 Absent from Duty.

Members who report in sick for duty **less than sixty minutes prior to their start time** shall be disciplined in accordance with the following schedule:

- a. First offense: Personal Counseling.
- b. Second offense: suspension without pay for a maximum of two hours.
- c. Third offense: suspension without pay for a maximum of four hours.
- d. Fourth offense: suspension without pay for a maximum of eight hours.
- e. For each subsequent offense the discipline imposed shall be at the discretion of the Fire Chief or designee.

When in violation of Reporting Sick for Duty, members assigned to a forty (40) hour per week schedule shall be issued two Personal Counseling's prior to proceeding to step b.

To determine the number of violations, only the previous twelve months prior to the most recent violation shall be considered. Any discipline imposed shall be at the discretion of the Fire Chief for any combination of violations from Absent from Duty, Reporting Late for Duty, or Reporting Sick for Duty.

1034.3.3 Written Reprimands

- a. Written reprimands are issued for conduct that violates Fire Department Rules and Regulations, Department Policies, or City Policies and will be documented on a "Reprimand" form.
- b. Reprimands may include the assignment of corrective tasks, commonly referred to as "extra duty while on duty," where appropriate.
- c. Reprimand recommendations will be reviewed by the chain of command, up to the appropriate Division Chief, with each level having the authority to affirm, modify, or deny the recommendation.
- d. Upon final approval by the Division Chief, the reprimand will be forwarded to the Deputy Fire Chief's office for filing in the employee's personnel file.
- e. Reprimands will become part of the employee's permanent record.
- f. Any employee who goes 18 consecutive months without further reprimands or suspensions will have previous reprimands disregarded for future disciplinary actions, unless otherwise stipulated by applicable labor law.

1034.4 INVESTIGATIONS

Complaints and disciplinary measures under investigation will not be placed in any member's personnel file until all action is complete and there are no appeals filed.

After all action is complete and there are no appeals filed, only then can the documents be placed in the personnel file. Attached to the documents shall be the results, the Civil Service decision, an arbitrator's decision, a judge's decision, a Public Employee Relations Committee decision or an agreement of the parties stating the end result.

1100.3.5 FIRE STATION VISITATIONS

Personal visits may occur between 0730 and 2300 hours. Exceptions may be allowed under extraordinary circumstances with the prior knowledge and express permission of the station officer.

Visits must not interfere with any department operations, including training, drills, or daily work assignments.

Visitors are limited to the common areas of the fire station. Access is strictly prohibited in sleeping areas, private offices, or other secured areas, except for restroom use.

Personal visits should be limited in both frequency and duration to avoid disrupting the harmony in the station, intrude upon the comfort or convenience of other members, or detract from the overall cooperation and courtesy between members.