



Village of Menands

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Release of Volunteer Firefighters

PURPOSE:

This policy addresses Village the release time of Village employees for services as volunteer firefighters and emergency medical providers to support their activities and promote public safety.

SCOPE OF APPLICATION:

This policy covers all Village employees but expressly excludes public safety employees in the Police Department.

DEFINITIONS:

Actual Working Emergency – a structure fire, hazardous material incident, automobile accident, emergency medical call, or other similar emergency requiring the response of the Menands Fire Department and as dispatched by the Village Dispatcher.

Emergency Service Technician – a person is on active status as an emergency service technician with the Menands Fire Department

Employee – person employee full or part-time by the Village of Menands

Firefighter – a person who is on active status as a firefighter with the Menands Fire Department

POLICY AND PROCEDURE:

In the event that a fire emergency occurs during Village work hours of a volunteer firefighter or emergency medical technician:

- a) Who is a full-time Village employee and summoned to respond to an actual working emergency, and
- b) it is determined that there is an actual working emergency involving the Menands Fire Department,

He or she may be granted leave for such purposes at the regular rate of pay (exclusive or premium, such as holiday or overtime). Additionally, the Village department may excuse a reasonable amount of tardiness caused by such emergency duties of duly authorized firefighters for rest and recuperation, but not to exceed four hours. Absences under this policy will be considered time worked to calculate overtime. The grant of this leave is discretionary and may be denied or limited due to the operational needs of the department, and is subject to the following:

- The employee must give the department head or designee as much advance notice as reasonable of the need for leave;
- The employee shall provide proof of his or her active firefighter status;
- The employee shall confirm the nature and duration of his or her participation in the emergency event by providing appropriate documentation (e.g., rip and run sheet) signed by a fire department official of higher rank or as confirmed by another line officer or Village dispatcher.

This policy does not apply to or include related administrative duties that must be performed outside of Village work hours, except for pre-trial hearing(s), grand jury testimony, courtroom testimony, and line-of-death notifications arising out of or related to an actual emergency event. Requests for leave are subject to the review and approval of the Fire Services Chief and the Human Resources Director.

Employees wishing to be accorded consideration for release time will be required, on an annual basis, to verify in writing that they meet the essential criteria for this program, including but not limited to proof that they are active firefighters in the Menands Fire Department. Such verification must be in writing and placed prior to a particular request for release time. Should such status change during the year, the Employee must notify the Village Clerk within ten (10) days of said change.

The intent of these guidelines is to strike a balance between supporting the activities of volunteer firefighters and emergency service technicians in the interest of public safety and the recognition that their primary responsibility lies with their duties as Village employees.