



**Department of Emergency Services
Fire-EMS Division
Standard Operating Procedures**

Organization

Subject: Reporting to Work on Time
Revised: 8-21-02
Section: 204.00

204.01 Purpose

To establish guidelines and policies relative to Fire-EMS Division member's responsibility to report to work on time.

2 04.02 Policy

- A. All Fire-EMS Division members shall report ready to work no later than 0700 hours on the days, a.m. shift, that the individual is scheduled to work.
- B. All Fire-EMS Division members shall report to work no later than 1900 hours on the nights, p.m. shift, that the individual is scheduled to work.
- C. Members who are late for duty, without prior arrangements, may be charged vacation or holiday time for the time that they are absent.
- D. Members who are late for duty may have a member of the prior shift at their station assignment stand by for them until their arrival.
- E. Personnel who exceed a three (3) limit lateness will be disciplined in accordance with the Town of Ocean City Disciplinary policy:
 1. The fourth (4th) offense will result in the loss of one (1) 12 hour shift without pay.
 2. The fifth (5th) offense will result in the suspension of duty for two (2) 12 hour shifts without pay.
- F. The period of computation for recording the tardiness of employees shall run for one consecutive year, starting January 1st to December 31st.
- G. The Emergency Services Director, Fire-EMS Captain, and Fire-EMS Lieutenants may use their discretion in allowing for deviations in this policy when members are tardy due to extenuating circumstances.