

Bayport Fire District
251 Snedecor Avenue, Bayport, New York 11705-1762
(631) 472-0641 / 0766 FAX (631) 472-3652

EMPLOYEE HAND BOOK

Updated and adopted: April 7, 2008
All other versions are considered void

CHAIRMAN OF THE BOARD

Lee Gillette

COMMISSIONERS

**Arthur Benincase Jr.
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**Andrew Becher
Cullen Lory**

BAYPORT FIRE DISTRICT

A WORD ABOUT YOUR EMPLOYER

A Board of Fire Commissioners governs the Bayport Fire District. There are five (5) Commissioners, each of whom serve a term of five (5) years. The residents of Bayport elect one (1) Commissioner each year. The Commissioners elect one (1) member of the Board to serve as the Chairman of the Board.

The Board is further comprised of a Secretary and a Treasurer appointed by the Board.

The Commissioners meet once a month to conduct the business of the Fire District and to establish and/or amend the rules and regulations by which the Fire District and its employees operate.

The Fire District maintains an office and meeting room in which their business is normally conducted. The office is located at the Bayport Fire Department Headquarters at 251 Snedecor Avenue, Bayport New York, 11705-1762. The primary phone number of the Bayport Fire District is (631) 472-0641 or 0766.

The Chief Officers of the Bayport Fire Department consist of;
Chief, First Assistant Chief, Second Assistant Chief

FULL-TIME EMPLOYEES' WORK SCHEDULE

Full-time employees' work a forty (40) hour week. The work week begins at 0001 hours Friday and ends at 2359 hours the following Friday. Each full-time employee must work forty (40) hours within the defined work-week. The specific work hours for each employee may vary based on the function the employee performs.

The work day for full-time employees is eight (8) hours which includes both a paid one half (1/2) hour lunch and two (2) fifteen (15) minute coffee breaks. However, all employees must continue to provide **RADIO AND TELEPHONE** coverage during meals and coffee breaks. In addition, meals and coffee breaks are subject to cancellation, interruption or early termination without further compensation due to emergencies.

Employees' may agree to mutual switches of hours with prior approval of the District designee.

PART-TIME EMPLOYEES' WORK SCHEDULE

Part-time employees do not have a specific work week. Such employees are utilized to cover shifts normally not filled by full-time employees or to augment full-time personnel when the need arises such as holidays, sick calls or vacation leave coverage. Part-time employees will be paid at an hourly rate approved by the Board of Fire Commissioners.

PROBATION PERIOD

Every full-time employee will serve a twenty-six (26) week probation period. During this probation period, employees will be evaluated on their ability to learn and perform the duties of their job. An employee who satisfactorily completes his/her probation will receive a permanent appointment to his/her position. The Fire District **may terminate** any employee who does not satisfactorily complete his/her probation.

EMPLOYEES' PAY SCHEDULE

All employees full or part-time, are paid weekly. The normal payday is Thursday, before noon.

PAY SCALE

The Board of Fire Commissioners at its annual meeting held in January establishes the pay scale annually.

RETIREMENT SYSTEM **New York State Retirement System**

The Bayport Fire District is a member of the New York State Retirement System. If you are working in a permanent, fulltime position you must become a member of the Retirement System.

Under any of the following scenarios, however, membership is optional:

1. You are appointed to a temporary or provisional position.
2. You work less than 30 hours per week, or less than the standard number of hours for full-time employment as established by your employer for your position.
3. Your job is supposed to last for less than one year, or you work on a less than 12 months per year basis.
4. Your annual salary is less than New York State's minimum wage, multiplied by 2,000 hours.

To join, you must complete and file a membership application with the Office of the State Comptroller.

Until you either accrue ten years of service credit or have been a member of the Retirement System for ten years after your date of membership, you are required to contribute 3 percent of you gross earnings toward your retirement benefits.

DEFERRED COMPENSATION – 457 B PLAN

Employees of The Bayport Fire District can also participate in a Deferred Compensation program through the Hartford Life Insurance Company. Contributions are tax deferred and are the responsibility of the employee. The Fire District does not contribute to this program on the employees behalf.

HEALTH INSURANCE COVERAGE

After thirty (30) working days of full-time employment with the Bayport Fire District, the employee will be enrolled in the HIP Health Plan. The Fire District pays for this coverage, single or family. This includes medical and dental coverage.

POST EMPLOYMENT HEALTH INSURANCE COVERAGE

The Bayport Fire District will allow a former employee to continue their hospital and medical insurance benefits only. An employee who is terminated is not eligible for this coverage. These must be initiated within sixty (60) days from the date the Fire District paid coverage ends. All premiums will be the employees' responsibility.

If the former employee elects to take advantage of the continued coverage provision, an application can be obtained from the Fire District Treasurer. This application needs to be completed and returned to the treasurer in order for this coverage to continue. The Bayport Fire District may terminate this continued coverage provision for any reason and at anytime. Written notice of health coverage termination will be given that provides thirty (30) days notice to the former employee.

HOLIDAYS

The Bayport Fire District recognizes eleven (11) holidays per year, each being the same date as Federal legal holidays. The holidays are as follows:

- New Years Day - January 1st.
- ** Martin Luther King Day
- ** Presidents Day - 3rd. Monday in February
- ** Memorial Day - last Monday in May
- Fourth of July
- ** Labor Day - 1st. Monday in September
- ** Columbus Day
- Veteran's Day - 2nd. Thursday in November

** Thanksgiving Day - 4th. Thursday in November
Post Thanksgiving Day - day after Thanksgiving
Christmas Day

****NOTE:** Notes that the Bayport Fire District will observe the Holiday in accordance with Federal designation.

NOTE: For Christmas Eve and New Years Eve, employees will have a half-shift holiday. If they stay after the first half of their shift they will receive pay at the time and one half rate for the remainder of their shift.

HOLIDAY SCHEDULE

Those holidays marked with (**) will be observed on the federally designated day. Otherwise, holidays will be observed on the day they fall on except those that fall on a Saturday, which will be observed on the preceding Friday and those that fall on a Sunday will be observed on the following Monday.

In order to be paid for the holiday, full-time employees must work his/hers regular shifts the day before and the day after the holiday. Failure to report to work for either of these shifts will result in the loss of holiday pay as well as the pay for the day not worked, **unless vacation time only is used only for the day.**

Should it become necessary for a full-time employee to work on one of the above holidays, the employee shall be paid at the time and one half rate for any time actually worked on the holiday plus (8) eight hours of vacation time accrual. A full-time employee may elect to accept (8) eight hours of straight time pay in lieu of vacation time accrual provided a Fire District designee is notified **prior** to actually working the holiday. **A fire district designee is considered either a Commissioner or the Head Dispatcher.**

OVERTIME PAY

Full-time employees will be paid at the rate of time and one half for each hour or part of an hour they work in excess of their eight-hour shift. Part time employees will be paid at the rate of time and one half for each hour or part of an hour they work in excess, if their total work hours for the workweek exceeds forty hours.

Full-time employees who work on their first scheduled day off will receive overtime at the rate of time and one half, and if a full-time employee works both their first scheduled day off he/she will receive double time for the second day.

Any employee who is recalled to work on his/hers normal workday or is called in or directed to work on any non-workday will be paid a minimum of (2) two hours pay at the rate of time and one half of their normal hourly wage. The employee must remain at his/hers assignment and physically work for these minimum hours. If the employee does

not remain on the job, he/she will only be paid for actual time worked. Unless directed to leave by a supervisor, in which case the employee will be paid a minimum of (2) two hours.

Any employee called at home by a supervisor, to be asked questions or inquire about any events relating to the Fire District or Fire Department will be paid (2) two hours at the straight time rate.

AUTHORIZED OVERTIME

Overtime for full-time employees may be authorized for the following reasons:

1. **To fill a vacant shift.**
2. **To continue "on duty" unless properly relieved.**
3. **To continue "on duty" to assist during a major alarm.**
4. **To be recalled whiled "off duty" to assist in a major alarm.**
5. **To perform required work when directed by those authorized to approve overtime.**

The following people may authorize overtime for full or part-time employees:

1. **Any member of the Board of Fire Commissioners.**
2. **The Chief in charge of the Department during an alarm.**
3. **The Head Dispatcher.**

The Fire District may fill any vacant shifts with part-time employees. In those situations where the Fire District uses full-time employees to fill any vacant shift, the shift will be offered on an overtime basis to the most senior full-time employee and, if not filled, to the next most senior employee until the vacant shift is filled.

**** NOTE: A member of the Board of Fire Commissioners must authorize all overtime in writing. Overtime forms are to be attached to the employee's weekly time sheet in order for payment of any overtime work performed.**

SICK TIME

Full-time employees are entitled to accumulate ½ day sick time every month for a total of (6) days, or 48 hours per year. An employee may not begin to accumulate sick time until employed by the Fire District for (30) thirty days.

Full-time employees may accumulate a total of (30) thirty sick days. In January of each year the Fire District will pay an employee for any accumulated sick time in excess of (30) thirty days from the previous year, maximum of (5) five days. The employee's sick accruals will be decreased accordingly on January 1st.

If an employee uses sick time for (3) three consecutive workdays, it will be necessary for the employee to produce a note from a physician before being allowed to return to work.

All employees **MUST** call the dispatcher on duty at least (2) two hours before the start of their scheduled shift if they are sick and unable to report for duty at the scheduled time.

Sick time is to be used only when sick. It is a benefit and is not to be treated or considered vacation time.

If employment with the Fire District is terminated, the employee will be entitled to payment for any unused sick or vacation time for that given year.

Part-time employees are not entitled to sick time.

PERSONAL DAYS

On January 1st. of each year all full-time employees will be given (4) four personal day's which must be used in that year and may not be carried over.

VACATION TIME

On January 1st. of each year, full-time employees will receive their annual vacation time for the up coming year, the amount of which is based on the following schedule, which varies depending on employees time of service to the Fire District:

1 to 4 years	10 days	80 hours
After 5 years	15 days	120 hours
After 10 years	20 days	160 hours
After 15 years	25 days	200 hours

NOTE: Employees are not permitted to accumulate vacations days and are not paid for any unused days.

Employees must notify the Fire District in writing of their intent to take vacation time. All such notifications must be submitted to the District designee at least (30) thirty days prior to the days the employee intends to take vacation. The District may waive the (30) thirty-day requirement in emergency situations.

Employees must adhere to the following procedures when requesting vacation time:

- 1. Vacations will be awarded on a basis of seniority with the most senior employee having the first opportunity to select vacation days.**
- 2. Only one full-time employee, per department, may select vacation leave on the same day.**

- 3. If the senior employee has not submitted his/hers choice of vacation dates to the District by January 31st. the next senior employee will be afforded the first opportunity to select vacation dates.**

BEREAVEMENT TIME

A full-time employee is entitled to receive (3) working days off for the bereavement in the event of the death of an immediate family member. All bereavement time shall be subject to the approval of the Fire District. For the purpose of this benefit, an immediate family member shall be defined as follows: Mother, Father, Spouse, Child, Sibling, Grandparent, Stepparents, Stepbrothers, Stepsisters or Step Children.

LATE FOR WORK POLICY

Employees must report to work on time. Employees must call in and report that they are going to be late if they are going to report for duty within ½ hour of their scheduled starting time. Employees who are going to be more than ½ hour late, and who do not have the approval of the District to report late, will not be permitted to report late for his/hers shift. Any time off, as a result of such lateness will be deducted from the employee's pay.

JOB RELATED INJURY

The Bayport Fire District will provide its employees with as safe as possible workplace. In turn, the employees are expected to exercise the proper safety precautions while performing their jobs. From time to time, unfortunately, on-the-job injuries do occur. Any injury, even those considered minor or inconsequential must be reported. Should an employee suffer an on-the-job injury, the following action must be taken:

- 1. Immediately seek the appropriate level of medical care necessary for the type and severity of the injury suffered.**
- 2. Once the injury has been attended to, it must be reported to a member of the Board of Fire Commissioners.**
- 3. Within (48) forty-eight hours of the injury, an employee must file a written report with the Board of Fire Commissioners. For the purpose of this procedure, placing the report in the District mailbox in Headquarters will be considered as proper filing of the report.**
- 4. Return to duty will be subject to the employee submitting an attending physician's note returning the employee to full duty, with no limitations.**

In those rare instances where an employee suffers an injury so severe that it precludes making personal notification to the Fire District in a timely manner, where a Commissioner has been made aware of the occurrence through another person, consideration will be given to the alternate means of notification or an extension of time to file the report will be granted to the injured employee.

Bayport Fire District
251 Snedecor Avenue, Bayport, New York 11705
(631) 472-0641

CORPORATE POLICY AND PROCEDURE
Updated April 7, 2008

Violence in the Workplace

I. PURPOSE

This policy and procedure (Policy) outlines the Bayport Fire District's commitment to a violence-free workplace.

II. SCOPE

This Policy applies to all Bayport Fire District employee's and Bayport Fire Department member's.

III. ESSENTIAL FUNCTION

A. Employees must report threats and/or acts of violence to a Commissioner or Chief.

B. Chiefs are responsible for reporting such threats or acts of violence to a member of **The Board of Fire Commissioners**.

C. Commissioners are responsible to ensure appropriate action is taken.

D. The Board of Fire Commissioners are responsible for providing guidance to the **Chiefs** regarding appropriate disciplinary action.

IV. POLICY

1. Employees and members are prohibited from engaging in acts or threats of violence in the workplace. These "acts" may include, but are not limited to, physical violence, verbal or written threats of violence and/or weapons possession. Such behavior may warrant disciplinary action, up to and including dismissal.
2. The Bayport Fire District shall not tolerate acts or threats of violence against employees, members or the general public. Any employee or member who witnesses an act or threat of violence must

report the incident to a Commissioner or Chief as soon as possible. It is important that every incident is reported and recorded so that patterns or trends may be recognized and appropriate prevention and intervention may be initiated as soon as possible.

3. The Bayport Fire District will offer resources to assist employees or members who may be dealing with violence or its repercussions.

V. STEPS

1. **Employees or members** shall report acts or threats of violence to a Commissioner or Chief as soon as possible.
2. **Commissioners or Chiefs** shall investigate, document, and take appropriate disciplinary action against employees or members who threaten or harm other employees, members or the general public.
3. **Employees or members** shall comply with all security-related policies that exist in the Bayport Fire District and the Bayport Fire Department.

VI. ADMINISTRATION

All Commissioners and Chiefs are responsible for maintaining records of incidents of threats and acts of violence in the workplace.

NOTE: This policy sets forth only guidelines and does not constitute a contract, express or implied. The Bayport Fire District expressly reserves the right to change or cancel this policy at its sole discretion at any time.

VII. ZERO TOLERANCE

The Fire District has a policy of zero tolerance for violence. If you engage in any violence in the work place, or threaten violence in the workplace, your employment or membership will be terminated immediately for cause. No talk of violence or joking about violence will be tolerated.

“Violence” includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with The Bayport Fire District and Bayport Fire Department, including employees, members and the public, never feels threatened by any employees or members actions or conduct.

VIII. ALL WEAPONS BANNED

The Bayport Fire District specifically prohibits the possession of weapons by any employee or member while on Fire District or Fire Department property. This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Employees are also prohibited from carrying a weapon while performing services off the company's business premises. Weapons include guns, knives, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee or member who violates this policy.

IX. INSPECTION

Desks, telephones, and computers that are the property of The Bayport Fire District or The Bayport Fire Department are subject to inspection. The Fire District reserves the right to enter or inspect all work areas including, but not limited to, desks and computer storage disks, with or without notice. The fax, copier, and mail system, including e-mail, are intended for business use. Personal business should not be conducted through these systems. Under conditions approved by The Fire District, telephone conversations may be monitored and voice mail messages may be retrieved in the process of monitoring all calls.

Any private conversations overheard during such monitoring, or private messages retrieved, that constitute threats against other individuals can and will be used as a basis for termination for cause.