



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #		Approval Date: 09/21/2021
Policy Title	Volunteer Fire and EMS – Absence from Work	Effective Date: 09/21/2021
		Revision Date(s): None

POLICY

An employee who is classified as a non-exempt under the Fair Labor Standards Act and who is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be allowed to be late for or absent from work if the lateness or absence is due to the employee responding to an emergency that begins before the employee is required to report to work and if the employee complies with all of the following requirements:

1. By no later than 30 days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, the employee must submit to his/her Department Head a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying Dodge County that the employee is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation. This document will be forwarded to the Human Resources Department for inclusion in the employee's personnel file.
2. When dispatched to an emergency, the employee must make every effort to notify his/her Department Head or designee that the employee may be late for or absent from work due to the employee's responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the employee to contact his/her Department Head, submits to the County a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made.
3. When late for or absent from work due to responding to an emergency, the employee must provide, on the request of Dodge County, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the employee was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the employee's status as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the employee must notify his/her Department Head of that change in status. The Department Head is responsible for notifying the Human Resource Department of the employee's change in status.

Employees who are late for work or absent from work due to their status as a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation as described above are compensated by Dodge County for the time not worked.