

Tempe Fire Department Policies and Procedures

Lateness

105.03

Rev 5-11-07

PURPOSE

To provide penalties for the employee who has a recurring record of lateness.

GUIDELINES

When a member is late reporting for duty an extra burden is placed on fellow workers and the supervisor. Being on time for work is defined as being ready to begin work/emergency response at the beginning of their assigned shift.

1. Any member of the Fire Department, who is late reporting for duty three (3) times in a consecutive six-month period, may be placed on a Performance Improvement Plan, and could be subject to disciplinary action.
2. Any member of the Fire Department, who is late reporting for duty six times in a consecutive twelve month period, is subject to disciplinary action.