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GENERAL OFFICE POLICY

I. DEPARTMENT MINIMUM STAFFING/CLERICAL

A. Leave Requests

Staffing levels shall not go below 3 employees, except at the discretion of the Supervisor. Academy, Arson, Fire Prevention, etc. shall decide on the staffing level for their division.

If staffing levels are at 3 employees, Flex requests may be granted at the discretion of a supervisor, for emergency or unforeseen circumstances.

Scheduled Vacation shall not allow minimum staffing levels to drop below 3 employees unless granted at the discretion of a supervisor.

Occasional trading of days off, within your own schedule, must be approved in advance by your immediate supervisor.

B. Unscheduled Vacation/Personal Emergency Leave

Please reference City of Albuquerque Personnel Rules and Regulations Section 401, Leave with Pay which states: "...Requests shall include any necessary documentation. If employees are absent from duty without prior authorization, they must notify their immediate supervisor explaining the circumstances of their absence no later than one (1) hour after the regularly scheduled time to report to duty or as required by the department..." All unscheduled leave, other than sick leave, will require coordination by all supervisors to assure that minimum staffing levels are fulfilled.

C. Long Term Leave Status Board

All long term scheduled activities for AFD clerical/support staff will be posted on the Leave Status Board, for example, on vacation for a week.

II. DELAYED REPORTING/TARDIES

A. Delayed Reporting

Delayed reporting is defined as calling in prior to one's established shift hours and/or lunch hours to advise that you are coming in late.

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The immediate supervisor and/or the on-duty supervisor must be contacted. Leaving a message on voice-mail is not allowed, contact must be made with an actual person. Contact made by a family member or associate will not be allowed unless it is a critical situation i.e., hospitalization. Should it be discovered that an employee does not have enough vacation or sick leave time accrued to cover the delayed reporting, the employee will be docked Leave Without Pay with P-30 approved by the Fire Chief. Time will be allowed to be made up at lunch or after work in coordination with the Supervisor. Any more than two delayed reporting incidents in one month and/or patterns of chronic delayed reporting may be subject to disciplinary action.

B. Tardy

Employees are considered tardy when reporting in seven (7) minutes or more past the established shift hours, lunch and/or rest periods.

All incidences of tardy reporting that are seven minutes or more shall be noted and logged, included in the progressive disciplinary procedure, and may result in a dock of pay.

Patterns of chronic tardiness of less than seven minutes may be subject to disciplinary action. The time utilized for tardiness will be charged to vacation or sick leave, whatever applies. Time may be made up at lunch or after work at the discretion of the Supervisor.

III. LUNCH/REST PERIODS

Lunch – The City shall give each employee a lunch break of at least thirty (30) minutes but not to exceed one hour on non-pay status for each work shift.

Rest Periods - All employees shall receive one, fifteen-minute rest period normally at the midpoints of each one-half work shift.

IV. DRESS CODE

C-Series personnel are governed by the provisions of the “Dress Codes” section of the Agreement between the City of Albuquerque and AFSCME, Local 2962, AFL-CIO, CLC.

Civilian support personnel shall wear appropriate business attire while on duty, regardless of location, unless when an exception has been approved by their Supervisor.

There is no longer a casual day.

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V. OFFICE CONDUCT

Professionalism, mutual respect, and a focus on completion of tasks related to assigned duties in a professional work environment is the goal. Everyone will be civil and respectful with each other and external customers.

Behavior that is disruptive to the office that affects the productivity and morale of the employees will be addressed accordingly.

VI. SICK LEAVE MANAGEMENT PLAN

Reference Standard Operating Procedures, Fire Chief's Executive Directive #17, "Sick Leave Management Plan," and the Agreement between the COA and Albuquerque Clerical and Technical Employees, Section 21. Sick Leave.

VII. FLEX TIME/Nonexempt Civilian Personnel

The intent of this policy is to provide nonexempt personnel the opportunity to attend to personal matters that may arise without having to utilize vacation or other leave. It is not intended to alter the normal work schedule or to compensate for tardy reporting, except at the discretion of the Supervisor.

Flex time may not be accumulated to provide additional leave or be utilized in a subsequent pay period.

Flex time may be utilized in a 40 work week by *nonexempt civilian personnel for short-term absences (doctor appointments, parent-teacher conferences, etc.) if the following conditions are met:

Employee's sick leave usage is below 84%. Please refer to the Sick Leave Management Plan, Section II, 40-hour work-week, Step 3. Flex time shall not be granted until the usage is below 84%.

1. Employee's absence does not cause staffing levels to drop below the minimum staffing level.
2. Requests for flex time shall be approved prior to taking any time 24 hours in advance by immediate supervisor.
3. All flex time used must be made up during the same 40-hour work week, according to FLSA requirements. To make up flex time, employees may take abbreviated or no lunch breaks, come in early or work past their normal work schedule, subject to prior approval by their immediate supervisor.

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VIII. COMP-TIME

Reference Agreement between the COA and Albuquerque Clerical and Technical Employees, Section 8. Compensatory Time.

IX. TIME MANAGEMENT

Procedure for Time Clock:

1. Employees shall not clock in earlier than seven (7) minutes prior to starting time or later than seven (7) minutes after the end of shift. All time will be rounded to the nearest ¼ hour. Any clocking in or out that generates overtime will require either prior approval by a supervisor authorizing the overtime, or a correction on the time card by a supervisor. Employees are required to clock in upon arrival and clock out before leaving.
2. Clock in/out on your card as follows unless otherwise instructed:
 - beginning/end of shift
 - beginning/end of lunch break
 - beginning/end of approved leave

Patterns of failing to clock in/out as outlined above will be considered insubordination and may result in disciplinary action.

3. A supervisor is the only authorized person to alter and initial an employee's time card.
4. Staff cannot clock in or out for another staff member. Any staff member who clocks in/out for another employee will be subject to disciplinary action.
5. Employees will notify a supervisor when they are leaving the building either for personal or city business.

X. ORGANIZATION

Please refer to the attached organization chart. This chart is to be used to clarify chain of command.

The supervisors coordinate to ensure that a supervisor is always available for questions or requests for leave. In the event that the employee's immediate supervisor is out, they are to report first to another civilian supervisor and lastly to the Fiscal Manager.

FLEX TIME REQUEST

Name _____ Date _____

Total Time Requested _____ From _____ To _____

Reason for Request _____

Date _____ From _____ To _____

Date _____ From _____ To _____

Date _____ From _____ To _____

Approved _____ Date _____

FLEX TIME REQUEST

Name _____ Date _____

Total Time Requested _____ From _____ To _____

Reason for Request _____

Date _____ From _____ To _____

Date _____ From _____ To _____

Date _____ From _____ To _____

Approved _____ Date _____

FLEX TIME REQUEST

Name _____ Date _____

Total Time Requested _____ From _____ To _____

Reason for Request _____

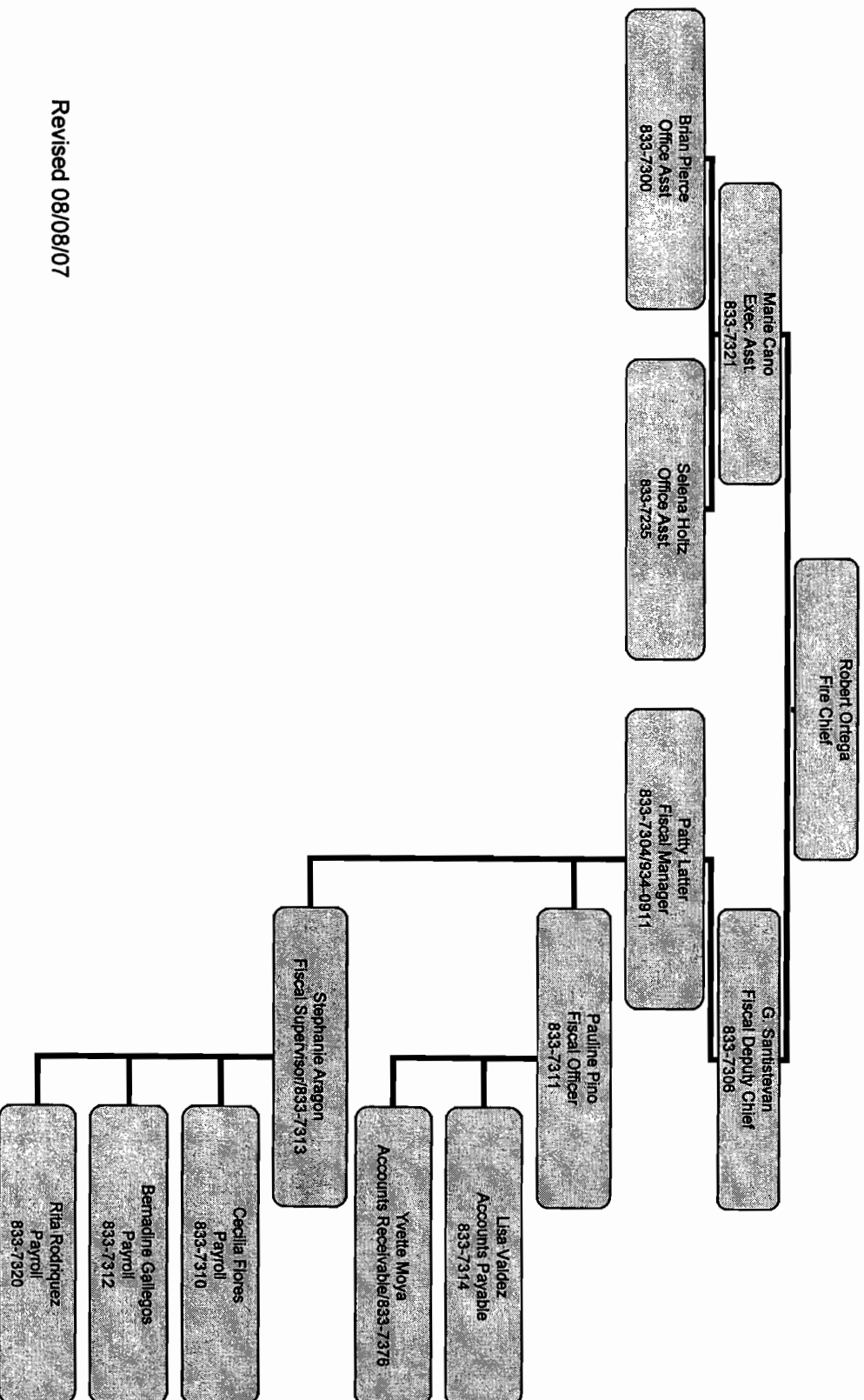
Date _____ From _____ To _____

Date _____ From _____ To _____

Date _____ From _____ To _____

Approved _____ Date _____

Fire Administration Organizational Chart



Revised 08/08/07