

POLICY NUMBER:	ARG-002
POLICY SUBJECT:	VOLUNTEER EMERGENCY SERVICES POLICY
DEPARTMENT:	ADMINISTRATIVE
EFFECTIVE DATE:	JULY 10, 2023
INITIAL EFFECTIVE DATE:	OCTOBER 1993
REVISION DATE (s):	OCTOBER 2020

POLICY:

The Town of Coaldale and the Coaldale and District Emergency Services holds great respect and admiration for its volunteer fire service. Many of the volunteer positions are filled by existing businesses operating in the Town. The Town of Coaldale, as an employer, wishes to support the efforts of these Coaldale businesses and encourage Town of Coaldale employees to be part of the volunteer fire staff.

PURPOSE:

Some concerns may arise with respect to the time commitment. This policy is intended to provide general guidance to the staff that volunteer their time in this cause. The volunteer staff will be encouraged to respond to emergency situations and are encouraged to use their discretion. In non-emergency situations, staff will be encouraged to use their discretion and obtain approval from their administrator or department head prior to their attendance.

SCOPE:

1. Any employee who is an active volunteer firefighter may be permitted to leave work to respond to fire and emergency calls during the employee's regular hours of employment without loss of pay, vacation time, sick leave or earned overtime accumulation.
2. Any Town of Coaldale employee will be absent or late to the employee's shift in order to respond to an emergency shall make a reasonable effort to notify their immediate supervisor as soon as reasonable that the employee may be absent or late.
3. The Town may require the employee to submit a written statement from the Fire chief verifying that the employee responded to a fire or was on-call and specifying the date, time and duration of the response.
4. The employee will not be eligible to collect the firefighter honorarium while responding on emergency incidents during scheduled work hours. Any time responding to incidents outside of regular work hours will be eligible to receive the volunteer honorarium.
5. The employee shall discuss with their supervisor and department Director the circumstances in which it is acceptable to stop what the employee is working on to respond to an emergency incident with the Coaldale and District Emergency Services.