

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.04.19 ATTENDANCE AND PUNCTUALITY



Adopted: 12/20/16
Reviewed: 12/20/16
Revised: 00/00/00

Approved:

A handwritten signature in black ink, appearing to read "Tony Fisher", is written over a horizontal line.

Purpose: To identify the importance of regular and dependable attendance by members of the District.

References: N/A

Procedure:

1. Attendance and Punctuality.
 - a) Regular and dependable attendance is an essential function and expected of every member.
 - b) Absenteeism and tardiness are costly and often cause problems for members who cover for or depend on the work of the absent or late member.
 - c) Excessive absenteeism or tardiness will affect a member's performance evaluation and may result in corrective action, up to and including termination.