



## MASON COUNTY FIRE DISTRICT #4

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TITLE: DISCIPLINE AND CORRECTIVE ACTION

CHAPTER: 2000 NUMBER: 2120 APPROVED: 10-07-2008

APPROVED: Signature on file Bob Burbridge, Chief

All members of the Fire District are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every member is to provide courteous, orderly, efficient, and economic delivery of services to the citizens.

Acts, errors, or omissions which discredit the public service or impair the provision of orderly services to the citizens of the Fire District may result in discipline, including termination.

The Fire Chief or his/her designee, as appropriate, has full discretion and authority to impose disciplinary action in accordance with Fire District policy and the circumstances of the particular case.

The following are examples of the types of behavior that may result in discipline:

1. Drinking alcohol or the abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under the influence of or while in possession of alcohol, drugs, or other controlled substances.
2. Violation of a lawful duty.
3. Insubordination.
4. Absence from work without first notifying and securing permission from the supervisor.
5. Habitual absences or tardiness for any reason.
6. Unsatisfactory job performance, as determined by the Fire Chief.
7. Conviction of a felony or a misdemeanor involving moral turpitude.
8. Acceptance of fees, gratuities or other valuable items in the performance of the member's official duties for the Fire District.
9. Inability, refusal or failure to perform the duties of the assigned job.
10. Violation of duties or rules imposed by this manual or by any other Fire District rule, regulation or administrative order.

This list is not all-inclusive, but only serves as a general guide. The Fire District may discipline or terminate employees for other reasons not stated above.

In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation:



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- 1 *Oral Warning.* An oral warning is a counseling session between the member's supervisor and the member on the subject of the member's conduct and performance, or his/her failure to observe a rule, regulation, or administrative instruction. It is intended to increase a member's efficiency and value to the Fire District by changing the member's conduct, attitude, habits, or work methods. Following the counseling session the supervisor shall provide the Fire Chief or his/her designee with documentation of the oral warning, a copy of which shall be placed in the member's personnel file.
- 2 *Written Reprimand.* A reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written reprimands are placed in the member's personnel file.
- 3 Upon request by a member, documentation of an oral warning or a written reprimand may be removed from an employee's personnel file with authorization by the Fire Chief or his or her designee after a one year period.
4. *Suspension.* A suspension is a temporary, unpaid absence from duty that may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action that is made part of the employee's permanent record.
5. *Termination.* The Fire District reserves the right to bypass these disciplinary steps and determine, in its sole and absolute discretion, when immediate termination of a member is warranted.

Suspensions with pay, where the employee is placed on administrative leave, may be utilized by the Fire Chief or his/her designee (if the Chief, the Board of Commissioners) pending the results of an investigation or disciplinary action where the Fire Chief determines that factors such as public confidence, the safety of the employee or the efficient functioning of the Fire District calls for such a suspension.