


# East Lake Tarpon Special Fire Control District

	<b><i>SOG 215 Late for Duty</i></b>	
	<b>Implementation Date: 11/2000</b>	<b>Revision Date(s): 04/12/2019, 04/23/2019</b>
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	<b>Forms or Attachments: None</b>	

## Purpose

Due to the nature of the profession, the Fire District must emphasize the importance that every employee report for duty at their assigned time. If an employee does not report for duty at their assigned time, they will be considered late for duty.

### 215.1 Late for Duty

When an employee is late for duty and has not reported to the company officer by the appropriate time, the employee will be placed on "**no pay**" status for one hour for each portion of an hour late (minimum of one hour), and:

The employee will receive disciplinary action as defined in SOP 232 (101) and/or SOP 232 (404).

All subsequent occurrences will continue as progressive discipline up to termination.

### 215.2 Station Travel Time

Employees are expected to report for duty within 30 minutes if traveling from station to station on duty.

### 215.3 Late for Duty Excused Absence

The Fire District recognizes that extraordinary circumstances may exist that are out of the employee's control. The employee that is late for duty may submit in writing, to the Fire Chief or designee, their reason for being late. The Fire Chief or designee will determine if the employee will be excused from being late for duty.