

Departmental Policies

P-000 How to Draft a Policy

Category: **ADMINISTRATION**

Issued By: Date of Issue: 1999/11/30

Approved By: Revision Date: 2015/12/18

PURPOSE:

The purpose of this policy is to develop criteria for the creation and/or revision of policies for Halifax Regional Fire & Emergency (HRFE).

OBJECTIVE:

The objective of this policy is to ensure policies are created and/or revised using the correct criteria developed by the Halifax Regional Fire & Emergency.

SCOPE:

This policy applies to all career and volunteer members

POLICY:

Creating/Revising a Policy:

Any member of HRFE may create, draft, or submit recommendations for revision to a policy which he/she feels necessary to facilitate the operation of HRFE.

All policies shall be drafted using the Policy Template and submitted to the Project Administrator in Administration.

The Development and Review Team will meet once a month, or as necessary, to review all submissions.

Accepted submissions will then be issued for 30 days to the following staff as a Data Book Entry for comments:

- Chief Director
- Deputy Chief Director
- General Managers
- Platoon Chiefs
- Managers
- Union Executives
- Safety Committee
- Divisions
- Stations
- ER Zones

All comments shall be in writing and forwarded to the Project Administrator, Administration, within the 30 day time frame.

The Review Team will then review the submissions and make revisions if required and forward to the Chief Director for approval and signature.

The approved policy will be issued a number (if new or revised), date (if revised) then forwarded for distribution.

Maintenance of Policies:

The Approved Policy(s) is to be placed in the appropriate binder by Administrative Support Staff, Station Officer or designate.

If applicable, the expired Policy shall be removed and destroyed by Administrative Support, Station Officer or designate.

RELATED POLICIES/OPERATING GUIDELINES:

- Policy Template

POLICY REVIEW:

This policy will be reviewed when the criteria for policy creation and/or revision changes or is updated.

P-001 Purpose of Policy Manual

PURPOSE

The purpose of this manual is to document the personnel administration policies for members of the Halifax Regional Fire & Emergency so that a clear understanding of rights and responsibilities exists between all members and the Halifax Regional Fire & Emergency.

OBJECTIVE:

The policy manual will facilitate improved working conditions and a more efficient provision of services to the citizens of Halifax Regional Municipality.

SCOPE:

All members shall abide by these policies or be subject to disciplinary action.

DEFINITION:

- Member: A member includes all personnel of the Halifax Regional Fire & Emergency whether career or volunteer, who carries out any activities of the Halifax Regional Fire & Emergency.

RELATED POLICIES/ OPERATING GUIDELINES:

- [P-002 Compliance with the Law](#)

POLICY REVIEW:

This policy will be reviewed when there have been significant changes made within the policy manual.

P-002 Compliance with Federal, Provincial, and HRFE Policies

PURPOSE:

The purpose of this policy is to ensure that career and applicable volunteer members are aware of the related Federal, Provincial and Halifax Regional Fire & Emergency (HRFE) policies.

OBJECTIVE:

The objective of this policy is to provide career and applicable volunteer members with the knowledge necessary to abide by Federal, Provincial and HRFE policies.

SCOPE:

The policies contained herein are to cover all Halifax Regional Fire & Emergency (HRFE) career members, and where applicable, volunteer members of the service.

POLICY:

- It is the policy of HRFE to administer its policies within the context of all federal and provincial statutes. Where provincial or federal statute differ HRFE policies the standard or policy which affords the higher level protection to the individual or Fire Service shall be applied.
- In the event that any policy contained herein is in conflict with any provision of a collective agreement, the collective agreement shall supersede the HRFE policy for those members for whom the collective agreement applies.
- In particular, it is the policy of HRFE to uphold the objectives of federal and provincial legislation with respect to human rights; freedom of speech, religion and assembly; racial and ethnic equality; equality of opportunity in employment and promotion; freedom from sexual discrimination or harassment; and all

other prohibitive forms of infringement on human rights.

RELATED POLICIES/OPERATING GUIDELINES:

- [P-001 Purpose of Policy Manual](#)

POLICY REVIEW:

This policy shall be reviewed when related Federal, Provincial or HRFE policies change.

P-004 Vacation Process

PURPOSE:

To inform all career members of the procedure to be used regarding changing, carrying over or reinstating vacation.

OBJECTIVE:

To ensure career members are able to utilize their full vacation time whether through changing, carrying over or through reinstatement.

SCOPE:

This policy applies to career members of Halifax Fire & Emergency.

POLICY: VACATION CARRY OVER:

Operational Staff: upon approval, may carry forward two (2) vacation shifts.

Non-Operational Staff: upon approval, may carry forward one (1) week vacation.

PROCEDURE:

- Complete a Request Form.
- For members of IAFF Local 268 and non-union staff, submit the Request Form to the appropriate Platoon Chief/Manager/Fire Chief /Supervisor, for approval, prior to the end of November.
- Unionized support staff must submit the request for vacation carry over by the date stated in their respective collective agreement.
- Carry over shifts/vacation for members of IAFF must be **used by March 31 of the following year.**

POLICY: CHANGING A VACATION SELECTION

Halifax Regional Fire & Emergency recognizes that from time to time, it may be necessary for staff to require a change to preselected and approved vacation entitlements.

PROCEDURE:

- Complete a Request Form.
- Submit the Request Form to the appropriate Platoon Chief/Manager/Fire Chief/Supervisor 72 hours in advance.
- Approval will be based on operational requirements but will not unreasonably be withheld.

POLICY: REQUEST FOR REINSTATEMENT OF VACATION ENTITLEMENT MEMBERS OF IAFF LOCAL 268

Halifax Regional Fire & Emergency recognizes that no career member shall lose vacation entitlement or statutory holiday entitlement as a result of job injury, being on LTD, hospitalization, surgery and/or recuperation from surgery.

PROCEDURE:

- Complete a Request Form.
- Attach proper documentation with the Request Form.
- Submit to appropriate Platoon Chief/Manager/Fire Chief/Supervisor for consideration no more than eight days after return to work
- Career Members who are off longer than six (6) months shall not earn vacation commencing at the end of said six (6) months.

NOTE: GUIDELINES CONCERNING HOSPITALIZATION:

- Injuries or sickness resulting in a lengthy recuperation period but addressed through out patients will be considered, with proper documentation. (For Example: broken appendages)

POLICY: REQUEST FOR REINSTATEMENT OF VACATION ENTITLEMENT UNIONIZED AND NONUNION SUPPORT STAFF:

Request for Changing Vacation Leave to Sick Leave:

The vacation period is not considered working hours. Any injury or illness that occurs during this time is non- occupational and will not be compensated under Worker's Compensation or considered on job injury. **However, if an injury occurs that renders the career member incapacitated and hospitalized, the career member may be eligible for sick leave in lieu of vacation leave. If an illness or injury occurs prior to a career member's scheduled vacation, the vacation may be postponed.**

PROCEDURE:

- Complete a Request Form.
- Submit the Request Form to the appropriate Manager/Fire Chief/ Supervisor with supporting documentation.
- The Request Form with supporting documentation must be submitted no later than eight (8) days after return to work

POLICY: REQUESTING A VACATION DAY DUE TO PERSONAL CIRCUMSTANCES MEMBERS OF IAFF LOCAL 268:

Halifax Regional Fire & Emergency recognize the need of career members, from time to time, to require unscheduled vacation entitlements due to unforeseen personal circumstances.

PROCEDURE:

- Complete a Request Form or call the On-Duty Platoon Chief/Fire Chief.
- Requests should be submitted at least 24 hours in advance, if possible.
- Approval will be based on operational requirements, but will not be unreasonably withheld.

POLICY REVIEW:

This policy shall be reviewed when/if there are changes/amendments to the procedures utilized to change, carry over or reinstate vacation time.

P-006 Firefighter & Family Assistance Program (FFAP)

PURPOSE:

The purpose of the Firefighter and Family Assistance Program is to help members and their families who develop social or health problems which may have an adverse effect on their wellbeing or their work performance and to assist them to return to a productive and meaningful life.

OBJECTIVE:

The program will provide assistance to members in obtaining counselling and/or referral to treatment for such health and social problems.

SCOPE:

The Halifax Regional Fire & Emergency has concern for the personal wellbeing of all its members.

POLICY:

It is recognized that these programs will only be effective if problems are treated in full confidence and that the confidential nature of the health records will be preserved. All records relating to assessment, diagnosis and treatment will remain **confidential**.

ROLES AND RESPONSIBILITIES:

Managers/Fire Chiefs shall:

1. Be alert to any change in work patterns.

2. Discuss any performance problem with the employee in private without attempting to diagnose the cause.
3. Encourage the career member to obtain assistance for any problem contributing to unsatisfactory work performance.
4. Initiate a referral for career member to Firefighter and Family Assistance Program services when necessary.
5. Provide a supportive atmosphere for the member who participates in a recommended treatment program.
6. Ensure that new members are given a package of information on the program.
7. Ensure that current members remain aware that the program exists.
8. Ensure that any member experiencing problems, whether or not their performance is affected, knows how to access this program.
9. Maintain confidentiality

The member shall:

1. Preferably seek help on his/her own. However, this is often not the case. Experience indicates that problems seldom improve and situations may, indeed, worsen without intervention. Often the individual denies the existence of any problem, unless it is understood that discipline and possible loss of employment may result if the problem is not corrected. It is at this point that supervisory intervention can result in referral to the program, so that the employee may receive the assistance needed to enable a return to health and productivity.
2. Bring work performance up to an acceptable level and maintain an acceptable standard, once an agreement has been made to participate in a treatment program.

The Union shall:

1. Encourage members who are showing indications of a problem to seek early assistance before performance is affected.
2. Inform members of the availability of confidential treatment and counselling.
3. Encourage acceptance of treatment program.
4. Advise members of their options should they refuse assistance offered through the program and of the consequences of failing to improve job performance.

Rehabilitation:

1. Following assessment and referral to the appropriate community agency, the Supervisor will be notified of any absence from work required for appointments related to treatment and/or follow-up. **Reports from the treating agency regarding employee's progress will remain confidential.**
2. The Supervisor will be notified when a treatment program has been completed. The rehabilitation period is normally for a period of one year, but may be shortened or extended as indicated.
3. The rehabilitation program will vary with each individual but its main purpose is to assist the employee to return to a productive and meaningful life.

POLICY REVIEW:

This policy will be reviewed when/if there are changes to the current Fire Fighter and Family Assistance Program.

APPENDIX:

Coordinator:

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Please Contact Paul MacKenzie for information on Zones 1-6

P-007 Use of Regional Vehicles

P-009 Notification of Death or Serious Injury

P-010 Fire Service Funerals

P-014 Employee Status Change Form

P-015 Subpoena,court duty,Jury Duty

P-016 Temporary Transfers between divisions

P-017 Reporting of Absences

P-018 Personal Information Forms- FDM

P-019 Clothing and Appearance

P-020 Rules & Regulations

P-022 Workplace Rehabilitation Program

P-024 On the Job Injury

P-025 Response to accidents involving hrfses vehicles

P-027 Fire & Emergency Service Chaplaincy Program

P-031 Exit Interviews

P-032 Discipline

P-033 Ride Along, Fire School Program

P-037 Mandatory Retirement

P-039 Volunteer milestone, etc

P-040_Volunteer_Appeal

P-041 Fire Service Vehicles in Parades and community Events

P-042 Leave of Absence-Volunteers

P-043 Total Authorized Complement

**P-044 Participation requirements for
Active Membership Status for
Volunteer Fire Fighters**

P-045 Volunteer Fire Fighter Support Positions

P-046 Volunteer Honorarium Program

P-047 Volunteer Officer Stipend

P-048-Social Network Sites

P-050 Facility Access Control

P-051 Volunteer Members- Meal Purchase

P-052 Volunteer Awards Accounts

P-053 Volunteer Recruit Applicants - Prior Training Assessment

P-054 Volunteer Retirement with Highest Achieved Rank

P-055 Volunteer Participation Requirements and Honorarium Program

P-201 Releasing File Information

P-203 Investigation

P-204 Case , File Management

P-205 Display Fireworks and Pyrotechnics Special Effects

P-302 Burning of standing Structures

P-303 Return to work-training

P-304 Assessment of Vehicle Operations

P-401 Safety Practices at Electrical Installations

P-404 Lock Out of Motor Vehicles

P-405 Entry Assistance to Dwellings

P-406 Flying of Flags at Fire Stations

P-407 Vehicle Towing

P-409 Critical Incident Stress

P-410 Post Incident Analysis

P-412 overtime call-in procedure-core suppressions

P-413 Shift Exchange

P-414 Vacation Exchange

P-416 resetting of fire alarms

P-419 Use of Self-Contained Breathing Apparatus

P-420 Bulk Water Deliveries

P-421 Vehicle Equipment Checklist

P-423 Responsibilities at Medical Incident

P-424 First arriving crew-less than 4

P-501 Detailed Vehicle Inspection

P-502 Lending of Fire Department Equipment small appliances and Tools

P-600 Reporting Safety Concerns

P-601 Health and Safety Information

P-603 Emergency operation of Vehicles

P-604 Safe Operation of Vehicles

P-606 WHMIS

P-607 Personal Protective Equipment

P-608 Protective Clothing in Living Areas

P-609 Contractors Working on Fire Department Property

P-611 Workplace Exposure to Carbon Monoxide

P-614 Accident Reporting & Investigation

P-801 Volunteer Officer Selection
DRAFT approved by VFC 160125