ATTACHMENT II
RULES AND REGULATIONS
NON-NEGOTIABLE

SUBJECT: FIRE DEPARTMENT COMPUTERS AND ELECTRONIC COMMUNICATION EQUIPMENT

DATE: 2007

1. COUNTY ISSUED PHONES

a. Employees shall refrain from personal use of County property (including equipment, furniture, supplies and information).

Specific restrictions include: county cellular telephones, pagers, personal digital assistants (pda), and integrated cellular telephones with personal digital assistant (ict/pda).

b. CCFD employees may be issued a cellular telephone, pager, PDA or ICT/PDA at the discretion of the Fire Chief. Unless otherwise authorized, cellular telephones, pagers, PDAs and ICT/PDAs must adhere to countywide standards.

c. Employees shall limit personal use of County cellular telephones and pagers to occasions when the employees'
d. **Personal use of County PDAs and/or ICT/PDAs is allowed as long as such use does not cause the County additional costs for service fees or storage space.** *Personal use of County PDAs and/or ICT/PDAs must adhere to any applicable Information Technology Guideline.*

e. **The Fire Department shall monitor the bills for usage of County cellular telephone, pager, PDA and/or ICT/PDA.** Employees should **make payment payable to the Clark County Treasurer for any personal use.**

2. **COUNTY MAIL SERVICE**

   a. **Employees may not receive any personal mail through the County mail service, including letters, catalogs, magazines and packages.** Letters, catalogs, and magazines relating to the Fire Service, training and education shall be permitted.

   b. **Employees, at their expense, may send personal mail through the County mail service with proper postage if no larger than a 10" x 13" envelopes.**
3. COUNTY AUTOMATED INFORMATION SYSTEMS

a. County information systems and automated information, regardless of form, format or the media used for its access, storage, transmission, archival and retrieval, are the property of Clark County and shall be used for County related business purposes only. Employees may not use County equipment or information systems for soliciting business, selling products, or otherwise engaging in commercial activities or for any other purpose not directly job related.

b. The County reserves the right to examine, audit and disclose all data and information stored in or transmitted through County systems. Employees have no expectation of privacy associated with data and information stored in or transmitted through County systems.

c. Employees shall not install or download non-standard programs, games, videos, audio files or any other media that has not been authorized by the Fire Chief, the Fire Systems Coordinator, and the Information Technology Department.
d. Employees shall not contact the HELP desk or employees in the Communications division for assistance with unauthorized programs or software on Clark County Fire Dept. computers.

4. INTERNET AND ELECTRONIC MAIL (E-MAIL)

a. The County provides Internet and E-mail systems to allow more efficient and effective methods for employees to conduct County business. As such, primary use of these systems shall be for business purposes. When sending E-mail messages and using the Internet, propriety and good judgment should be exercised. E-mail messages may be subject to disclosure under the Public Records Act and discovery procedures in civil litigation. Subject to Subsection b below, employees shall have limited personal use of Internet and personal E-mail access for non-work related business provided:

   i. The use does not interfere with the performance of the employee’s duties;

   ii. The cost of the employee’s use is nominal to the County; and,

   iii. The use does not create the appearance of impropriety.
b. The following Internet and E-mail uses are prohibited:

i. Communications that may in any way be construed by others as disruptive, offensive, abusive, or threatening.

ii. Communications of sexually explicit images or messages.

iii. Communications that contain materials that may be construed as harassment or disparagement of others based on race, national origin, sex, age, disability, sexual orientation, or religious beliefs.

iv. Solicitation for commercial ventures, religious or political causes, outside organizations, or other non job-related solicitations pursuant to the County's current solicitation policy (Administrative Guideline No.4).

v. Access to Internet resources, including Websites and news groups that are inappropriate in a business setting.

vi. Downloading files (including video and audio) that are not job-related.

vii. Any other use that may compromise the integrity of the County and its business in any way.
5. Depending on the degree of severity, violations of this Rule and Regulation shall be subject to the progressive disciplinary action process.

For the County of Clark

Date

For IAFF, Local 1908

Date
RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: BATTALION CHIEF'S DUTIES AND RESPONSIBILITIES

DATE: 2007

1. Battalion Chief's shall respond to alarms, special calls or other emergencies occurring within his/her jurisdiction, and perform other duties as assigned or summoned to do. Shall assume command when necessary and deploy apparatus and personnel in the most advantageous manner for control and extinguishment of fire and preservation of life and property.

2. Battalion Chief's shall take such measures to ensure that the premises, on which fires occur, are left in such condition that they are not subject to rekindle. Clark County Building Department shall be notified of damage to structures.

3. Battalion Chief's shall ensure that the Clark County Health Department shall be notified of any building fires involving food, beverages, or drugs.
4. Battalion Chief’s shall immediately report to the Fire Chief through proper channels on the following:

(a) When any member of the department is injured at a fire to such an extent that he/she is required to be hospitalized;

(c) When a department vehicle receives major damage as a result of a traffic accident;

(d) When a member of the department is injured in a vehicle accident;

(f) When a member of the department dies;

(g) When a fatality occurs as a result of a fire;

(h) When a major fire or large loss fire occurs.

(i) Any member of the department that is impaired as a result of drugs, alcohol or other substances.

(j) Any unusual circumstances should be forwarded, in writing, to the Deputy Chief, with a copy to the Fire Chief.

5. Battalion Chief’s shall be responsible for all departmental property in his/her charge and shall see that all units are in proper condition, manned and effective, for immediate use at all times.

6. Battalion Chief’s shall carefully note the appearance of each member of the company to ensure that they are in proper uniform and that they have the appropriate safety gear in good working condition.

7. Battalion Chief’s shall make such inspections and investigations necessary to keep thoroughly informed of conditions within his/her Battalion that may affect administration or operation of the department.
8. Battalion Chief’s shall be just, dignified and firm in dealing with subordinates and shall see that order and discipline are maintained among department members under his/her command.

9. Battalion Chief may relieve and/or suspend from duty any member of the department under his/her command for cause, supplementing such actions with the charges in writing to the Deputy Chief over suppression. Any loss of pay caused by or recommended through suspension must have prior approval of the Fire Chief.

10. Battalion Chief’s shall hold Captains and other members under his/her command responsible in the discharge of their duties and for the condition of their companies in and out of quarters.

11. Battalion Chief’s shall be responsible for ensuring that all regular and acting officers are addressed by their proper titles.

12. Battalion Chief’s shall be responsible for the safety and welfare of employees under their command.

13. Battalion Chief’s shall be governed by the supervisory Rules and Regulations, Standard Operating Procedures of the Clark County Fire Department, and the supervisory Collective Bargaining Agreement.
14. Battalion Chiefs shall be responsible for the staffing of units within their battalion's for overtime, callbacks and mandatories.

Signature/Date  
Ryan Beaman  
President/Chief Spokesman

Signature/Date  
Ray Visconti  
County/Chief Spokesman

5/1/07

5/1/07
SUPERVISORY RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: ABSENCE FROM DUTY WITHOUT PROPER AUTHORIZATION

DATE: 2007

1. No member shall be absent from duty without proper leave, or shall be absent from duty without permission. Permission to be absent from assigned duties with or without pay, other than annual leave, sick leave, injury leave or authorized union leave as defined in Article 7 of the Union Contract, shall be approved by the Chief of the Department or authorized designee. Only the Chief of the Department or authorized designee can extend or modify such leave as approved.

2. Any member absent without proper leave for three (3) consecutive shifts will be automatically terminated.

Signature/Date
Ryan Beaman
President/Chief Spokesman

Signature/Date
Ray Visconti
County/Chief Spokesman
SUBJECT: CURRENT ELIGIBILITY LIST

DATE: 2007

1. The Clark County Fire Department shall promote for vacancies of tested positions. Those vacancies shall be filled off the current eligibility list as provided in Article 33 of the rank and file agreement between Clark County and the Union.

2. Procedure for filling existing vacant positions

a. All vacancies shall be filled from the current eligibility list established at the time the vacancy was created. If no list exists or if the current list has exhausted at the time a vacancy is created, that vacancy shall be held until a new list is established. If no list exists to fill a Battalion Chief vacancy, a promotional examination shall be given within six (6) months from the vacancy occurring. The Battalion Chief list shall remain in effect for two (2) calendar years. If the filling of a vacancy creates other vacancies, the
date of the first vacancy shall determine the eligibility list used
to fill all other vacancies.

Example: If a Battalion Chief vacancy becomes available,
the date of the Battalion Chief vacancy shall determine
the list used to fill the Captain vacancy created by this
promotion. If the filling of the Captain vacancy creates an
Engineer vacancy, the date of the Battalion Chief vacancy
shall determine the list used to fill the Engineer vacancy.

3. **Procedure for filling new positions**

   a. When the Board of County Commissioners creates a new
   position, that date shall determine the eligibility list used to fill
   the new position, regardless of when the position is actually
   filled. If no list exists or if the current list has been exhausted
   at the time a new position is approved, that position shall be
   held until a new list is established.

   Example: When the Board of County Commissioners
   approves manpower for a new Fire Station, the date of
   approval shall determine the eligibility lists used to fill the
   new positions.
6. When utilizing Section 2 and/or 3 above to fill vacancies, employees shall not receive any back-pay and their seniority date shall reflect the date of the actual promotion.

R. Vincent
For the County of Clark

Date 5/1/07

Signer 5/1/07
For IAFF, Local 1908

Date 5/1/07
RULES AND REGULATIONS

NEGOTIABLE

SUBJECT: GENERAL CONDUCT

DATE: 2007

Anytime an employee wears the current uniform outlined in the CCFD dress code the following rule and regulation shall apply. In addition, this rule and regulation shall apply to employees out of uniform only when they are identifiable as a Clark County Fire Department employee wearing shirts and/or hats with the Clark County Fire Department insignia. However, when an employee is out of uniform and not identifiable as a Clark County Fire Department employee the following rule and regulation shall not apply.

1. While on duty employees of the department shall be courteous, patient and respectful in dealing with the public. Employees shall avoid answering questions in a short and abrupt manner and shall not use harsh, coarse, violent, profane, insolent, indecent, suggestive, sarcastic, or insulting language. Employees shall maintain an even temper regardless of the provocation, remaining cool and collected at all times.
2. **While on duty employees shall perform their duties promptly and efficiently.**

3. **While on duty employees shall be just and honorable in all their relations with each other and shall not act in a manner calculated to create a disturbance or dissension within the department.**

4. **While on duty employees shall refrain from altercations, disorderly conduct, and the use of profane, abusive or improper language.**

5. **While on duty, employees shall wear the regulation uniform defined in the CCFD dress code. In addition Battalion Chiefs may wear a long sleeve dark navy blue cardigan sweater. Battalion Chiefs shall keep themselves clean and well-kempt.**

6. **Except as provided for in the Nevada Revised Statutes, Chapter 288, employees are forbidden to solicit petitions, influence, or intervene for any person outside the Department for purposes of personal preferment, advantage, transfer, advancement, promotion, or change of duty, for themselves or for any other member.**

7. **Visitors shall not be permitted in station quarters or station grounds after 2100 hours without the permission of the captain or appropriate supervisor.**
8. Beds shall not be used between the hours of 0700 to 1900 hours without the permission of the captain or appropriate supervisor.

9. Employees shall not be permitted to receive telephone calls on the station phones after 2100 hours.

Signature/Date
Ryan Beaman
President/Chief Spokesman

Signature/Date
Ray Visconti
County/Chief Spokesman
RULES AND REGULATIONS

NEGOTIABLE

SUBJECT: HEARING PROTECTORS

DATE: 2007

1. Hearing protectors have been distributed for all suppression employees.

2. The wearing of hearing protectors is mandatory for all employees when riding a unit.

Signature/Date
Ryan Beaman
President/Chief Spokesman

Signature/Date
Ray Visconti
County/Chief Spokesman
SUBJECT: LATE FOR DUTY

DATE: 2007

1. Punctuality is required of all employees. In case an employee is prevented from reaching his/her duty assignment on time, he/she shall immediately notify the Deputy Chief over suppression. Failure to report for duty to place of assignment at times specified shall be considered grounds for disciplinary action.

2. For a first offense, an employee reporting for duty after the start of the assigned workday shall be interviewed by the Deputy Chief over suppression and the interview shall be documented as a written reprimand with an Employee Interview Sheet, which shall become a permanent record in the employee’s personnel file.

3. For a second offense, an employee reporting for duty after the start of the assigned work day, shall be relieved of duty and told to report to the Deputy Chief over suppression, who shall interview and
recommend suspension of the employee for not less than one (1) shift. The interview and suspension shall be documented with an Employee Interview Sheet, which shall become a permanent record in the employee's personnel file after the Fire Chief makes a final determination.

4. For a third offense, an employee reporting for duty after the start of the assigned work day, shall be relieved of duty and told to report to the Deputy Chief over suppression, who shall interview and recommend suspension of the employee for not less than three (3) shifts. The interview and suspension shall be documented with an Employee Interview Sheet, which shall become a permanent record in the employee's personnel file after the Fire Chief makes a final determination.

5. For a fourth offense, an employee reporting for duty after the start of the assigned workday may be terminated. The time period involved in this regulation is limited to any twelve (12) month period.

6. Recognizing that unusual circumstances may occur, the Fire Chief or his/her designated representative reserves the right to alter, by decreasing or increasing the punishments pursuant to this regulation.
7. Any employee not physically at his/her place of assignment at the start of the assigned workday shall be considered late unless he/she has an authorized standby.

Signature/Date
Ryan Beaman
President/Chief Spokesman

Signature/Date
Ray Visconti
County/Chief Spokesman
Rules and Regulations

Negotiable

Subject: Leave of Absence

Date: 2007

1. Any employee desiring a leave of absence shall make written application to the Fire Chief through the Deputy Chief over suppression. Any employee on leave of absence and desiring extension of such leave shall communicate directly with the Fire Chief.

Signature/Date
Ryan Beaman
President/Chief Spokesman

Signature/Date
Ray Visconti
County/Chief Spokesman
RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: OFFICIAL COMMUNICATIONS

DATE: 2007

1. All official communications shall be made through proper channels, which are defined to be in the following order, Deputy Chief, and then Fire Chief. All official communications from a superior to a subordinate shall pass in reverse order. No intervening officer shall suppress any communications. All official communications to the County Commissioners and/or the County Administrator shall be made via the Fire Chief.

2. Copies of the Fire Department roster containing names, addresses and telephone numbers shall not be given to any business, company or individual who has the intention of using it for a mailing list.

3. These rosters are produced as an aid to the Fire Department officers and members and for the efficiency of the Department and are not to be made available to the general public.
4. No employee shall give out official information unless authorized by the Fire Chief.

Signature/Date: 5/1/07
Ryan Beaman
President/Chief Spokesman

Signature/Date: 5/1/07
Ray Visconti
County/Chief Spokesman
RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: SAFETY EQUIPMENT – PROTECTIVE CLOTHING

DATE: 2007

A. All employees defined under NRS 286.042 and covered under early retirement shall have the Clark County Fire Department provide the following safety equipment that meets or exceeds the appropriate NFPA standards:

1) Turnout Coat with liner
2) Turnout Pants with liner
3) Helmet, chin strap, shroud and face shield
4) Nomex Hood
5) Gloves
6) Leather Structural or Rubber Boots
7) Suspenders
8) Hearing Protector
9) Safety Glasses
10) Steel toe work or composite toe boots
11) Flashlight
12) SCBA Facemask

13) Multi-Purpose Half Mask Respirator (NIOSH approved to the P100 filter class)

14) Safety Goggles

15) Any other equipment that is mandated by state or federal law or regulation including, but not limited to, these to protect against the spread of infectious diseases.

16) All Airport employees shall also receive approved Proximity Fire Fighting Ensemble gear provided by the Clark County Fire Department.

B. It shall be the responsibility of the Battalion Chief, to insure that all employees under his/her direction shall wear all appropriate safety gear and/or equipment.

C. All employees are required to maintain the integrity of their turnout coat and/or pants. Integrity in this instance means that there shall be no removal of the inner lining or any separation of the material. No modifications of any kind shall be permitted without direct approval from the Fire Chief.

D. Self-contained breathing apparatus shall be utilized any time any employee of the Clark County Fire Department is working in a hazardous or potentially hazardous environment.
E. If an employee is found in violation of fire fighting without the proper safety gear and/or equipment, he/she shall be suspended for one shift for the first offense. Any further violations shall result in more severe discipline.

COLORS OF HELMETS AND TURNOUT PANTS/COLTS:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Helmets</th>
<th>Turnout Coats/Pants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battalion Chiefs</td>
<td>White</td>
<td>Tan, Brown Or Khaki</td>
</tr>
</tbody>
</table>

F. All employees not defined under NRS 286.042 or covered under early retirement shall not receive turnouts or coats/pants.

CARE AND HANDLING OF PROTECTIVE EQUIPMENT:

A. It shall be the responsibility of each employee to place his/her protective equipment on the apparatus at the beginning of the shift and remove it at the end of the shift.

B. Lost or damaged personal protective equipment shall be reported to the employee’s appropriate supervisor immediately and, if it is determined that the loss or damage was caused by the employee’s negligence, the employee shall pay for the cost of replacement.

C. All safety equipment shall be kept clean and inspected at the start of each shift. If equipment is in need of repair/cleaning, the employee
shall follow the department’s SOP on repair/cleaning or the most current NFPA 1851 standard.

D. All employees shall follow the most current NFPA 1851 standard. The county shall hire a certified professional cleaning company who shall, in compliance with NFPA 1851 standard, clean and inspect each employee’s personal protective equipment semi-annually.

E. When PPE is being cleaned, the color of the spare PPE gear shall be yellow. In accordance with the most current NFPA 1851 standard if the PPE gear has White Bands on the coat and pants, it shall not be used in fires. This PPE gear can be used for training purposes only.

Signature/Date
Ray Visconti 5/07
County/Chief Spokesman

Signature/Date
Ryan Beaman 5/16/07
President/Chief Spokesman
RULE AND REGULATION
NEGOTIABLE

SUBJECT: PROCEDURE/DISCIPLINE FOR A FELONY ARREST/CONVICTION

DATE: 2007

1. The purpose of this rule and regulation is to provide a procedure to report an employee's felony arrest to the fire department, to establish the leave status of an employee while the charges are being adjudicated, and to establish the discipline that may result from a felony conviction.

2. Any member of the Clark County Fire Department arrested for or convicted of a felony offense can be disciplined by the Fire Chief upon review of the charges. Any employee arrested for a felony cannot be terminated until the charges have been adjudicated or resolved.

3. Notification of a felony arrest
a. The Employee has the responsibility to contact the Fire Chief or his designee of the Clark County Fire Department and advise that he or she has been arrested on a felony charge. This is to be done within forty-eight (48) hours of arrest or before reporting back to duty, whichever is soonest.

b. The Fire Chief or his designee shall notify the Union President as soon as possible, but within two (2) working days of his/her knowledge. If the Union President is not available, contact shall be made to the Vice President, Secretary/Treasurer, and this line of communication will continue until a Union official has been notified.

4. Role of Incident Information Advisory Team (IIAT)

a. An Incident Information Advisory Team (IIAT) shall be put together with the following representation: a representative appointed by the Fire Chief, a representative appointed by the Union President, and an advisory representative from the Office of Human Resources.

b. This team is tasked with gathering the arrest information and reporting back to the Fire Chief to provide information for the Fire Chief’s decision on this incident. The information is to go
to the Fire Chief and if he or she is not available, the information then shall go to the Deputy Fire Chief.

5. **Fire Chief’s Responsibility:** The Fire Chief or designee shall make a decision on what to do with the affected employee. If the employee has been charged but has not plead guilty or been convicted of a felony, the Fire Chief’s latitude for decision is as follows.

a. Upon notification from the employee of the arrest, the affected employee shall be placed on paid administrative leave with the decision coming forth from the Fire Chief within ten (10) business days concerning this employee’s status.

b. Once the Fire Chief has information from the IIAT team, the Fire Chief has the option of one of the following:

i. Continue the employee on paid administrative leave.

ii. Suspend without pay upon consideration of the IIAT report or

iii. Assign the affected employee to an 8 or 10-hour assignment. If he/she works these positions, he/she shall be in plain clothes. If a twenty (24) hour shift employee is the affected employee and is reassigned to 8 or 10 hours the employee’s base wage shall remain
the same, but all accrued benefits shall be converted to
the appropriate assignment.

6. **Employee's Responsibilities**

   a. The employee shall advise the Fire Chief or his designee of the
      felony arrest within forty-eight (48) hours or before reporting
      to duty, whichever is soonest. Failure to do so shall result in a
      suspension without pay for a minimum of five (5) shifts for 56-
      hour employees, and 80 hours for those employees
      designated as 40-hour employees.

   b. The employee shall advise the Fire Chief when he has been
      released and available for work.

   c. The employee shall bring documentation of release and date
      of release of incarceration.

   d. Arrest in foreign countries shall be treated with the same
      provisions of this agreement, however, employees arrested in
      a foreign country must report said arrest to the Fire Chief or
      his/her designee within 80 hours of said arrest.
The affected employee shall surrender his or her shield and department identification until such time as a final resolution to the incident has resulted.

Signature/Date
Ryan Beaman
President/Chief Spokesman

Signature/Date
Ray Visconti
County/Chief Spokesman
RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: VEHICULAR ACCIDENT (Post-Accident Testing)

DATE: 2007

This procedure is to standardize the actions of all Clark County Fire Department employees when they are involved in an accident. An employee shall submit to a drug and alcohol test under the following circumstances and conditions:

1. Any time a fatality occurs as a result of a vehicle accident.

2. Any time a citation is issued to a fire department employee for a moving violation as a result of a vehicle accident.

3. For any other type of accident, other than 1. through 2., the Deputy Chief over suppression shall complete the CCFD Substance Abuse Observation form and follow the provisions of Article Substance Abuse Policy if testing is considered.

4. If an employee is not tested within the 24-hour timeframe specified above, no test shall be administered for this incident.
5. If any employee is required to be tested, the employee shall be transported to a drug testing specimen collection site for alcohol and drug screening. Once the test sample is collected, arrangements shall be made to have the employee transported home. The sample shall be tested and confirmed, and chain of custody maintained by the substance abuse mental health administration (SAMHSA) certified laboratory facility.

6. The result(s) of the test(s) shall be delivered by e-mail or carrier to the Fire Department Administrative Service Manager (FASM), who shall then immediately notify and make a copy of the report available to the employee. The Fire Chief shall be notified whether the results are positive or negative.

7. A drug test shall be considered positive if the confirmation cutoff levels established by (SAMHSA) are exceeded. An alcohol test shall be considered positive only if the blood alcohol content is .05 or greater. If an employee tests positive the Fire Department shall follow Article SubSTANCE ABUSE POLICY.

8. Any employee required to be tested as specified in this Rule & Regulation shall be off-duty with pay until such time the results are returned.

9. The Fire Department shall be responsible for all costs associated with post-accident testing.
10. If an employee who is properly required to submit to a drug and alcohol test leaves the scene of an accident before a test is administered other than for a period of time necessary to report the accident, obtain assistance in responding to the accident, or to obtain necessary medical care, the employee shall be deemed as having refused to submit to the test and shall fall under the provisions of the Article [ ] Substance Abuse Policy, Section 4, 1.

[Fundraiser's Signature] 5/1/07
For the County of Clark

[Union's Signature] 5/1/07
For JAFF, Local 1908

Date

5/1/07
Date
SUBJECT: TRADING WORK DAYS

DATE: 2007

All employees eligible to exercise the privilege of trading full or partial workdays or shifts shall observe the following policies:

1. The employee desiring to be relieved must furnish a standby of equal rank or classification.

2. Pay back time shall be made ‘on demand’ and within one (1) year.

3. Failure to repay upon demand shall result in forfeiture of workday trading privileges for twelve (12) consecutive months following date of infraction.

4. Any time a standby is utilized, that employee must have approval from his/her immediate supervisor. Common sense dictates that if an employee’s immediate supervisor is not available, he/she shall follow the chain of command to obtain this authorization. Any standby that does not have this prescribed authorization shall not be considered
valid and the employee who arranged for the standby shall be considered absent.

5. Any employee who absents himself/herself from work through a work day trade or standby without informing his/her immediate supervisor, shall lose one (1) shift day of pay plus trading privileges for twelve (12) consecutive months following date of infraction.

Ryan Beaman  5/1/07  Ray Visconti  5/1/07
Signature/Date  President/Chief Spokesman  Signature/Date  County/Chief Spokesman
RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: UNSAFE CONDITION REPORT - SAFETY COMMITTEE

DATE: 2007

1. The health and safety of the employees of the Clark County Fire Department is of the utmost importance. The purpose of this Rule and Regulation is to minimize the personal, property, and financial loss, by employees reporting any and all unsafe conditions to their appropriate supervisor. The Clark County Fire Department in accordance with Article 12 of the rank and file of the collective bargaining agreement shall establish and maintain a Health and Safety Committee.

2. Any Clark County Fire Department employee, who is aware of a health or safety hazard, shall notify his/her first level supervisor of the hazard immediately. If the first level supervisor is unable to take corrective action, an electronic Health and Safety Hazard Report shall be completed and sent via E-mail to a second level supervisor, explaining the hazard and, if possible, a recommended solution. If
the first level supervisor was able to resolve the issue, he/she shall notify the second level supervisor via E-Mail within twenty-four (24) hours.

3. Within three (3) working days of receipt of the report, the second level supervisor shall complete the Supervisor Response section and send the original to the appropriate Deputy or Fire Chief in charge of Health and Safety. A copy shall be sent back to the reporting employee. This shall be done whether or not the hazard is resolved.

4. Within three (3) working days of receipt of the report, the appropriate Deputy or Fire Chief in charge of Health and Safety shall review the report; make comments in the Department Heads Response section, and forward the report to the Clark County Fire Department's Health and Safety Committee. A copy shall be sent back to the employee.

5. A Health and Safety Committee consisting of department members as outlined in the Local 1908 rank and file collective bargaining agreement, and any other Clark County employees that are agreed upon by both Fire Chief and Local 1908 President. This committee shall meet at least once a month to discuss Health and Safety issues that affect all Clark County Fire Department Employees as outlined in the collective bargaining agreement.
6. The Clark County Health and Safety Committee shall review all Health and Safety Hazard reports. The committee shall work at mitigating all unresolved hazards as outlined in Local 1908's collective bargaining agreement. A report shall be sent to the Fire Chief and Local 1908 President quarterly, with the hazard and the recommended corrective action. The original report shall be forwarded to Risk Management.

NOTE: All required forms are attached and shall be available at each work site and Fire Department Administrative Office and the Training web page.

Signature/Date 5/1/07
Ryan Beaman
President/Chief Spokesman

Signature/Date 5/1/07
Ray Visconti
County/Chief Spokesman
RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: CATASTROPHIC LEAVE PROGRAM

DATE: 2007

I. PURPOSE

The purpose of this directive is to set forth the procedures to administer the donation and use of catastrophic leave.

II. GROUP AFFECTED

Program eligibility is limited to all eligible IAFF bargaining unit employees only. However, Fire Department Employees not covered under IAFF contracts may contribute leave to covered employees as long as they maintain leave balances in accordance with the Merit Personnel System’s policy on Catastrophic Leave.

III. PROCEDURE

A. LEAVE DONATION
1. Employees holding permanent status may donate leave into the IAFF/Clark County Catastrophic Leave Bank, or into the County's general Catastrophic Leave Program fund by completing a Catastrophic Leave Donation form (see attached form) and submitting it to the Human Resources Director with a copy going to Fire Payroll. Leave donations may be in a lump sum or on a periodic leave deduction basis. Donations may be made from vacation, sick, bonus and/or compensatory time balances. The minimum donation is one (1) hour. Employees must have a vacation leave balance of at least 40 hours and a sick leave balance of 120 hours after the donation. Leave must be donated to a specific employee that is identified by the donor. If leave donated to an employee exceeds the amount requested or the maximum authorized by this policy, the excessive leave will be returned to appropriate leave bank account of the donating employee in the reverse order it was received. (Example: donated hours will be time stamped by payroll in the order they were received. Therefore, when hours donated are not
used or needed, they will be returned to the employees whose donations were received last).

2. Donated time will be converted to dollars at the hourly rate of the donor. When a recipient is identified and approved, an appropriate dollar amount will be converted to sick leave at the hourly rate of the recipient. A recipient may use a total of no more than 120 shifts Catastrophic sick Leave from the date of the employee’s leave request for any one (1) incident.

B. ELIGIBILITY FOR CATASTROPHIC SICK LEAVE

1. Employees who have been employed by the County Fire Department for a continuous period of six (6) months.

2. An employee must meet the following definition of catastrophic illness/injury. “Catastrophic illness/injury is an illness or injury that required inpatient care at a medical facility or that renders an employee bedridden at home. The illness or injury cannot be a result of an illegal act, nor can it be self-inflicted".
3. An employee absent due to an approved service connected disability is not eligible to participate in the Catastrophic Leave Program.

C. Once an eligible employee has exhausted all accrued leave as a result of the catastrophic illness or injury, the employee must file a Request for Catastrophic Leave form (see attached form) with the Fire Chief who will then forward a copy of the form and its attachments to the human Resources Director for approval. The request must specify the length of time the employee wishes to be covered by Catastrophic Sick Leave and must be accompanied by: 1) A medical statement from the attending state licensed health care provider explaining the nature of the illness or injury, and an estimated amount of Time the employee will be receiving inpatient care or will be bedridden at home, and 2) Evidence that the employee has requested and received approval from his/her department head or designee to be absent for the necessary length of time as estimated by the health care provider.
D. Human Resources will review the request and verify the employee's eligibility for Catastrophic Sick Leave. If determined eligible, Human Resources will grant to the employee an appropriate amount of Catastrophic Sick Leave donated on his/her behalf on an as needed basis. Catastrophic Sick Leave will be added to the employee's sick leave balance. If sufficient leave is not available to cover an employee's approved request, the employee will only be granted the leave that is available. If additional leave is donated to the bank while the employee is on approved catastrophic leave, the employee will be granted additional time to cover the request up to the maximum of 120 shifts.

E. All sick leave hours donated to the Catastrophic Sick leave account will be charged as sick leave usage as it pertains to the donating employees eligibility for bonus shift leave and annual sick leave cash out.
REQUESTS FOR IAFF/CLARK COUNTY CATASTROPHIC LEAVE

EMPLOYEE NAME: ________________________________ DEPARTMENT __________________

Please answer each of the following questions with a 'yes' or 'no'. All answers will be verified before leave is approved.

__________ Employee has been employed by the Clark County Fire Department for 6 months.

__________ Illness or injury required inpatient care at a Medical facility or renders you bedridden at home for the time you are requesting?

__________ The illness or injury is the result of an illegal act?

__________ The illness or injury was self – inflicted?

__________ You are absent due to an approved service connected disability?

__________ You have exhausted all accrued leave as a result of catastrophic illness or injury?

I am requesting catastrophic leave from __________ to __________

The amount of catastrophic leave I am requesting is __________ hours. (not to exceed 120 shifts per incident).

Attach a medical statement from the attending state licensed health care provider explaining the nature of the illness/injury, and an estimated amount of time you will be receiving inpatient care or bedridden at home.

_________________________________________  __________________________
Employee Signature                              Date

FIRE CHIEF APPROVAL

This request for the time off from work specified above is:

__________ approved  ____________ not approved

_________________________________________  __________________________
Fire Chief’s Signature Date
Human Resources Approval

The request for catastrophic leave is:

_________________ approved  ___________________ not approved

_________________

Human Resources       Date

IAFF/CLARK COUNTY IAFF CATASTROPHIC LEAVE DONATION

Employee Name:_________________ Department_________________

SS#:_________________ Hourly Rate:_________________

I wish to donate the following amount of leave to the IAFF Catastrophic Leave Donation Bank:

LUMP SUM: (donation must be at least one (1) hour, forty (40) hours of vacation and one hundred and twenty (120) hours of sick leave must remain in your balance after donating time).

VACATION LEAVE: ________________ HOURS

SICK LEAVE: ________________ HOURS

ALL SICK LEAVE HOURS DONATED TO THE CATASTROPHIC LEAVE ACCOUNT WILL BE CHARGED AS SICK LEAVE USAGE AS IT PERTAINS TO THE DONATING EMPLOYEES ELIGIBILITY FOR BONUS SHIFT LEAVE, AND ANNUAL SICK LEAVE CASH OUT.

COMPENSATORY TIME: ________________ HOURS

BONUS LEAVE: ________________ HOURS

PERIODIC LEAVE DONATION:

VACATION SICK COMPENSATORY BONUS
(circle appropriate account to be charged – select ONE only)

_________________ HOURS EACH PAYCHECK UNTIL_________________

(Date)

_______I AM REQUESTING THAT THE LEAVE BE DONATED TO:
(Employee's Name)

I realize that if leave donated to the above noted employee is not used, that it may be returned to the donating employee's leave account based on the order in which it was received.

EMPLOYEE SIGNATURE          DATE

[Signature/Date]
Ryan Beaman
President/Chief Spokesman

[Signature/Date]
Ray Visconti
County/Chief Spokesman
RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: NEPOTISM POLICY

DATE: 2007

The purpose of this Rule and Regulation is to eliminate, under all circumstances, the possibility of spouses and relatives related within the third degree of consanguinity or affinity from working together, or from directly supervising such spouse or relative.

1. Spouse and relatives within the third degree consanguinity or affinity who are 24-hour employees shall be precluded from working together at the same station on the same shift. This does not preclude such spouses or relatives from working together on the same platoon or battalion with relatives in this category. This would preclude such spouses or relatives from directly supervising a spouse or relative on the same platoon or battalion.

2. Each station and division shall be considered separate from one another.
3. Article 28 recipients shall be excluded from this policy.

4. Employees related within the third degree of consanguinity or affinity shall be precluded from acting, trading, bidding, callbacks and temporary reassignments into positions that would violate this policy.

5. Furthermore, any employee currently in the situation of working at the same station on the same shift with a relative shall be temporarily reassigned until a bid is secured by the employee. The relative with least department seniority shall be the individual required to be temporarily reassigned and then switch locations by utilizing the bid process specified in the IAFF/Clark County Agreement.

6. Any employee currently being supervised by a spouse or relative is required to switch battalions utilizing the bid process specified in the IAFF/Clark County agreement. Until the employee secures a bid, the employee shall be temporarily reassigned to a battalion. Reassignments made in accordance with this Rule and Regulation are not disciplinary in nature and therefore not grievable through the disciplinary process. However, if there is a violation of the process under this Rule and Regulation it is grievable through the grievance and arbitration procedure.
7. No employee shall be awarded a bid, which conflicts with this Rule and Regulation.

8. There will be no grandfathering in of any prior written or verbal agreements made by any representative of the department or Clark County.

9. If any employee is passed over for a call-back or overtime due to the provisions of this policy, that employee would remain in position as the next available call-back or overtime on the list providing that the next call-back or overtime doesn't constitute a violation of this policy as well. Employee shall maintain their position on the call-back or overtime list until such time an opportunity becomes available that doesn't violate this policy.

Definitions:

a. Third Degree of Consanguinity: includes parents, children, grandparents, grandchildren, brothers, sisters, aunts, uncles, nephews, nieces, and great-grandparents.

b. Affinity: is the tie between one spouse and the blood relatives of the other spouse. Affinity allows the husband and wife to be related to the blood relatives of the other spouse by way of marriage and the above noted inclusions of the third degree of consanguinity apply in this policy.
c. **Spouse:** One's husband or wife.

Signature/Date: 5/4/07
Ryan Beaman
President/Chief Spokesman

Signature/Date: 5/4/07
Ray Visconti
County/Chief Spokesman
RULE AND REGULATION
NEGOTIABLE

SUBJECT: FAMILY MEDICAL LEAVE ACT

DATE: 2007

1. The purpose of this rule and regulation is to set forth the procedures to request and receive approval for family and medical leave in accordance with the Family and Medical Leave Act of 1993. This rule and regulation applies to both work related and non-work related reasons for utilizing the benefits available through the Family and Medical Leave Act (FMLA).

2. Program eligibility is limited to all eligible IAFF bargaining unit employees.

3. An employee is required to give at least thirty (30) days notice in the event of a foreseeable leave based on an expected birth, placement for adoption or foster care or planned medical treatment for a serious health condition of the employee or a family member. A “Request for Family and Medical Leave” (see attached) should be completed by the employee and returned to the department head. In unexpected or unforeseeable situations, an employee should provide
as much notice as is practicable, usually verbal notice within two (2) work days of when the need for leave becomes known, followed by a complete “Request for Family and Medical Leave” form.

4. If an employee fails to give thirty (30) days notice for a foreseeable leave with no reasonable excuse for the delay, the leave shall be denied until 30 days after the employee provides notice. Once the employee provides the notice, and the thirty (30) days has elapsed, the employee shall be entitled the full benefits of the FMLA, if otherwise eligible under the FMLA.

5. If an employee takes paid leave other than leave associated with a work related injury or illness, for a condition that progresses into a serious health condition, it is the employee’s responsibility to notify his/her department head and submit an application for Family And Medical leave as soon as possible. Previously used leave related to this serious health condition may be applied to the employee’s twelve (12) weeks Family And Medical Leave entitlement.

6. For leaves taken because of the employee’s or a covered family member’s serious health condition, the employee shall submit a completed “Physician or Practitioner Certification” form (see attached) and return the certification to the department head. Medical certification shall be provided by the employee within fifteen (15) calendar days after the leave is requested, or as soon as is
reasonably possible. Failure to provide the certification shall result in Family And Medical Leave being denied until the certification is received by the department head.

7. The department head shall review the employee’s request for Family And Medical Leave and shall notify the employee, Risk Management and the Office of Human Resources of the approval or denial of the Family And Medical Leave twelve (12) weeks entitlement. The department head forwards a copy of the request for Family and Medical Leave to the Office of Human Resources.

8. The department head may require a second or third opinion (at the requesting Department’s expense), periodic reports on the employee’s or family member’s status; an employee’s anticipated return to work date, and a fitness-for-duty certificate before returning to work. If a third opinion is required, the employee and the County shall jointly select the health care provider to conduct the evaluation (at the requesting Department’s Expense).

9. All documentation related to the employee’s or family members medical condition shall be held in strict confidence and maintained in the employee’s medical records file separate from their official personnel file maintained in the Office of Human Resources. All
medical records shall be forwarded to the Office of Human Resources.

10. While an employee is on FMLA leave he/she shall continue to receive payment for any benefit or bonus related to attendance the employee is entitled to receive if he/she had been in work status. The County shall continue this entitlement upon return from FMLA leave. An employee shall not be disqualified for these benefits or bonuses because of taking FMLA leave.

11. The County shall maintain insurance benefits for an employee on FMLA leave during the entire leave period, under the same conditions as if the employee is continuously working. An employee’s regular and customary payment of medical life or long term disability insurance premium shall be required. These insurance contributions shall be made by the County in accordance with Article 16, Insurance of the collective bargaining agreement.

NOTE: All required forms are attached and shall be available at the Fire Department Front Desk, Fire payroll office and Fire Training Website.

Signature/Date
Ryan Beaman
President/Chief Spokesman

Signature/Date
Ray Visconti
County/Chief Spokesman
RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: BILINGUAL PAY PROGRAM

DATE: 2007

The purpose of the Spanish bilingual pay program is to provide services to the citizens and visitors of Clark County whose primary language is not English. Employees designated shall pass a verbal testing process to receive bilingual premium pay as designated in the IAFF/Clark County CBA. The test shall measure the employee’s ability to communicate in conversational Spanish at the advanced low level as determined by Language Testing International.

Administration:

1. The Human Resources Department shall coordinate the testing procedure.

2. The employee shall request via Email to the Human Resources Department that they set up the testing procedure for the employee.
3. The Fire Department shall pay the testing fee and premium pay associated with bilingual testing. The Fire Department shall pay for these tests whether or not the employee makes the scheduled appointment.

4. Human resources shall set up the testing procedure for verbal skills and contact the employee via Email as to the date and time of his/her appointment.

   a. The employee shall attend the appointment; failure to attend shall result in a 3-month penalty before the employee can be scheduled for another test.

   b. The employee shall pass the proficiency exam to receive bilingual pay. If the employee is not able to successfully pass the examination, he/she shall be scheduled to take the test in three months.

5. Human Resources shall notify the department and the employee upon successful completion of the examination.

6. The Fire Department shall be responsible for notifying the Finance Department of the need to pay an employee bilingual pay by generating a data form designating bilingual pay. Employees, who
have successfully completed this test, shall receive Premium Pay from the date the employee successfully completed the examination.

7. Human Resources shall administer proficiency exams.
   
a. A proficiency exam shall be selected and approved by the Human Resources department.

   Signature/Date
   Ryan Beaman
   President/Chief Spokesman

   Signature/Date
   Ray Visconti
   County/Chief Spokesman
RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: DISCIPLINARY PROCESS POLICY

DATE: 2007

1. The goal behind discipline is to safeguard the “public trust” that the Department must preserve to ensure accomplishment of the Department’s mission. Improper behavior/performance, besides damaging public trust, can contribute to poor productivity, unhealthy work habits and attitudes, poor morale, work disruption, and unnecessary costs. Appropriate disciplinary action and, more importantly, having and maintaining the desired behavior, performance, and/or conduct is an integral part of maintaining an effective, efficient, and publicly accepted fire department.

2. When a supervisor determines that an employee is not performing his/her job duties, or that he/she failed to comply with the department’s Rules and Regulations or Standard Operating Procedures, the supervisor shall be required to use a disciplinary
action in order to correct the employees performance, behavior, and/or conduct.

3. Because circumstances vary in each case involving possible disciplinary action, the severity of each case and its accompanying level of discipline shall be handled appropriately on an individual basis. However, all discipline shall be administered fairly and equitably, and in proportion to the seriousness of the violation. Discipline shall be administered by the employee's supervisor privately, confidentially, and in a timely manner.

4. Supervisors/management representatives shall be required to provide a union representative any time there is reason to believe that a disciplinary action equal to or greater than an oral reprimand shall result from any meeting between an employee and his/her supervisor or management representative. Any time an employee believes he/she is going to receive a disciplinary action, outlined in Article 20 Paragraph 2 of the Grievance and Arbitration Procedures, as a result of a meeting with his/her supervisor or management representative, he/she may request to have a union representative present. The meeting shall be postponed for a time period not to exceed twenty-four (24) hours to provide for a union representative.
In order to insure that the disciplinary process is understood and implemented in a consistent manner, training for all supervisors and employees on this process shall be conducted jointly by representatives from Fire Department management and the Union. Training shall include teaching supervisors what to do prior to taking disciplinary action. Supervisors shall be instructed to review the rule infraction, conduct, or performance by considering the following:

1) Does the supervisor have accurate facts?
2) Can the employee's guilt be proven by direct, objective evidence, or is the evidence circumstantial or hearsay?
3) What is the employee's explanation for the infraction of the rule, conduct, or performance?
4) What is the employee's record of past disciplinary actions?
5) What is the employee's length of service with the department?
6) Is the employee receiving the same treatment others have received for similar infractions of the rules, conduct, or performance?
7) Does the proposed discipline fit the rule infraction, conduct, or performance?
8) Has the supervisor reviewed the facts with a Fire Department management representative before following through with disciplinary action?
6. Depending on the employee's conduct or performance there are five types of disciplinary actions that may be taken. They are oral reprimand, written reprimand, suspension, demotion, and termination. When considering the appropriate level of discipline, the factors that shall be considered are: 1) seriousness of the offense or conduct, 2) employment record, and 3) action taken against other employees with similar conduct or performance.

7. Supervisors shall ensure that all employees under their direction are tutored, trained, and/or prepared for each task by training and/or coaching each employee. Supervisors shall use training and coaching to define Department standards and help employees achieve the required level of competence. Coaching should be documented in Department training records (F15) and/or a supervisor's personnel log. Any documentation as a result of a coaching session shall not be considered as an oral or written reprimand(s).

8. Supervisors shall use appropriate corrective disciplinary actions, as the situation warrants, when he/she believes an employee's behavior, performance, or conduct is not up to Department standards and the infraction does not rise to the level of receiving a punitive disciplinary action. Corrective discipline shall be defined as counseling, an oral reprimand, and a written reprimand. Each
corrective action shall be separate and distinct unto themselves and are identified as:

A. Counseling

Counseling shall be defined as giving advice or guidance to reach a decision or a deliberate plan of action. Supervisors shall use counseling, as the situation warrants, when members are not performing to previously defined standards or expectations. Supervisors shall document the plan of action by utilizing the County’s email system and forwarding the document to the employee. Any counseling documentation shall not be considered as an oral or written reprimand(s).

B. Oral Reprimand

a. An oral reprimand shall be used when coaching and/or counseling sessions have proven to be ineffective in modifying behavior and/or performance, or when the severity of the infraction warrants.

b. In this stage of discipline, the supervisor meets with the employee to discuss problems with following the rules.
conduct, and/or performance. The supervisor delivers the message through an oral reprimand. The supervisor shall tell the employee what possible further discipline shall take place if the rule infraction, conduct, or performance persists. Notation of this reprimand shall be documented utilizing the Fire Department Employee Interview Sheet (EIS), and acknowledged with a signature by both the supervisor and the employee.

c. An oral reprimand is made part of the employee's departmental personnel file and shall be removed and returned to the employee after twelve (12) months, unless another incident occurs during that twelve (12) month time frame. Employees are responsible for requesting, through the Fire Administrative Manager, that the reprimand be removed, the Fire Administrative Manager shall then remove and return the document(s) to the employee providing that the request meets the requirements of this section.

d. When supervisors use an oral reprimand, they shall be used in accordance with Article 20 Section 8(l) of the IAFF/Clark County Collective Bargaining Agreement (CBA).
C. Written Reprimand

a. A written reprimand shall be used when coaching, counseling, and/or an oral reprimand have proven to be ineffective in modifying behavior and/or performance, or when the severity of the infraction warrants.

b. If the rule infraction, conduct or performance persists, or if the incident or performance warrants more than an oral reprimand, the supervisor shall investigate the incident, and review the recommendation of a written reprimand with his/her supervisor before proceeding with the action.

c. Once the written reprimand is authorized, the supervisor, at a meeting with the employee, shall review the written reprimand with the employee. The reprimand shall include the facts of the rule infraction, conduct, or performance, and the steps the employee must follow to correct his/her actions. Notation of this reprimand shall be documented utilizing the Fire Department EIS, and acknowledgement with a signature by both the supervisor and the employee. The reprimand shall
include any prior disciplinary actions related to this offense that occurred in the last twelve (12) months.

d. Written reprimands are made part of the employee's official personnel file and shall be removed and returned to the employee after twelve (12) months, unless another incident occurs during that twelve (12) month time frame. If that occurs, the written reprimands shall be removed and returned to the employee twelve (12) months after the most recent written reprimand was issued. Employees are responsible for requesting, through the Human Resources Director, that the reprimand(s) be removed. Human Resources shall then remove and return the document(s) to the employee provided that the request meets the requirements of this section. Written reprimands that have been purged from the file may not be used in future disciplinary actions.

e. When supervisors use a written reprimand, they shall be used in accordance with Article 20 Section 8(I) of the CBA.

When corrective disciplinary actions have proven to be ineffective in modifying an employee's behavior and/or performance or when the severity of the infraction warrants, punitive discipline shall be utilized.
Punitive discipline shall be defined as an employee’s suspension, demotion or termination from Department service.

D. Suspension

Imposing a suspension is an extremely serious form of discipline. An employee shall be suspended with or without pay pending the outcome of an investigation, or if possible be temporarily reassigned to a position that does not interfere with the investigation. The determination of what status an employee is to be placed in during an investigation shall be made by the supervisor in conjunction with a representative of Fire management. The investigation shall be thorough but timely, so that action may be taken in a reasonable time frame. The investigation allows management to carefully verify any allegations and allows the employee to be interviewed to learn his/her explanation. Once it is decided to suspend an employee, the provisions in Article 20 of the CBA shall be followed.

E. Demotion

Imposing a demotion is an extremely serious form of discipline. An employee may not be demoted until such time as a thorough and timely investigation is conducted. However,
an employee may be temporarily assigned to a position that does not interfere with the investigation. A supervisor's recommendation to demote an employee must be made in conjunction with a representative of Fire management. Like an investigation for a suspension, management must carefully assess all the facts before imposing this discipline. Once a decision to demote an employee has been made, the provisions in Article 20 of the CBA shall be followed.

F. Termination

Termination is the most serious form of discipline. An employee may be recommended for termination only after a thorough investigation, which may be conducted by the supervisor and/or a Fire management representative. However, the decision to terminate an employee is solely that of the Fire Chief. Like suspensions, the employee may be suspended with or without pay during the investigative stage of the process. The investigation used prior to issuing this type of discipline is vital. It allows management to carefully verify any allegation, and to make a sound employment decision before recommending termination to the Fire Chief. Once the Chief
has decided to terminate an employee, the provisions in Article 20 of the CBA shall be followed.

Signature/Date
Ryan Beaman
President/Chief Spokesman

Signature/Date
Ray Visconti
County/Chief Spokesman
RULES AND REGULATIONS NEGOTIABLE

SUBJECT: GUIDELINES FOR INTERNAL PANELS WRITTEN REPRIMAND DISCIPLINARY HEARING

DATE: 2007

in accordance with Article 20 Section 8(J) of the IAFF/Clark County Collective Bargaining Agreement written reprimands may only be appealed by an employee to an internal panel. This appeal shall determine whether the employee was properly disciplined. The Internal Panel shall determine if the employee should have received the reprimand, and if it was appropriate based on the employee’s actions. The panel may uphold, overturn, or modify the written reprimand.

The process for reviewing written reprimands shall be as follows:

1. The employee may request a written reprimand review in accordance with the time frames established in Article 20 Section 8(J) of the CBA.

2. The hearing shall be conducted during the disciplined employee’s regularly scheduled shift.
3. The employee shall present his/her basis for appealing the reprimand. The supervisor giving the discipline shall present his/her basis for the reprimand.

4. The hearing shall be recorded.

5. Only the panel members, the supervisor, the employee, and a union representative may be present during the hearing.

Signature/Date  
Ryan Beaman  
President/Chief Spokesman

Signature/Date  
Ray Visconti  
County/Chief Spokesman
Disciplinary Action Flow Chart

Legend:
EE = Employee
AC = Assistant Chief
AM = Administrative Manager
AA = Administrative Assistant

Conflict Resolution Flowchart referred action to Disciplinary Action Flow Chart

Disciplinary Action Occurs

Joint Management & Union Investigation occurs

Action Needed

No

Investigation/Disciplinary Action Ends. No Further Action Needed

Yes

Joint Investigation Team forwards recommendation to Fire Chief for final implementation decision

FC determines degree of discipline

Fire Chief responds to Joint EE Investigation Team with decision as to type of discipline

Written Reprimand Process

Suspension/Demotion/Termination Process

Consensus of decision by Joint Investigation Team

Yes

EE is notified and has no right to appeal

No

A

B
CONFLICT/DISPUTE RESOLUTION PROCESS

Conflict Occurs - Employee notifies Supervisor by e-mail within 7 calendar days from date of conflict

Issue to Supervisor

Supervisor notifies His/Her Supervisor, Union, Adm. Mgr. via e-mail immediately of notification of conflict

Supervisor meets with employee within 7 calendar days of notification from employee to discuss, resolve or advance issue.

Type of issue

Personal conflict

Personnel

Contract interpretation

Discuss with Parties, Involve Union & Mgmt

Resolved?

Yes

No

Go to Disciplinary Action Flow Chart

Do Nothing

File Grievance

Resolved?

Yes

No

Go to Grievances on Interpretation Issues Chart

EAP

Coach/ Counsel

Training

ODD

Mediation

Do Nothing

Ends Here

If you believe that you have been a victim of discrimination or harassment, you may bypass the Conflict/Dispute Resolution Process at any time and go to any of the following:
Office of Diversity (OOD), County (702) 455-5760
Nevada Equal Rights Commission (NERC), State (702) 486-7160
Equal Employment Opportunity Commission (EEOC), Federal (213) 894-1000

3/23/04
Union Proposal: 4/30/07

New Language= Bold & Underline
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SECTION 2
ITEM NO. 20

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: CONFLICT/DISPUTE RESOLUTION PROCESS/FLOW CHART

DATE: 2007

In accordance with Article 20 Section 7(A)1 of the IAFF/Clark County Collective Bargaining Agreement (CBA) prior to a grievance being filed by an employee and/or union, the attached informal conflict dispute resolution flow chart shall be followed.

It is also agreed that a joint training session shall be implemented for all fire department employees annually, with documentation. This includes all management and personnel covered by the CBA.

CCFD shall create a desktop icon on all CCFD computers to enable employees to access this conflict resolution process/flowchart. In accordance with the conflict resolution process/flowchart, it shall be the employee’s immediate supervisors responsibility to notify his/her supervisor, the union, and fire department management via E-mail, of the
beginning of this process, the outcome of the meeting with the employee, and the plan of action to be followed.

Signature/Date
Ryan Beaman
President/Chief Spokesman

Signature/Date
Ray Visconti
County/Chief Spokesman
RULES AND REGULATIONS
NEGOTIABLE

SUBJECT:  EMPLOYEE CONTACT INFORMATION (Telephones & Address)

DATE:    2007

1.  All employees of the Department are subject to recall in cases of
    emergency and shall maintain a telephone at their place of
    residence.

2.  Any change of address or telephone number must be reported to the
    Fire Department on the first workday following said change.
    Employees shall notify the Deputy Chief over suppression in writing
    via Email.

3.  Failure of any employee to follow this Regulation shall result in
    progressive disciplinary action, beginning with a documented Verbal
    Warning.

Signature/Date    5/1/07
Ryan Beaman
President/Chief Spokesman

Signature/Date    5/1/07
Ray Visconti
County/Chief Spokesman
RULE AND REGULATION
NEGOTIABLE

SUBJECT: VEHICLE OPERATION

DATE: 2007

1. All employees shall possess at a minimum, a valid Class “C”, or equivalent driver license.

2. No employee shall operate a vehicle Code 3 (red lights and sirens) until they have satisfactorily completed “Coaching the Emergency Vehicle Operator” (CEVO) and “Advanced Driver Training” (ADT) Course. All Code 3 drivers must attend a refresher course every 3 years. This course shall be scheduled on duty by the training division.

3. No employee shall operate a fire apparatus in excess of 26,000 pounds gross vehicle weight during emergency responses (Code 3) without a valid drivers license (Class B with “F” endorsement), or equivalent, and shall be a rated engineer or currently certified by the department’s Driver Training Program. Emergency response apparatus shall only be operated by a Fire Engineer or acting Fire Engineer. Under no circumstances shall an employee in any other
classification be permitted to operate a Fire emergency response apparatus.

4. Upon completion of Fire Training Academy all employees shall obtain and maintain a Valid drivers license Class B, with "F" endorsement or equivalent, and complete a "Coaching the Emergency Vehicle Operator" (CEVO) and partial "Advanced Driver Training" (ADT) Course for rescue unit operations.

5. Employees shall satisfactorily complete their second year of employment before becoming eligible for the Clark County Fire Department Engineer Academy.

6. In order to become eligible for the Fire Engineer and Captains exams and to qualify as an acting Engineer employees shall complete the Clark County Engineer Academy.

7. No employee shall allow at any time an unauthorized person to operate a County vehicle or to have in his/her possession the keys to such vehicle.

8. No employee operating any County vehicle shall permit persons other than assigned personnel to ride in said vehicle, unless that person is authorized to do so by the Fire Chief or his/her designee.

9. Smoking is prohibited while riding on or in any County vehicle.
10. Employees shall not ride in exposed positions, such as the tailboard or top of vehicle.

11. All employees are required to use seat belts when operating a County vehicle equipped with seat belts. Anyone riding as a passenger in a County vehicle is required to use a seat belt where provided. The employee in charge of the apparatus is responsible for enforcing this seatbelt requirement.

12. Drivers of County vehicles shall be responsible for the safe and prudent operation of the vehicles under all conditions.

13. Existing traffic regulations shall be observed at all times except during emergency responses.

14. Drivers and/or the supervisor shall insure that sirens and other warning devices of county vehicles are operated continuously while responding to emergency calls. The Department does not authorize Driving Code 2 (red lights flashing, but no siren sounding). The only emergency driving this department authorizes is Code 3 (red lights flashing and siren sounding). Anyone who drives Code 2 with red lights only and no siren, with the exception of prolonged stops due to certain traffic conditions, shall be in violation of this Rule and Regulation and shall be subject to progressive disciplinary action.
The Incident Commander may reduce all incoming units to Code 1 at their discretion.

15. During emergency response, drivers of fire department vehicles shall bring the vehicle to a complete stop for any of the following:

   a. When directed by a law enforcement officer
   b. Red traffic lights
   c. Stop signs
   d. Negative right-of-way intersections
   e. Blind intersections
   f. Uncontrolled railroad crossings
   g. When the driver cannot account for all lanes of traffic in an intersection
   h. When other hazards are present
   i. When encountering a stopped school bus with flashing warning lights. (Vehicle may proceed past the school bus when area is clear and directed to by the school bus driver).

16. Drivers shall proceed through intersections only when the driver can account for all lanes of traffic in the intersection.

17. During an emergency response, fire vehicles should avoid passing other emergency fire vehicles. If passing becomes unavoidable,
passing arrangements should be conducted through radio communications.

18. During an emergency response, drivers and/or company officer shall not allow their apparatus to be driven at a rate of speed greater than those speeds listed below:

   a. Battalion Chief          10 mph over posted limit

   Any emergency vehicle not listed above shall be limited to traveling 10 mph over posted limit.

19. On interstate highways, it is best not to operate Code 3 while responding with heavy equipment. As a rule, the traffic is traveling faster than the fire apparatus. If traffic is congested and conditions dictate, then vehicles may run Code 3 on interstates with extreme caution, always keeping in mind that motorists will generally slow and pull to the right upon seeing the red lights and hearing the siren. Be extremely cautious if you are to a motorist’s right. He may pull over into you.

Signature/Date  5/1/07
Ryan Beaman
President/Chief Spokesman

Signature/Date  5/1/07
Ray Visconti
County/Chief Spokesman
RULES AND REGULATIONS
NEGOTIABLE

SUBJECT:    HAZING/SEXUAL HARASSMENT

DATE:    2007

1. Hazing and/or Sexual Harassment are unacceptable behaviors in the workplace. These behaviors only serve to discredit the professional image this department has worked hard to maintain and cause embarrassment and shame to the Clark County Fire Department and all Fire Service employees.

2. Hazing and/or Sexual Harassment shall not be tolerated in this department and, depending upon the severity, shall subject the offending employee to the progressive disciplinary action process, not excluding termination.

3. Hazing and Sexual Harassment definitions

   a. Hazing is defined as: "any activities or attitudes that breach reasonable standards of mutual respect and which willfully or recklessly endanger the physical or mental health of any employee, and is likely to: cause bodily harm or danger, or
cause disturbing pain, or compromise the person's dignity; cause embarrassment or shame in public; cause the person to be the object of malicious amusement or ridicule; cause psychological harm or substantial emotional strain; and impair job performance.”

b. Sexual Harassment is defined as: “any unwelcome sexual advances by supervisors or co-workers, sexual joking, off-color jokes, verbal abuse, demeaning sexual inquires, vulgarity, obscene gestures, lewd comments, and the displaying of sexually oriented posters, magazines, or other graphic materials. Retaliation against an employee for filing a complaint of sexual harassment will also be considered harassment.”

4. Actions for Hazing: If you suspect hazing, become aware of any form of hazing being committed or have been a victim of hazing, immediately report this to your appropriate supervisor.

5. If you are a victim of Sexual Harassment:

a. Ask the person to stop the harassing behavior. This strengthens the position of the employee, if the employee reports the incident later.
b. If the harassment persists, file a formal complaint with your appropriate supervisor and/or the Clark County Office of Diversity (OOD).

c. Document the complaint by keeping a diary or log that details each of the incidents. Write down what happened, what was said, who was there and who witnessed the incident.

d. The employee also has the option to file a complaint with the Equal Employment Opportunity Commission (EEOC).

[Signatures and dates]

Ryan Beaman
President/Chief Spokesman

Ray Visconti
County/Chief Spokesman
RULE AND REGULATION
NEGOTIABLE

SUBJECT: VEHICLE ACCIDENT REVIEW

DATE: 2007

1. This Rule and Regulation is intended to reduce the number of vehicle accidents by determining the cause and preventability of each accident and recommending and taking effective corrective action.

2. A vehicle accident is any incident in which a County vehicle is involved (whether in motion, stopped or parked) which results in injury, fatality, and/or property damage.

3. The Accident Review Committee shall consist of two (2) members, one (1) to be chosen by the Union President and one (1) member to be chosen by the Fire Chief who shall be from his/her administrative staff.
   
a. It shall be the responsibility of this Committee to review all accident reports and, any other relevant matters to determine whether an accident was PREVENTABLE or NON-PREVENTABLE and in the case of a preventable accident, to
determine severity of the accident and the appropriate discipline if any.

b. If the Committee has reached an impasse on the decision of who is responsible for the accident, or the appropriate discipline, if any, the committee’s decision shall be reviewed by the Accident Review Board.

4. The Accident Review Board shall consist of three (3) voting members, one (1) chosen by the Union President, one (1) chosen by the Fire Chief who shall be from his/her administrative staff, and one (1) captain or, if the accident is not in suppression, then one (1) appropriate supervisor. This member shall be randomly selected from an established list created by the accident review committee.

5. The committee or board may request the following employees, who do not vote to participate in the formal review, the immediate supervisor of the employee, a representative of Risk Management, a Fire Apparatus Mechanic, and/or the Training Officer to attend the meeting. The employee must attend when requested by board.

6. The Accident Review Committee shall review all accidents on a quarterly basis unless extenuating circumstances cause a scheduling conflict; e.g., vacation, sick leave, etc.
7. The Accident Review Board shall review all accidents that fall under its guideline as stated above in 1-b, within (1) month of impasse. Every effort shall be made to avoid scheduling conflicts.

8. It shall be the responsibility of the Fire Chief or his designee to schedule either the Committee or Board meetings and notify the employees whose presence if necessary. If any employee cannot attend the scheduled meeting, it shall be his/her responsibility to notify the committee or board as to the reason why.

9. Employees scheduled to appear shall notify their immediate supervisor at least two (2) days in advance so proper relief can be arranged.

10. The Committee or Board shall be provided with the Clark County Vehicle Accident package and any other reports, material or records deemed appropriate.

11. Passenger/crew members and supervisors may also be held responsible for any acts or omissions that contributed to an accident, and should be present at the review if appropriate. It should be noted on the accident report if someone other than the driver was responsible for the accident.
c. **Category 3**

An accident that has occurred because the employee has flagrantly or willfully disregarded safety.

14. **The Committee or Board shall recommend appropriate corrective action including training, re-training and equipment modification.**

15. **The Committee or Board shall recommend disciplinary action based on the following:**

a. In any given three (3) year periods, the following guidelines shall apply, unless it is determined that there are extenuating circumstances:

i. A single Category 1 accident shall result in a documented verbal written warning; except that any employee who has not had a preventable accident in the prior three (3) years may choose to attend an approved two (2) hour driver training/education program on his/her own time in lieu of the above discipline.

ii. Any employee who has a second Category 1 accident in a three (3) year period shall receive a written reprimand.

iii. Any employee who has three (3) or more Category 1 accidents in a three (3) year period shall result in
iv. Any employee who has a Category 2 accident shall receive a written reprimand. An employee having his/her first Category 2 accident (and has not been involved in any Category 1 accidents) may choose to attend an approved eight (8) hour training/education program on the employee’s time paid for by the employee in lieu of a written reprimand.

v. An employee who has two (2) or more Category 2 accidents within three (3) years shall receive at least a one-half (½) shift suspension and up to and including a five (5) shift suspension.

vi. Any Category 3 accident shall result in a suspension without pay of not less than five (5) shifts, and may include demotion or termination.

vii. An employee choosing a training option in i or iv above must complete such training within thirty (30) days of the date they receive the findings of the Accident Review Committee or Board.
16. While the driver has primary responsibility for the safe operation of the vehicle, other employees may be wholly or partially responsible for an accident.

a. If an employee other than the driver is directly responsible for the accident, then that employee shall be the primary party responsible for the accident and may receive the discipline in place of the driver.

Example: A Fire Fighter assigned to backing fails to see an overhead obstacle and backs a vehicle into it.

b. If an employee is indirectly responsible for the accident, then that employee may be held partially responsible for the accident and may receive discipline based on the degree of responsibility.

Example: A Captain fails to deploy a backer and a backing accident occurs. The Captain shall be in violation of the backing Rules and Regulations and may be disciplined according to the procedure for a violation of Rules and Regulations, or SOP's.
17. The Committee or Board shall record their review findings and recommendations on the proper report and forward to the Fire Chief.

18. The Fire Chief shall review the findings and recommendations and shall make the final decision as to type and category of accident and disciplinary action.

19. The Fire Chief or his designee shall complete the written reprimand, and/or suspension documentation and forward to the appropriate supervisor for discussion and/or administration.

Signature/Date 5/1/07
Ryan Beaman
President/Chief Spokesman

Signature/Date 5/1/07
Ray Visconti
County/Chief Spokesman