

ATTACHMENT III

SECTION 2
NO. 2

Rules and Regulations
NEGOTIABLE

**SUBJECT: ABSENCE FROM DUTY WITHOUT PROPER AUTHORIZATION
ABSENCE FROM DUTY WITHOUT AVAILABLE PROPER LEAVE**

DATE: ~~JULY 1, 2011~~ TBD

1. No employee shall be absent from duty without available ~~proper~~ leave or ~~shall be absent from duty without~~ authorization. Authorization 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~~ 8 of the union contract, shall be approved by the Fire Chief of the department or authorized their designee. Only the Fire Chief of the department or authorized their designee can extend or modify such leave as approved.
2. All employees are required to remain in work status during their shift, or be in approved leave status. ~~In the event that the employee does not have available leave,~~ ~~p~~Prior to falling into leave without pay status, the employee shall obtain permission from the Fire Chief or designee to be placed in leave without pay status. Failure to obtain prior approval shall subject the employee to the following disciplinary action.
3. a. For a first offense (within a twelve-month period), an employee falling into an unauthorized leave without pay status shall be interviewed by ~~his/her~~ their immediate supervisor, who shall administer a written reprimand to the employee. and ~~t~~The interview and written reprimand shall be documented with an Employee Interview Sheet, which ~~will~~ shall become a ~~permanent~~ part of the

employee's personnel file and subject to the provisions of Rule and Regulation 2.18 Disciplinary Process Policy.

4. **b.** For a second offense (within a twelve-month period), an employee falling into an unauthorized leave without pay status shall be interviewed by his/her **their** immediate supervisor, who shall suspend 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 part of **record in** the employee's personnel file.
5. **c.** For a third offense (within a twelve-month period), an employee falling into an unauthorized leave without pay status shall be interviewed by his/her **the Fire Chief or their designee** ~~immediate supervisor~~, who shall suspend 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 part **record in** of the employee's personnel file.
6. **d.** For a fourth offense (within a twelve-month period), an employee falling into an unauthorized leave without pay status shall be terminated. ~~The Fire chief or his/her designee reserves the right to consider mitigating circumstances, and reduce the termination to a lesser punishment for the fourth or more offense.~~
7. **3.** Any employee absent without proper authorization for ~~three~~ **four (3 4)** consecutive shifts (fire suppression), **or** four (4) consecutive days (10-hour personnel, or five (5) consecutive days (8-hour personnel) shall be automatically terminated.
8. **4. A no-call, no-show shall be defined as any employee who fails to notify their immediate supervisor prior to the start of their shift. Employees failing to notify the department shall be placed in LWOP status until reporting to**

their assignment and follow progressive discipline beginning with Section 2b (1 shift suspension).

9. 5. The Fire Chief or their designee may consider mitigating circumstances and reduce the termination to a lower level of discipline.

Christina Ramos

For the County of Clark,
Christina Ramos
Chief Spokesperson

04-28-2022

Date

Patrick Rafter

For IAFF, Local 1908,
Patrick Rafter, President

04/28/2022

Date

Rules and Regulations
NEGOTIABLE

SUBJECT: CURRENT ELIGIBILITY LIST

DATE: FEBRUARY 20, 2007

1. The Clark County Fire Department shall promote for vacancies at the rank of Battalion Chief of tested positions. Those vacancies shall be filled off from 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~~ a list does not exists or if the current list has been exhausted at the time a the 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 90-day notice of the promotional examination shall be posted within six (6) months from the vacancy occurring. The Battalion Chief list shall remain in effect for twenty-four (24) months ~~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~~ **approve** 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~~ **a list does not** 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~~ **a new battalion chief position(s)**, the date of approval shall determine the eligibility lists used to fill the new positions.

4. 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.

5. The Fire Chief may designate a specific number of employees in permanent position types as NRS exempt. These Employees shall meet the minimum requirements for the position.

Christina Ramos

For the County of Clark,
Christina Ramos
Chief Spokesperson

05-09-2022
Date

Patrick Rafter

For IAFF, Local 1908,
Patrick Rafter, President

05/09/2022
Date

Rules and Regulations
NEGOTIABLE

SUBJECT: GENERAL CONDUCT

DATE: ~~JULY 1, 2011~~ TBD

Anytime an employee wears the current uniform outlined in the Clark County Fire Department (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 self-identify as a CCFD employee, or are identifiable as a Clark County Fire Department employee ~~while~~ wearing shirts and/or hats with the ~~Clark County Fire Department CCFD~~ insignia. However, when an employee is out of uniform and is not identifiable as a ~~Clark County Fire Department CCFD~~ 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.~~
 - a. Be honest and truthful**
 - b. Be courteous, patient, and respectful in dealing with the public.**

Employees shall not use harsh, course, violent, profane, insolent, indecent,

suggestive, sarcastic, or insulting language. Employees shall maintain an even temper regardless of provocation.

2. ~~c. While on duty, employees shall p~~Perform their duties promptly and efficiently.
3. ~~d. While on duty, employees shall b~~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. ~~e. While on duty, employees shall r~~Refrain from altercations, disorderly conduct, and the use of profane, abusive or improper language.
5. ~~f. While on duty, employees shall w~~Wear the regulation uniform defined in the CCFD dress code and shall keep themselves clean and well-kept.
6. ~~g. While on duty, at no time shall any Fire Department employee~~ Not take photos or video of any patient or at any emergency scene without the prior approval of the Fire Chief or his/her their designee. **All photos and video taken of an emergency scene are property of Clark County Fire Department and shall not be shared outside the department without prior approval of the Fire Chief or their designee.**
h. Prevent damage and loss of Clark County property to the best of their ability.
7. 2. 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.

8. Visitors shall not be permitted in station quarters or on station grounds after 2100 hours without the ~~permission~~ **notification** of the **Deputy Chief over Operations or their designee** ~~captain or appropriate supervisor.~~

9. ~~Beds shall not be used between the hours of 0700 to 1900 hours without the permission of the captain or appropriate supervisor.~~

10. ~~Employees shall not be permitted to receive telephone calls on the station phones after 2100 hours without the permission of the captain or appropriate supervisor.~~

Christina Ramos

For the County of Clark,
Christina Ramos
Chief Spokesperon

05-23-2022
Date

Patrick Rafter

For IAFF, Local 1908,
Patrick Rafter, President

05/23/2022
Date

Rules and Regulations
NEGOTIABLE

SUBJECT: HEARING PROTECTORS

DATE: FEBRUARY 20, 2007 TBD

1. Hearing protectors have been distributed for all suppression Operations employees as outlined in Article 11, Safety and Health, of the collective bargaining agreement.
2. The wearing of hearing protectors is mandatory for all employees when riding a unit and while operating power equipment.
3. All employees shall comply with the Department Workplace Safety Manual.

Christina Ramos

For the County of Clark,
Christina Ramos
Chief Spokesperson

04-28-2022
Date

P. Rafter

For IAFF, Local 1908
Patrick Rafter, President

04/28/2022
Date

Rules and Regulations
NEGOTIABLE

SUBJECT: LATE FOR DUTY

DATE: FEBRUARY 20, 2007 TBD

1. Punctuality is required of all employees. In the case an employee is prevented from reaching his/her their duty assignment on time, he/she they shall immediately notify the Deputy Chief over Operations suppression. Failure to report for duty Employees who are late for duty to their place of assignment at times specified shall be subject to ~~considered grounds for~~ disciplinary action.
2. For the first offense, an employee reporting for duty after the start of the assigned workday shall be interviewed by the Deputy Chief over Operations, 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 workday, shall be relieved of duty and told to report to the Deputy Chief over Operations 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 or their designee makes a final determination.

4. For a third offense, an employee reporting for duty after the start of the assigned workday, shall be relieved of duty and told to report to the Deputy Chief over Operations 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 or their designee 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.~~ The Fire Chief or their designee may consider mitigating circumstances and reduce the termination to a lower level of discipline.

7. Any employee not physically at his/her their place of assignment at the start of the assigned workday shall be considered late unless he/she they have has an authorized accepted shift trade standby.

Christina Ramon
06-02-2022

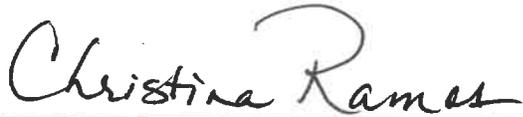

06/02/2022

Rules and Regulations
NEGOTIABLE

SUBJECT: LEAVE OF ABSENCE

DATE: FEBRUARY 20, 2007

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



Christina Ramos
Clark County/Chief Spokesperson



Patrick Rafter
President, IAFF, Local 1908

06-07-2022

Date

06/07/2022

Date

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: OFFICIAL COMMUNICATIONS

DATE: FEBRUARY 20, 2007 TBD

1. All official communications shall be made through the proper channels chain of command. ~~which are defined to be in the following order: Deputy Chief, and then Fire Chief.~~
2. 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.
3. Copies of the Fire Department roster containing any and all personal information ~~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.
4. ~~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.~~ Rosters shall not be available to the general public.

5. No employee shall give out official information unless authorized by the Fire Chief.



Christina Ramos
Clark County/Chief Spokesperson

06-02-2022
Date



Patrick Rafter
President, IAFF, Local 1908

06/02/2022
Date

Rules and Regulations
NEGOTIABLE

SUBJECT: SAFETY EQUIPMENT – PROTECTIVE CLOTHING

DATE: FEBRUARY 20, 2007 TBD

A. 1. 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:~~ **safety equipment as outlined in Article 11 of the collective bargaining agreement and any other equipment that is mandated by state or federal law or regulation including, but not limited to, those that protect against the spread of infectious diseases.**

1. Turnout Coat with liner
2. Turnout Pants with liner
3. Helmet, chin strap, shroud and face shield
4. Nemex 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, those to protect against the spread of infectious diseases.~~

B. 2. It shall be the responsibility of the Battalion Chief to ~~insure~~ **ensure** that all employees under his/her **their** direction shall wear all appropriate safety gear and/or equipment.

C. 3. 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~~ **protective clothing and safety equipment ensemble**. No modifications of any kind shall be permitted without direct approval from the Fire Chief **or their designee**.

D. 4. 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. 5. If an employee is found in violation of ~~fire-fighting~~ **firefighting** without the proper safety gear and/or equipment, he/she **they may** shall be suspended for one (1) shift for the first offense **based upon the severity of the infraction**. Any further violations shall result in more severe discipline.

COLORS OF HELMETS AND TURNOUT PANTS/COATS:

<u>Rank</u>	<u>Helmets</u>	<u>Turnout Coats/Pants</u>
Battalion Chiefs	White	Tan, Brown Or Khaki

- A. 6. 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. 7. It shall be the responsibility of each employee to place his/her their 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. 8. ~~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.

Christina Ramos

For the County of Clark,
Christina Ramos
Chief Spokesperson

04-28-2022
Date

P-Rafter

For IAFF, Local 1908
Patrick Rafter, President

04/28/2022
Date

Rules and Regulations

NEGOTIABLE

SUBJECT: VEHICULAR ACCIDENT (POST-ACCIDENT TESTING)

DATE: FEBRUARY 20, 2007 TBD

1. This procedure is intended to standardize the actions of all ~~Clark County Fire Department~~ employees when they are involved in an accident.
 - a. A vehicle accident is an incident in which a county vehicle is involved (whether in motion, stopped, or parked) which results in injury, fatality, and/or property damage.
 - b. Immediately contact appropriate supervisor.
 - c. Shall contact Combined Communication Center (CCC) to notify law enforcement and Clark County's insurance adjuster.
 - d. Do not admit fault or sign any statement except as requested by law enforcement and/or the County's adjuster.
 - e. Complete all forms in a Clark County Emergency Accident packet and insure delivery of the packet to their immediate supervisor or designee.
 - f. The immediate supervisor shall submit the completed packet to the Accident Review Committee within one (1) business day.

2. 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 number 1 or 2 above, ~~the Deputy Chief over suppression or designated on-call Chief~~ **their immediate supervisor or designee** shall complete the CCFD Substance Abuse Observation form and follow the provisions of Article 37 **36** Substance Abuse Policy if testing is considered.
4. If an employee is not tested within the 24-hours **of the incident** 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 Services 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 37 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 ~~37~~ 36 Substance Abuse Policy, Section 4, I.

Christina Ramos

Christina Ramos

Clark County/Chief Spokesperson

06-07-2022

Date

Patrick Rafter

Patrick Rafter

President, IAFF, Local 1908

06/07/2022

Date

Rules and
Regulations
NEGOTIABLE

SUBJECT: TRADING WORK DAYS

DATE: TBD

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 workday trade employee who meets the certification of the position to be filled.
2. **The employee shall enter the trade information into the staffing system, but the employee working must approve the trade in the staffing system. The system shall make automatic notifications to both employees once the trade is approved.**
3. Pay back time shall be made "on demand" **with a minimum of seven (7) days' notice unless agreed by both employees** and within one (1) year. Failure to repay "on demand" shall result in forfeiture of workday trading privileges for twelve (12) consecutive months following the date of the infraction.

- ~~4. Anytime a workday trade is utilized, the employee that initiated the trade must have approval from their immediate supervisor. If an employee's immediate supervisor is not available, they shall follow the chain of command to obtain the required authorization. Any workday trade that does not have this prescribed authorization shall not be considered valid and the employee who initiated the trade shall be considered absent.~~

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

6. A Union Officer or member of the Union shall not be allowed the use of union leave at any time during a shift for which the officer or member is scheduled for a workday trade.

7. If the workday trade employee absents himself/herself **themselves** from the agreed upon shift trade, the employee normally scheduled to work shall be charged sick time for the appropriate number of hours given the opportunity to return to work and to complete their normally scheduled shift. If the employee is unable to return to work, the employee shall be given the option to request emergency vacation per Article 21 or be

charged sick time for the appropriate number of hours and not be counted as an unexcused absence per Article 15.

Christina Ramos

Christina Ramos
Clark County/Chief Spokesperson

P. Rafter

Patrick Rafter
President, IAFF, Local 1908

06-07-2022

Date

06/07/2022

Date

Rules and Regulations
NEGOTIABLE

SUBJECT: UNSAFE CONDITION REPORT – SAFETY COMMITTEE

DATE: FEBRUARY 20, 2007 TBD

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 ~~e~~Collective ~~b~~Bargaining ~~a~~Agreement, shall establish and maintain a Health and Safety Committee.
2. Any Clark County Fire Department bargaining unit employee who is aware of a health or safety hazard shall **complete the “Potential Unsafe or Unhealthy Condition or Situation Report” form and promptly submit the report to their immediate supervisor.** ~~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. **The supervisor shall take the following action:**

- a. If ABLE to take corrective action, the supervisor shall implement the corrective action and shall submit the completed form to the Health and Safety Notification group and their immediate supervisor within three (3) days.**
- b. If UNABLE to take corrective action, the form shall be submitted to the Health and Safety notification group and their immediate supervisor with a recommended solution within twenty-four (24) hours.**
4. Within three (3) working days of receipt of the report, the ~~second~~ level supervisor **notified in section 3b** shall complete the **second** Supervisor Response section and send the original to the appropriate Deputy or Assistant 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.
5. Within three (3) working days of receipt of the report, the appropriate Deputy or Assistant Fire Chief in charge of Health and Safety shall review the report; make comments in the Department Head 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.
6. A Health and Safety Committee consisting of ~~department~~ **bargaining unit** members as outlined in the Local 1908 ~~e~~**C**ollective ~~b~~**B**argaining ~~a~~**A**greement, and any other Clark County employees that are agreed upon by both the Fire Chief and the 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~~ **bargaining unit** ~~E~~**e**mployees as outlined in the ~~e~~**C**ollective ~~b~~**B**argaining ~~a~~**A**greement.
7. 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 eCollective bBargaining aAgreement. 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 shall be available at each work site, department administrative office, and the Fire ~~are attached and shall be available at each work site and Fire Department Administrative Office and the Training web page.~~



For the County of Clark,
Christina Ramos
Chief Spokesperson

04-28-2022
Date



For IAFF, Local 1908
Patrick Rafter, President

04/28/2022
Date

Rules and Regulations
NEGOTIABLE

SUBJECT: CATASTROPHIC LEAVE

PROGRAM DATE: JULY 1, 2014 TBD

I. PURPOSE

The purpose of this Rule and Regulation is to set forth procedures for the administration and use of catastrophic leave.

II. PROGRAM ELIGIBILITY

All employees covered by the IAFF Collective Bargaining Agreement.

III. PROCEDURE

A. LEAVE DONATION

1. All employees covered by the IAFF Collective Bargaining Agreement 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~~ **Risk Management**. The County shall match any leave time donated up to a total of 3000 hours. Once the maximum County contribution of 3000 hours is achieved, as hours are used, the County shall continue to match hour-for-hour donations to maintain the County's 3000 hour maximum contribution level. Leave donations may be in a lump sum or on a periodic leave deduction basis.

Donations may be made from an employee's vacation, sick, bonus and/or compensatory time leave 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 Rule and Regulation, the excessive leave shall be returned to the appropriate leave bank account of the donating employee in the reverse order it was received. (Example: donated hours shall be time stamped by ~~Human Resources~~ **Risk Management** in the order they were received. Therefore, when hours donated are not used or needed, they shall be returned to the employees whose donations were received last).

2. Donated time shall be converted to dollars at the hourly rate of the donor. When a recipient is identified and approved, an appropriate dollar amount shall be converted to sick leave at the hourly rate of the recipient. An eligible recipient may use a total of no more than 2080 hours of Catastrophic Leave for 8-hour or 10-hour employees, or 2912 hours of Catastrophic Leave for 24-hour employees from the date of the employee's leave request for any one (1) incident. **An 8-hour or 10-hour employee may use 80 hours and a 24-hour employee may use 120 hours of catastrophic leave to care for a family member who meets the definition of catastrophic illness/injury as defined in section B.2. below.**

B. ELIGIBILITY FOR EMPLOYEE OR FAMILY-CATASTROPHIC LEAVE

1. Employees who have been employed by the ~~County Fire~~ Department for a continuous period of six (6) months, in a position covered by the IAFF Collective Bargaining Agreement.
 2. An employee or a member of their immediate family, defined as a spouse, child, parent, sibling, foster child, stepchild (past or present), grandchild, grandparent, mother/father-in-law, son/daughter-in-law, and domestic partner in accordance with Nevada Revised Statute (NRS) must meet the following definition of catastrophic illness/injury. "Catastrophic illness/injury is an illness or injury that requires inpatient care at a medical facility or that renders an employee or immediate family member bedridden at home. "Bedridden" is defined as limiting an individual's ambulatory status to home, allowing attention to in-home personal care needs, attend physician appointments and receive necessary medical treatment related to their catastrophic illness. 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 to the employee or immediate family member, the employee must file a Request for Catastrophic Leave form (see attached form) with ~~the Fire Chief or his/her designee who shall then forward a copy of the form and its attachments to the Human Resources Director~~ Risk Management

for approval. The ~~request~~ form must specify the length of time the employee wishes requests to be covered by Catastrophic Leave and must be accompanied by a medical statement from the attending state licensed health care provider explaining the nature of the illness or injury, and an ~~estimated~~ the amount of time the employee or immediate family member shall will be receiving inpatient care or will be bedridden at home. The notification form shall be signed by the Fire Chief prior to submittal to Risk Management.

D. ~~Human Resources~~ Risk Management shall review the request and verify the employee's eligibility for Catastrophic Leave. If determined eligible, ~~Human Resources~~ Risk Management shall grant ~~to the~~ employee an appropriate amount of Catastrophic Leave donated on his/her their behalf on an as needed basis. Catastrophic Leave shall be added to the employee's sick leave balance. If sufficient leave is not donated to cover an employee's approved request, the employee shall only be granted the leave that is available. If additional leave is donated while the employee is on approved catastrophic leave, the employee shall be granted additional time to cover the request up to the maximum Catastrophic Leave of:

1. 2080 hours ~~of Catastrophic Leave~~ for 8-hour or 10-hour employees, ~~or~~
2. 2912 hours ~~of Catastrophic Leave~~ for 24-hour employees!
3. 80 hours for 8 or 10-hour employee's defined family member
4. 120 hours for 24-hour employee's defined family member

- E. All sick leave hours donated to the catastrophic leave account shall not be charged as sick leave usage as it pertains to the donating employee's eligibility for bonus shift leave and annual sick leave cash out.
- F. Once ~~the Human Resources Director~~ **Risk Management** approves the Catastrophic Leave Request form, received from the employee~~Clark County Fire Department~~, a copy shall be forwarded to the Clark County Comptrollers/Records Division for processing. All donation forms received by the Human Resources Director **or Risk Management** shall be forwarded to the Clark County Comptroller/Records Division for processing. Clark County Comptrollers/Records Division shall add the County match and create the employee's catastrophic leave bank, making the hours available for payroll. All approved/unapproved Request and Donation forms shall be forwarded to fire payroll and the affected employee(s).



Christina Ramos
Clark County/Chief Spokesperson



Patrick Rafter
President, IAFF, Local 1908

06-02-2022

Date

06/02/2022

Date

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.
(2080 hours of Catastrophic Leave for 8-hour employees, or 2912 hours of
Catastrophic Leave for 24-hour employees from the date of request for any
one (1) 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 shall be receiving inpatient care or bedridden at home.

Employee Signature

Date

FIRE CHIEF RECEIPT

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

_____ received _____ forwarded

Fire Chiefs Signature

Date

~~HUMAN RESOURCES APPROVAL~~

RISK MANAGEMENT

@

CR

The request for catastrophic leave is:

_____ approved _____ not approved

~~Human Resources~~

Date

Risk Management
@

IAFF/CLARK COUNTY CATASTROPHIC LEAVE DONATION

Employee Name: _____ Department: _____

Employee Personnel Number: _____ Hourly Rate: _____

I wish to donate the following amount of leave to the IAFF Catastrophic Leave Donation Bank (Note: Forty (40) hours of vacation and one hundred and twenty (120) hours of sick leave must remain in your balance after donating time): LUMP SUM: (Donation must be at least one (1) hour)

VACATION LEAVE: _____ HOURS

SICK LEAVE: _____ HOURS

ALL SICK LEAVE HOURS DONATED TO THE CATASTROPHIC LEAVE ACCOUNT SHALL NOT 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 PAYCKECK 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 shall be returned to the donating employee's leave account based on the order in which it was received.

EMPLOYEE SIGNATURE

DATE

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: BILINGUAL PAY PROGRAM

DATE: FEBRUARY 20, 2007 TBD

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.

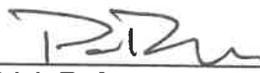
Administration:

1. The Human Resources Department shall **select, approve and administer the proficiency exam** ~~coordinate the testing procedure.~~
2. The employee shall request via ~~E~~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 ~~E~~email as to the date and time of his/~~her~~ **their** appointment.
 - a. The employee shall attend the appointment; failure to attend shall result in a **three (3)**-month penalty before the employee can be scheduled for

another test. If a valid reason for missing the appointment is provided, a three (3) month penalty may be waived by the Fire Chief or their designee.

- 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 they are eligible to ~~shall be scheduled to take the re-test~~ in three (3) 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~~ the premium pay form designating bilingual pay and forward to the Comptroller's Office. Employees, ~~who have successfully completed this test,~~ shall receive Premium Ppay from effective on 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.~~


Christina Ramos
Clark County/Chief Spokesperson


Patrick Rafter
President, IAFF, Local 1908

06-22-2022
Date

06/22/2022
Date

Rules and Regulations
NEGOTIABLE

SUBJECT: DISCIPLINARY PROCESS POLICY

DATE: JULY 1, 2014 TBD

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 or is made aware that an employee is not performing his/her their job duties, or that he/she the employee 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 or Fire Department management employees 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 their supervisor or Fire Department management employee. Any time an employee believes he/she they are is going to receive a disciplinary action, as outlined in Article ~~120~~ Paragraph Section 2 of the Grievance and Arbitration Procedures, as a result of a meeting with his/her their supervisor or Fire Department management employee, he/she they 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.

5. In order to ~~insure~~ ensure 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 Fire Department management employees 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:
 - a) Does the supervisor have accurate facts?
 - b) Can the employee's guilt be proven by direct, objective evidence, or is the evidence circumstantial or hearsay?
 - c) What is the employee's explanation for the infraction of the rule, conduct, or performance?
 - d) What is the employee's record of past disciplinary actions?
 - e) What is the employee's length of service with the department?

- f) Is the employee receiving the same treatment others have received for similar infractions of the rules, conduct, or performance?
- g) Does the proposed discipline fit the rule infraction, conduct, or performance?
- h) Has the supervisor reviewed the facts with a Fire Department management employee 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:

- a) ~~oral~~Oral reprimand;
- b) ~~written~~Written reprimand;
- c) ~~suspension~~Suspension
- d) ~~demotion~~Demotion
- e) ~~and termination~~Termination

When considering the appropriate level of discipline, the factors that shall be considered are:

- a) Seriousness of the offense or conduct;
- b) Employment record; and
- c) 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 they believes an ~~employee~~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 employees 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

i. 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.

ii. 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.

iii. 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 Chief or ~~his/her~~ their designees, that the reprimand be removed. The Fire Chief or ~~his/her~~ their designee shall then remove and return the document(s) to the employee providing that the request meets the requirements of this section.

iv. When supervisors use an oral reprimand, they shall be used in accordance with Article ~~120~~ Section ~~78~~(I) of the IAFF/ Clark County Collective Bargaining Agreement (CBA).

c) Written Reprimand

i. 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.

- ii. 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~~ their supervisor before proceeding with the action.

- iii. 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~~ their 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.

- iv. 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.

- v. When supervisors use a written reprimand, they shall be used in accordance with Article 120 Section 78(I) of the CBA.

- 9. 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.

- a) 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 Fire Department management employee. The investigation shall be thorough but timely, so that action may be taken in a reasonable time frame. The investigation allows Fire Department management to carefully verify any allegations and allows the employee to be interviewed to learn ~~his/her~~ their explanation. Once it is decided to suspend an employee, the provisions in Article 120 of the CBA shall be followed.

b) 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 Fire Department management employee. 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 ~~120~~ of the CBA shall be followed.

c) 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 Department management employee. 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 Fire Department 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 120 of the CBA shall be followed.



Christina Ramos
Clark County/Chief Spokesperson

06-02-2022
Date



Patrick Rafter
President, IAFF, Local 1908

06/02/2022
Date

Conflict/ Dispute Resolution Process

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 the following:

Office of Diversity (OOD) [County]
(702) 455-5760

Nevada Equal Rights Commission (NERC) [State]
(702) 486-7160

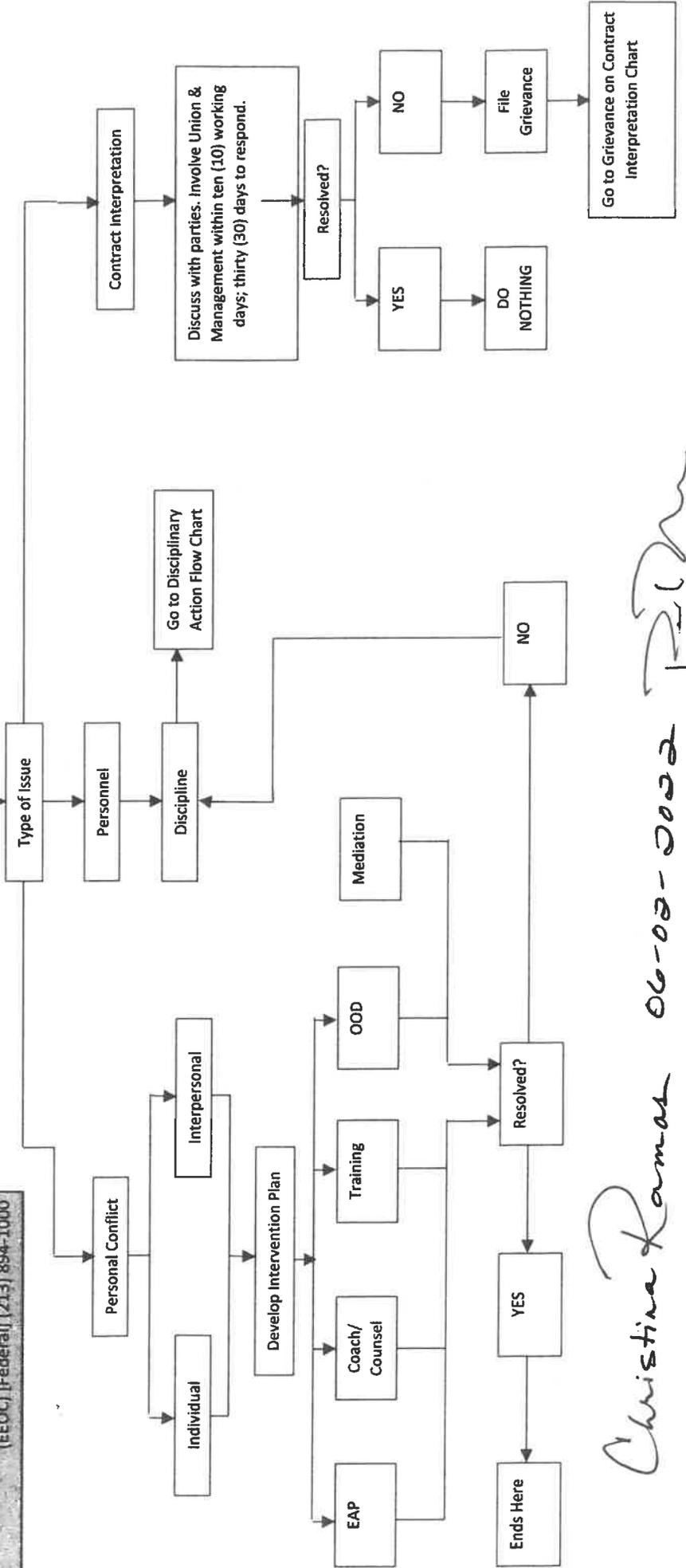
Equal Employment Opportunity Commission (EEOC) [Federal] (213) 894-1000

Conflict Occurs -- Employee notifies Supervisor by email within ten (10) working days from date of conflict**

Supervisor notifies their Supervisor, The Union Grievance Committee, AC/DC via email immediately of notification of conflict.

Supervisor meets with employee within ten (10) 7-working calendar-days of notification from the employee to discuss, resolve, or advance issue.

Supervisor notifies their supervisor, The Union Grievance Committee, and AC/DC of outcome of meeting with employee and what plan-of action process below will be followed.



Christina Ramas 06-02-2022 *P. RAFTER*

Rules and Regulations

NEGOTIABLE

**SUBJECT: GUIDELINES FOR INTERNAL PANELS WRITTEN REPRIMAND
DISCIPLINARY HEARING**

DATE: FEBRUARY 20, 2007 TBD

In accordance with Article ~~12~~ 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 ~~12~~ 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 their basis for appealing the reprimand. The supervisor giving the discipline shall present his/her their 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.

Christina Ramos

Christina Ramos

Clark County/Chief Spokesperson

Patrick Rafter

Patrick Rafter

President, IAFF, Local 1908

06-07-2022

Date

06/07/2022

Date

Rules and Regulations

NEGOTIABLE

**SUBJECT: EMPLOYEE CONTACT INFORMATION (TELEPHONES &
ADDRESSES)**

DATE: FEBRUARY 20, 2007 TBD

1. All employees of the Department are subject to recall in cases of emergency and shall maintain a ~~telephone at their place of residence~~ **an active telephone number to be recalled while off duty.**
2. Any change of address or telephone number ~~must~~ **shall** be reported to the Fire Department ~~on the first workday~~ **by the end of your first shift** following said change. Employees shall notify the Deputy Chief over ~~suppression~~ **Operations** in writing via **Email**.

3. Failure of any employee to follow this **Rule and Regulation** shall result in progressive disciplinary action, beginning with a documented ~~Verbal Warning~~ **counseling session**.

Christina Ramos
Christina Ramos
Clark County/Chief Spokesperson

05-09-2022
Date

P. Rafter
Patrick Rafter
President, IAFF, Local 1908

05/09/2022
Date

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: HAZING/SEXUAL HARASSMENT

DATE: FEBRUARY 20, 2007 TBD

This Rule and Regulation is in addition to the Clark County Equal Opportunity, Non-Discrimination, and Anti-Harassment Policy.

1. ~~Hazing and/or S~~s~~exual H~~h~~arassment 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 and shall not be tolerated, in this department and, d~~D~~epending upon the severity, shall subject the offending employee shall be subject to the progressive disciplinary action process, not excluding termination.~~
3. **2.** Hazing and S~~s~~exual H~~h~~arassment definitions

- Hazing is defined as **includes, but is not limited to**, “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-are** 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.”~~

- **cause bodily harm or danger**

- **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.**

- Sexual Harassment is defined as **includes, but is not limited to**: “~~any unwelcome sexual advances by supervisors or co-workers, sexual joking, off-color jokes, verbal abuse, demeaning sexual inquiries, 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.”~~

- **any unwelcome sexual advances by supervisors or co-workers**

- **sexual joking**

- **off-color jokes**

- verbal abuse
- demeaning sexual inquiries
- vulgarity
- obscene gestures
- lewd comments
- 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. 3. 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. If an employee has been hazed or is aware of hazing:

- a. Ask the person to stop the behavior considered to be hazing; and/or,
- b. Notify an appropriate supervisor.

5. 4. If you are an employee is a victim of Ssexual Hharassment, available steps are:

- 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, f~~File a formal complaint with your an 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).

Christina Ramos

Christina Ramos
Clark County/Chief Spokesperson

Patrick Rafter

Patrick Rafter
President, IAFF, Local 1908

4-28-2022

Date

04/28/2022

Date

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: CERTIFICATE OF ILLNESS/INJURY

DATE: June 21, 2016

The Certificate of Illness / Injury (COI) shall be used in accordance with Article 15 Section 6a, and shall be requested and used in the following manner:

1. The COI shall be requested by the Fire Chief or their designee after there are ~~five (5)~~ **six (6)** unexcused shifts of sick leave in a calendar year or whenever there is reason to believe that sick leave privileges are being abused.
2. "Unexcused" shall be defined as those shifts when an employee does not provide a voluntary COI.
3. Employees shall be required to obtain a COI completed and signed by a licensed physician/medical professional when requested by the Fire Chief or designee, as outlined in Section 1 above.
 - a. ~~Employees shall be required to obtain a COI by the close of business on the next business day, excluding weekends and holidays, following the sick leave shift. **A COI shall cover a sick leave absence if the COI documentation is dated the sick day missed or not more than one (1) calendar day before or three (3) calendar days after a sick leave absence.**~~

b. Employees who provide voluntary COI's shall follow the same timeframes as outlined in 3a above.

4. The employee shall deliver the COI to their immediate supervisor immediately upon returning to work from the sick leave shift. Employees may choose to deliver the COI in a sealed envelope, via email or by fax. If the COI is delivered in a sealed envelope it shall remain sealed until delivered to the Infection Control Nurse.
5. Once received, the supervisor shall forward the COI to department's Infection Control Nurse. The Infection Control Nurse shall confirm the adequacy of the COI. The Infection Control Nurse shall confirm the validity of the COI by making at least two (2) attempts to confirm the validity of the COI within sixty (60) days of receipt. If the Infections Control Nurse cannot confirm the validity after sixty (60) days, the employee shall be notified by email and given thirty (30) days to provide the information necessary to validate the COI. If those attempts are not successful, the date in question shall be considered unexcused sick leave.
6. Once confirmed, the Infection Control Nurse shall initial and date the COI and file it in the employee's confidential personnel file.
7. As soon as possible, the Infection Control Nurse shall notify the employee's appropriate supervisor as to the acceptance or non-acceptance of the COI.
8. The supervisor shall enter the code reflecting the type of leave approved for the absence.
9. Authorized leave used in accordance with Article 32 Miscellaneous Leaves, Article 18 Service Connected Disability and Rules and Regulations 2.16 (FMLA) shall not be subject to this provision.
10. County Management may review, reconcile and validate the documents and processes performed by the Department consistent with the Collective Bargaining Agreement, this Rule and Regulation, and state or federal law, including HIPAA. If necessary, corrective direction may be given.

11. What is the definition of a physician/medical professional? ~~Physician means a~~ **A** Doctor of Medicine (M.D.), Doctor of Osteopathy (D.O.), Doctor of Dental Surgery (D.D.S.), Doctor of Podiatry (D.P.M.), Doctor of Chiropractic (D.C.), PA (Physician's Assistant), Audiologist, Certified Nurse Anesthetist, Acupuncturist, Licensed Professional Counselor, Registered Professional Physical Therapist, Midwife, Occupational Therapist, Optometrist (O.D.), Physiotherapist, Psychiatrist, Psychologist (Ph.D.), Nurse Practitioner, Speech Language Pathologist and any other practitioner of the healing arts who is licensed and regulated by a state or federal agency and is acting within the scope of their license.

Christina Ramos

Christina Ramos
Clark County/Chief Spokesperson

05-18-2023

Date

Patrick Rafter

Patrick Rafter
President, IAFF, Local 1908

05/18/23

Date

**Clark County Fire Department Standard Certificate of
Illness/injury:**

TO BE COMPLETED BY EMPLOYEE:

Name of employee: _____

Name of patient: _____

Relationship to patient: _____

Does Employee work a: 8 10 24 hour shift

Circle One

TO BE COMPLETED BY PHYSICIAN:**

Date of physical observation: _____

Name of patient: _____

Is the employee required to be excused from duty for the illness they or their immediate family member were observed for? Yes _____ No _____

What date can the employee return to work without restrictions? _____

What is the earliest the employee may return to work without restrictions if symptoms/injury resolves? _____

Practitioner Name (print legibly) _____

Provider Address: _____

Provider Telephone Number: _____

Practitioner Signature: _____

This section must be signed by a licensed physician/medical professional

** The section to be completed by the **physician/medical professional** may include attaching physician/**medical professional** documentation (i.e. Prescription pad, Physician's/**medical professional's** letterhead) that must include all of the information required to be completed by the **physician/medical professional** as indicated on this COI form. If all of the **physician/medical professional** required information is not included on the attachment, the COI will be returned to the employee and it is their responsibility to provide all of the completed information.

Form Update June 24, 2016 May XX, 2023

This completed form must be forwarded to your supervisor immediately upon Return to work

Christina Ramos

Christina Ramos
Clark County/Chief Spokesperson

05-18-2023

Date

Patrick Rafter

Patrick Rafter
President, IAFF, Local 1908

05/18/23

Date

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: DRIVER'S LICENSE INSPECTION

DATE: TBA

Under no circumstances shall any employee of the Department operate any County apparatus/vehicle without being properly licensed as a driver. All supervisors shall take the following steps to ensure that all employees possess a valid, unexpired driver's license:

- A. Conduct a quarterly review of each driver's license.**
- B. Input the license information utilizing the expiration chart for each driver's license and check to ensure each license is renewed prior to expiration**
- C. All employees shall notify their appropriate supervisor on their first workday in writing via E-mail, when their driver's license is no longer valid. Failure to do so shall result in progressive discipline.**
- D. If any employee is found driving a County vehicle without the proper driving credentials, that employee shall be relieved from duty immediately by the appropriate supervisor and be suspended for not less than ten (10) working shifts or days. Any employee who has the proper credentials but is found to be operating a county vehicle without them in their possession shall be placed**

on Leave Without Pay (LWOP) until the credentials are obtained and on their person. The LWOP penalty shall only be allowed once in a 12-month period. Discipline for additional occurrences within a 12-month period shall be handled in accordance with Rule and Regulation 2.2.

- E. It shall be the responsibility of the Deputy Chief over Operations or appropriate supervisor to ensure that all inspections are completed quarterly and that all personnel, assigned and unassigned, have proper credentials.

Example of Driver Licenses Expiration Form

Last Name First Name Issue Date State Class Endorsements Expiration Date Restrictions

Christina Ramos

For the County of Clark,
Christina Ramos
Chief Spokesperon

06-02-2022
Date

PR

For IAFF, Local 1908,
Patrick Rafter, President

06/02/2022
Date