

20XX

Administrative Guides (LEGACY)



This policy is intended to consolidate all legacy articles and policy memorandums into a single, unified framework for internal use within the department. This policy does not enlarge an employee's civil liability in any way and should not be interpreted as creating a higher duty of care, in an evidentiary sense, with respect to third-party civil claims against employees. Any proven violation of this policy shall serve solely as a basis for non-judicial administrative action by the department, in accordance with applicable laws governing employee discipline.

Related Policies: Article VI Department Administrative Guides, sections 600.01 through 691.01 and Chief's Memo 2015-001, Shift Substitution.

Applicable HI Statutes:

ARTICLE VI
DEPARTMENT ADMINISTRATIVE GUIDES

- 600.01** COLLECTIVE BARGAINING. To implement the agreement made between the County of Hawaii and the Hawaii Fire Fighters Association, Local 1463, the following are hereby prescribed as an adjunct to the aforesaid agreement.
- 601.01** SHIFT EXCHANGES (Section 11). Positions authorized to approve shift changes:
- a. Assistant Fire Chiefs for all company personnel of their respective battalions and platoons.
 - b. Division Heads for all 8 hour personnel.
- 602.01** HOURS OF WORK (Section 18).
- a. All fire suppression employees on the 24-hour work shift -- 0800 to 0800
 - b. Fire Communications Control. For all members 0800 to 1600; 1600 to 2400; 2400 to 0800; except the Fire Auxiliary Services Officer 0745 to 1630. Work schedules will be developed and posted by the Fire Auxiliary Services Officer.
 - c. Fire Prevention Bureau. Day Shift, Monday through Friday, except holidays 0745 to 1630.
 - d. Training and Volunteer Training Division (includes Recruit Trainees). Monday through Friday, except holidays 0745 to 1630. Exception - Volunteer Training Coordinator, Monday to Thursday 1300.
- 603.01** OVERTIME (Section 19). Minimum overtime shall be fifteen minutes. Overtime shall be computed to the nearest quarter of an hour.
- a. Overtime. The respective Assistant Chief, Battalion Chief, and Shop supervisors shall be authorized to use the services of personnel in overtime capacity whenever they determine that health, welfare, and safety of the general public will be jeopardized if the problem is not resolved immediately. All other overtime work shall be approved in advance by the Fire Chief or his designee. All overtime payment or compensatory time credits shall be made in accordance with the various collective bargaining agreements and applicable Federal or State laws.



Compensatory time. Compensatory time shall be credited in accordance with the appropriate collective bargaining agreement. Compensatory time off shall be granted by the member's immediate chief officer. Compensatory time must be taken WITHIN the same pay period in which it is accumulated, or overtime payment will be made instead. If overtime is worked at such a time during the pay period when it is not possible to grant the employee compensatory time off in that same pay period, cash payment for the overtime will be mandatory. After reporting for duty on the work shift being observed as a holiday, uniformed personnel requesting compensatory time off must first obtain approval from his/her Assistant Chief.

604.01 TEMPORARY ASSIGNMENT (Section 23). Positions authorized to determine who is qualified and responsible to make temporary assignments are:

- a. Fire Chief for the Assistant Chiefs.
- b. Deputy Chief for Battalion Chiefs (Division Heads).
Note: Individuals on vacation attending authorized meetings or classes on non-schedule work day, are entitled to O.T.
- c. Assistant Chiefs for all other firefighting personnel of their respective platoons and battalions (in consultation with Company Commanders whenever feasible).
- d. Bureau Heads for their bureau personnel.
- e. Temporary Assignment. A temporary assignment is the assignment by competent authority, and the assumption by a qualified employee, without formal change in position assignment of substantially all of the significant duties and responsibilities of another position. A qualified employee shall mean an employee who has demonstrated through training, experience or performance, his/her ability to assume substantially all of the significant duties and responsibilities of the higher position as determined by a designated representative of this Department.

Selection of employee for temporary assignment shall comply with the terms of the appropriate collective bargaining contract.

605.01 MEALS (Section 28)
SECTION 28

- a. Section 28 of the Agreement between the County of Hawaii and the Hawaii Fire Fighters Association is specific and shall be administered accordingly.
- b. During relocation of fire companies or fire personnel, meals are allowable if:
 1. Any portion of the designated meal time for the unit of employees involved is interrupted due to engaging in fire suppression, rescue or emergency mission, or any other cause beyond the immediate control of the unit of employees concerned.
 2. The relocation involves five or more consecutive hours between the hours of 1745 to 0800.
- c. ASSISTANT CHIEFS SHALL BE COGNIZANT OF THE AGREEMENT WHEREIN IT IS THE RESPONSIBILITY OF THE EMPLOYER AND THE



INTENT OF THE AGREEMENT TO FURNISH THE MEALS WHEN SUCH MEALS ARE DUE THE EMPLOYEES NO MATTER WHAT TIME IT IS.

- d. It shall be the Company Commander's responsibility to inform, coordinate and receive prior approval from his/her Assistant Chief to insure that such meals are furnished accordingly. Assistant Chiefs shall be responsible to check and verify the accuracy of requests for payment of meals.
- e. MEALS SHALL NOT BE DEFERRED TO ANOTHER MEAL TIME OR WORK SHIFT. Example: When employees are eligible for a meal at lunch time, that meal shall be provided specifically for the lunch meal and not deferred for the dinner meal. However, postponement of the meal to permit required restoration of apparatus will not be considered as meal deferral.
- f. This department will continue to honor meal claims as provided for in Section 28 or the union agreement. However, when obvious abuse is noted (unusual delay in returning to quarters), the responsible parties will be invited to submit a written report explaining the irregularities.
- g. The cost of meals for citizen volunteers may be paid by the County if all of the following conditions are met and so stated in the claim:
 1. The furtherance of the emergency operation is dependent upon the assistance of the volunteers receiving meals.
 2. County of Hawaii personnel participating in the emergency operation are also being furnished meals whose cost will be borne by the County in accordance with existing authority.
 3. The public interest is being best served by volunteers who are not compelled to leave the scene of the emergency in order to obtain the food essential to enable them to continue this public service.
 4. The cost of meals provided volunteers does not exceed the cost of the meals provided County employees participating in the emergency operation.
- h. Purchase of meals shall be documented which serves as the invoice and which is routed through channels to the Administrative Services Bureau. Where the meals are paid for by a Department employee and reimbursement is requested, HFD 10 or HFD 10A must be accompanied by two copies of the vendor's receipt signed by the vendor as paid in full. However, the reimbursement option should not be used if avoidable.
- i. Meal Charges (81-24). All meal claim charges to Sure Save Supermarkets shall be guided by the following procedures:
 1. Meal allowance claims are to be forwarded to Administration with the appropriate receipt showing purchase of groceries.
 2. Deadline for receipt of claims in Administration Office will be the 7th day of the following month. Late claims will be incorporated in following month's payment.
 3. Reimbursement will be by check for the entire station bill made out to the order of the Station Commander.



4. Station Commander will be responsible for disbursing cash amount to each platoon. Platoon breakdown will be provided along with the check.
- j. Procedures for reimbursement of entitled meal (82-5). After consulting with the HFFA Representative, the following procedures have been established to meet contractual obligation of Section 28, Unit 11 contract.

General information:

 1. Employees shall be entitled to one dinner meal only. Meal interruption of the dinner period will not entitle an employee to another meal.
 2. Meals furnished at an emergency scene during the dinner period shall be deemed to meet the contract provision of Section 28.
 3. Whenever an employee continues to be on duty for a second normal mealtime during the same scheduled work shift, he/she shall be entitled to a meal. (Meal hours: 12:00-12:45 p.m.; 5:00-5:45 p.m.)
 4. Procedures for other meal entitlements remain unchanged and are to be submitted separate from the second meal.
- k. Purchase and Reimbursement Procedures.
 1. Personnel on duty shall be unanimous in the selection of purchasing prepared meals or groceries.
 2. Purchase of groceries may be delayed to the following day or work shift to avoid conflict with item #2 under General Information.
 3. Separate meal claims and receipts shall be submitted for each entitlement. Consolidation will not be permitted.
- l. Purchase of groceries shall be charged to department accounts at the listed locations. Purchases made at establishments other than specified herein are not authorized.
 - Food Fair Super Markets**
Central, Waiakea, Kawaihina, Kaumana, Pahoa, Naalehu
 - KTA Super Stores**
Kailua
 - T. Kaneshiro Store**
Honokaa
 - Mizuno Superette**
Pahala
 - Sure Save Super Markets**
Keaau, Waimea, N. Kohala, S. Kohala, Captain Cook
 - Kamigaki Store/Sure Save**
Captain Cook
 - Waikoloa Village Market**
S. Kohala, Waikoloa
- m. Reimbursement for cash payments or personal charges to Sure Save (81-24).
 1. Meal allowance claims are to be forwarded to Administration with the appropriate receipt showing purchase of groceries.
 2. Deadline for receipt of claims in Administration Office will be the 7th. day of the following month's payment.



3. Monthly reimbursement will be by check for the entire bill made out to the order of the Station Commander.
4. Station Commander will be responsible for disbursing cash amount to each platoon. Platoon breakdown will be provided along with the check.

SECTION 29

- a. Members of the Fire Suppression force on 24-hour work shift:
 - Lunch -- 1200 to 1245
 - Dinner -- 1700 to 1745
- b. Fire Prevention Bureau
 - Lunch -- Day Shift -- 1200 to 1245
- c. Volunteer Section
 - Lunch -- 1700 to 1745

606.01 VACATION LEAVE (Section 28)

- a. Only one annual vacation leave will be permitted each employee except for emergencies.
- b. The minimum vacation leave that shall be granted is eight hours.

606.02 Proper Submission Of Application For Leave Of Absence Forms for Vacation Leave (Excluding Emergency Vacations)

- a. The County of Hawaii Application for Leave of Absence form shall be attached to and accompany the respective employee's time sheets as submitted to the Fiscal Division.
- b. The Application for Leave of Absence shall be submitted with the employee's time sheets for the pay period during which the vacation leave **began**. For example: If an employee's vacation started on October 3, the Application for Leave of Absence shall be submitted and accompany the employee's October 15 pay period time sheets, regardless of the duration of the leave period. If an employee's vacation started on September 30, and continues into October, the Application for Leave of Absence shall be submitted with the September 30 pay period time sheets.
- c. The Application for Leave of Absence shall indicate all chargeable work hours that have been approved for Vacation Leave. All holiday period hours should not be included. (Refer to "Sample Vacation Leave" form.)
- d. Only one Application for Leave of Absence shall be submitted for the respective leave period regardless if it encompasses more than one pay period. For example: If the vacation leave period runs from September 30 through October 18, only one Application for Leave of Absence shall be submitted with the September 30 pay period time sheets.

607.01 SICK LEAVE: REPORTING ILLNESS OR INJURY EMPLOYEES ON DUTY. Any illness, injury or death shall be immediately reported to the employee's supervisor. If the supervisor is a Company Commander, he/she shall notify the appropriate Assistant Chief.



- 607.02** For medical or dental examination or treatment for which arrangements cannot be made outside of working hours.
- 607.03** For Line-of-Duty Injury of Illness, the supervisor shall assure prompt medical aid by referring the employee to a County physician or one of his/her own choosing. Should death result, the Deputy Chief shall be immediately notified in order that he can make subsequent required notifications.
- For Non-Line-of-Duty Illness, the employee shall be released from duty and his/her supervisor shall make the necessary notification.
- 607.04** Should the employee take sick leave, he/she shall notify his/her Assistant Chief who shall make the changes in the daily personnel report.
- 607.05** After reporting for duty on the work shift being observed as holiday, uniformed personnel requesting sick leave may be required to report to the County physician for medical certification before commencing the sick leave or shall be required to present a doctor's certificate from his/her personal physician upon return from sick leave.
- 607.06** EMPLOYEES OFF DUTY. Before taking sick leave, the employee shall notify the on-duty Company Commander who in turn shall notify the on-duty Assistant Chief by 0730 hours.
- 607.07** Sick leave is not allowable when the employee received physical disability while gainfully performing work for an employer other than the Hawaii County Fire Department.
- 607.08** SICK LEAVE: RETURN TO DUTY. The employee returning from sick leave shall notify the on-duty Company Commander who shall in turn notify the on-duty Assistant Chief by 0630 hours.
- 607.09** Proper Submission of Leave of Absence Forms for Sick Leave and Emergency Vacation
- The Application for Leave of Absence shall be attached to and accompany the respective employee's time sheets as submitted.
 - The Application for Leave of Absence shall be submitted with the employee's time sheets for the pay period during which the employee first **returned** to duty. For example: If an employee is on sick leave or emergency vacation for the dates of October 8 and 10 and returns to duty on the 12th, the Application for Leave of Absence shall be submitted with the October 15 pay period time sheets. If an employee is on sick leave or emergency vacation for dates that are inclusive of two or more pay periods, the Application for Leave of Absence shall accompany the time sheets for the pay period during which the return to work occurred.



- c. The Application for Leave of Absence shall indicate all chargeable work hours that have been documented as sick leave or emergency vacation. (Refer to “Sample Sick Leave” form.)
- d. In accordance with the respective bargaining unit contract/agreements regarding sick leave, a physician’s certificate for absence shall also accompany the Application for Leave of Absence. The physician’s certificate should be stapled to the Application for Leave of Absence and shall be an original copy. Photocopied certificates will not be accepted. The employee shall file an Application for Leave of Absence form and the physician's certificate (if required) to his/her immediate supervisor within five calendar days after return to duty. Failure to submit the application form within the prescribed time limit will be cause for denial of the sick leave application. Falsification of the date of filing to make it appear that the Application for Leave of Absence was submitted on time will be grounds for disciplinary action. Supervisors shall be responsible for verifying accuracy of the date of filing and ensuring that the Application for Leave of Absence is forwarded to the Administrative Services Bureau.
- e. Only one Application for Leave of Absence shall be submitted regardless of the duration of the absence and regardless if it encompasses more than one pay period.
- f. An application for Leave of Absence may be submitted independently from the employee’s time sheets in the event that the time sheets were submitted prior to the return to duty. For example: If an employee’s time sheets for the pay period ending October 15 were submitted on October 13, and the employee returned to work on the 15th, the Application for Leave of Absence may be submitted independently. This is the only exception and the Application for Leave of Absence shall be submitted immediately.

607.10 In order to encourage employees who are on industrial injury leave to return to work as soon as they are able, these members are invited to submit a physician's slip showing the extent of work that can be performed by the employee and the treatment that is to be continued. If cleared for light duty only, following examination of the employee and upon advice by the County physician, the department shall determine what light duty assignment can be given to the member.

607.11 SICK LEAVE APPLICATION FORMS AND PHYSICIAN’S CERTIFICATES. For 24-hour employees, a licensed physician's certificate for absence shall be required only when there is an absence of more than two consecutive work shifts of five or more consecutive calendar days. The period which determines whether or not a doctor's certificate is required ends when notification is given to the Assistant Chief by the employee that he/she is able to return to work.

607.12 For 8-hour employees, a licensed physician’s certificate for absence shall be required for five or more consecutive working days of absence.



- 607.13** The Fire Chief shall require specific employees to submit a licensed physician's certificate for absences of five (5) or more consecutive calendar days and/or for two (2) or more consecutive working shifts for 24-hour employees for absences due to sickness. Furthermore, at the end of each consecutive 14-day period thereafter, a licensed physician's certificate shall again be submitted to substantiate continued "sickness" and medical care and that the employee is physically and/or mentally unable to resume the duties of the position, irrespective of what type of leave is charged.
- The Fire Chief shall require specific employees returning to "regular duty" with no restrictions from an industrial illness/injury or non-work related injury/illness to be examined by the County Physician to verify that the employee is physically and/or mentally able to resume all the duties of the position he/she holds with no restrictions. The medical examination shall also include a PUC medical examination. Both medical examinations will ensure that the employee is fit for duty with no restrictions and has the appropriate medical certificates to perform his regular duties.
- Employees shall contact their immediate supervisor at least one week in advance of their date to return to work. This lead time will allow us to schedule an appointment with the County Physician. No employee shall contact the County Physician's office to make an appointment for "return to work physical and PUC exam." The Fire Administration Personnel Specialist shall be charged with the responsibility of scheduling examinations and conferring with the County Physicians and their staff regarding return to work examination results.
- 607.14** When abuse is suspected, the Fire Chief may require the member to be examined by a County physician at any point of the sick period. For industrial injury leave, periodic progress reports are required by Civil Service from all employees every 21 calendar days or when it is reasonably presumed that a member or his/her immediate family is suffering from a contagious disease which might endanger the health of other employees.
- 607.15** For ordinary sick leave, only one copy of the application form, County of Hawaii Application for Leave of Absence, shall be submitted.
- 607.16** For industrial injuries or illnesses, submit only one copy of: (A) HFD 47 County of Hawaii Supervisor's Report of Accident/Injury, (B) Hawaii County Incident/accident report within 48 hours for each work injury, (C) the County of Hawaii Employee's Claim for Compensation and (D) the application form County of Hawaii Application for Leave of Absence, on the day the employee returns to work.
- 607.17** In case of a work injury, the Workers Compensation Law provides all medical care, services and supplies as the nature of the injury requires. Employees, when obtaining medication and services related to their industrial injury, should advise the supplier to



bill the County of Hawaii, Workers' Compensation Division, 35 Wailuku Drive, Hilo, HI. The following information should be supplied by the employee to the provider of the medication or service and be shown on his/her invoice:

- a. Claimant's (employee's) full name.
- b. Claimant's department.
- c. Date of accident.
- d. Name of physician prescribing medication/drug.
- e. Prescription number.
- f. Prescription date.
- g. Medication name and quantity.
- h. Cost of each item shown on the invoice.

- 607.18** In addition, the supplier must certify that charges do not exceed the unit cost to the provider plus 60%.
- 607.20** When billing by the supplier is not possible, cash purchases by employees may be reimbursed by submitting the receipt along with the above-cited information to the department.
- 607.21** The following cases of industrial injuries call for expeditious reporting:
- a. Back injuries.
 - b. Accident reported after a lapse of 48 hours.
 - c. Recurrences and/or aggravations of preexisting injuries.
- 607.22** In these instances, the injured employee shall, as soon as possible after the accident, notify his/her immediate supervisor who shall notify the Assistant Chief by phone without delay. In addition to the phone notification, the employee's supervisor shall submit the required forms.
- 607.23** For minor injuries that do not require medication or doctor's visit, submit HFD 47 and Hawaii County Incident/Accident Report.
- 607.24** SICK LEAVE REPORTING POLICY. (Reference current IAFF Agreement.)
- 607.25** A licensed physician's certificate shall be required when absences are for five (5) or more consecutive working days. In the case of 24 hour work shift employees, such certificates shall be required when absences are for more than two (2) consecutive working shifts or over a period of five (5) or more consecutive calendar days.
- 607.26** The attached diagram illustrates situations that require a physician's certificate as well as instances whereby a telephone report to the on-duty officer can waive the requirement.



607.27 All officers and/or acting officers receiving "ready for duty" calls from individuals must enter these calls in to station journal with the following information:
 a. Name of individual.
 b. Date.
 c. Time call received.
 d. Documentation(s) will be initialed by person making entry.

607.28 Company Commanders will be held responsible for following the above procedures as a periodic audit will be made.

607.29 REPORTING LEAVES OF ABSENCE. All personnel are hereby required to report no later than 0700 any leaves of absence to be taken after 0800. Company Commanders will promptly notify the Assistant Chief.

607.30 SICK LEAVE REPORTING POLICY (78-11)

	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Scheduled	X	O	X	O	X	O	O	O	O	X	O	X	O	X	O	O
Work																

Situation 1			S	S	S	S	S	S	S	X	O	X				
			S	S	S	S	Call	O	O	X	O	X				

Situation 2			X	O	S	S	S	S	S	X	O	X				
			X	O	S	S	S	S	Call	X	O	X				

Situation 3			X	O	X	O	O	O	O	S	S	S	S	X		

Situation 4			X	O	X	O	O	O	O	S	S	S	S	S	S	

Situation 5	X	O	S	S	S	S	S	S	S	S	O	X				

Situation #1 Physician's certificate required.
 Call before 0800 - physician's certificate not required.

Situation #2 Physician's certificate required.
 Call before 0800 - physician's certificate not required.

Situation #3 Physician's certificate not required.



Situation #4 Physician's certificate required.

Situation #5 Physician's certificate required.

608.01 HOLIDAY SCHEDULE. Legal holidays for Fire personnel:

<u>Holiday</u>	<u>Date</u>	<u>Day of the Week</u>
New Year's Day	January 1	Friday
President's Day	February 15	Monday
Kuhio Day	March 26	Friday
Good Friday	April 9	Friday
Memorial Day	May 31	Monday
Kamehameha Day	June 11	
Independence Day	July 4	
Admission Day	August	3rd Friday
Labor Day	September	1st Monday
Discoverer's Day	October	2nd Monday
Veteran's Day	November 11	
Thanksgiving Day	November	4th Thursday
Christmas Day	December 25	
General Election Day		

608.02 Any day designated by proclamation by the President of the United States as a day of thanksgiving, fasting or religious observance or designated by proclamation by the Governor of the State as a holiday.

608.03 For employees assigned to a 24 hour shift, to the Fire Communications Control, or to helicopter duty, the above designated holidays shall be observed only on the calendar day on which they fall, for pay purposes. For all other employees, holiday pay and leave shall be observed according to Civil Service rules.

608.04 If the holiday falls on an employee's scheduled day off, the employee's next scheduled work day is observed as the legal holiday; however, where a holiday falls on a Saturday it will be observed by the employee on the first scheduled work day preceding such Saturday.

608.05 If an employee cannot be spared from work on the holiday, the employee is entitled to overtime credits at the rate of time and one-half for each hour work performed on that day, except for 56-hour firefighting personnel who are entitled to overtime credits on a time and one-half basis up to a maximum of 24 hours on the holiday observed.



- 620.01** GRIEVANCES. Any grievances arising within the Hawaii Fire Department shall be handled according to the terms of the prevailing collective bargaining contract that applies to the employee in question.
- 620.02** Contracts may permit the employee to choose between the grievance procedure of the bargaining contract and the grievance procedure of Civil Service. In cases where the option is provided and exercised by the employee to use the Civil Service procedure, the following steps shall be followed:
- Step 1.** Oral Discussion. A grievance will be presented orally to the employee's immediate supervisor who shall within two (2) working days inform the employee orally of his/her decision.
- Step 2.** Grievance in Writing. If the employee is not satisfied with the decision under Step 1, he/she shall as soon as possible submit his/her grievance in writing to his/her immediate supervisor who shall render his/her decision in writing within two (2) working days.
- Step 3.** Review by Chief Officer. If the employee is not satisfied with the decision under Step 2, he/she may within four (4) working days request the chief officer at the next step of the employee's command chain to review the grievance. The chief officer shall review the written grievance and the decision of the immediate supervisor. He will hold a hearing and submit a decision in writing to the employee within four (4) working days.
- Step 4.** Review by the Fire Chief. If the employee is not satisfied with the decisions under Step 1 to 4, he/she may within four (4) working days request the Fire Chief to review the grievance. The Fire Chief will review the grievance and the decisions, hold a hearing, and render his decision in writing to the employee within five (5) working days.
- Step 5.** Review by the Mayor. If the employee is not satisfied with the Fire Chief's decision, he/she may within fifteen (15) working days from the date of the Fire Chief's decision refer in writing his/her grievance to the Mayor.

The Mayor shall appoint a grievance review committee which shall review the grievance and submit a report to the Mayor, including a recommendation for the disposition of the grievance. The Mayor's disposition of the grievance shall be final and binding on all persons concerned.

LEAVES

- 630.01** VACATION LEAVE. The various contracts specify (1) the priorities for taking vacation leave, (2) the permissible number of days that may be accumulated annually, and (3) the forfeiture of excess vacation days.



- 630.02** Wherever possible, as a general rule, vacation should be granted as requested or as close to the requested period as conditions of the Department will permit.
- 630.03** All supervisors who initiate vacation lists shall submit these lists to their superior officers by December 1st each year on Form 74 showing the names and vacation dates of their personnel. They may make changes to the lists during the year with the approval of their Assistant Chief. Only one annual vacation for each employee will be allowed unless approved by this Assistant Chief.
- 630.04** In scheduling vacation for personnel under their supervision, it is emphasized that officers shall be responsible for maintaining acceptable operational strength within their command. Except for emergency leaves, platoons of a company or sections of a bureau should not have more than one member on vacation simultaneously. Supervisory or specialized personnel should not be on vacation at the same time with their regular substitute.
- 630.05** After reporting for duty on the work shift being observed as holiday, uniformed personnel shall not be granted vacation leave without permission by their Assistant Chief.
- 630.06** Employees who are unable to take excess vacation days due to being on sick leave will still forfeit those excess days at the end of the year. However, the excess vacation days may be taken instead of sick leave provided the vacation period begins on or before the last working day of the calendar year.
- 630.07** All vacation applications shall be submitted on Form DF-1, 15 calendar days before the start of the requested leave. Vacations shall not begin until the application has been approved by the Fire Chief or his designee.
- 630.08** If a vacation is altered following approval of the application, an amended application shall be submitted. Submittal of a Form 74 shall be required to cancel a vacation completely after the application has been approved.

Memo No. 78-11

11/01/78

- 636.02** Volunteer (8 hour) station personnel will report directly to the on-duty Assistant Chief.
- 637.01** FUNERAL LEAVE. Funeral leave with pay shall be granted to members when death occurs in their immediate family. Provisions and definitions relating to Funeral Leave are contained in Civil Service Regulations and the respective collective bargaining contracts.



SECTION 31

- a. For all members of the Fire Suppression force assigned to the 24 hour shift one work shift.
- b. Fire Prevention Bureau three working days.
- c. Training three working days.

- 638.01** MILITARY LEAVE (82-2). Training leave for members or reserve units shall be granted in accordance with the following procedures. Written military orders for active duty training must be submitted no later than two weeks prior to commencement of training.
- a. Annual Two-Week Training
 - 1. Authorized leave with pay shall be limited to a single two-week training session per year, or in the case of 24 hour schedule, seven work shifts.
 - 2. Additional leave time may be granted only as provided by the Hawaii Revised Statutes, Section 79-20 or Federal law. In general, any unused shift credit may be applied to a second call-up.
 - 3. Company Commanders shall schedule personnel vacation in a manner that avoids conflict with a reserve member's annual military leave.
 - 4. Personal vacations that may cause manpower shortages during scheduled military training sessions may be subject to cancellation.
 - b. Military Leaves of Absence (Weekend Drills)
 - 1. Leave without pay to attend scheduled weekend drills is now authorized. Leave of this nature is limited to a minimum of one 24-hour shift.
 - 2. Compensatory time off for drill attendance may be granted provided no other company member(s) is absent from duty.
 - 3. It shall be the responsibility of all reserve members to submit their yearly training schedules by the second week of January on a continuous yearly cycle.
 - 4. Military leave orders shall be submitted 15 days prior to the starting date. Approval shall be solely by the Fire Chief or Deputy Fire Chief.

ADMINISTRATIVE POLICIES

- 650.01** OVERTIME. The respective Battalion Commanders, Bureau Heads, and Shop supervisors shall be authorized to use the services of personnel in overtime capacity whenever they determine that the health, welfare and safety of the general public will be jeopardized if the problems are not resolved immediately. All other overtime work shall be approved in advance by the Fire Chief or his designee. All overtime payment or compensatory time credits shall be made in accordance with the various collective bargaining agreements and applicable Federal or State laws.
- 651.01** COMPENSATORY TIME. Compensatory time shall be credited in accordance with the appropriate collective bargaining agreement. Compensatory time off shall be granted by the member's immediate chief officer. Compensatory time must be taken WITHIN the



same pay period in which it is accumulated, or overtime cash payment will be made instead. If overtime is worked at such a time during the pay period when it is not possible to grant the employee compensatory time off in that same pay period, cash payment for the overtime will be mandatory. After reporting for duty on the work shift being observed as a holiday, uniformed personnel requesting compensatory time off must first obtain approval from their Assistant Chief.

651.02 As allowed by Union Contact

652.01 PROFICIENCY AND TEMPORARY ASSIGNMENT PAY. (Medic personnel - 821.02)

The following minimum requirements shall be met:

652.04 Firefighter T/A Fire Equipment Operator

- a. One year firefighting experience in the Hawaii County Fire Department.
- b. Possession of a valid motor Commercial Driver's License (CDL), minimum Class B with endorsement X.
- c. PUC doctor's certificate.
- d. Current First Responder Certification.

652.05 Firefighter T/A Fire Rescue Specialist

- a. Minimum one year firefighting experience.
- b. Possession of a Red Cross senior lifesaving certificate.
- c. Scuba diving certificate.

653.01 REASSIGNMENT OF PERSONNEL IN STATIONS, BETWEEN STATIONS AND BETWEEN SHIFTS (75-17)

Procedure for Reassigning Personnel:

- a. The 8/16 change of shifts will be accomplished by:
 1. Working 8 hours on scheduled work day (0800-0800) by going off duty at 1600 (0800-1600).
 2. Reporting for duty on new assignment at 1600 the next day (1600-0800) thus completing a full working shift.
 3. When reassignments occur between stations and on the same platoon, 8/16 need not be used.
- b. All movements must be preplanned.
 1. All changes must be approved by the Battalion Chief.
 2. Battalion Chief shall consult with Personnel Clerk for proper HC identification of positions affected before expediting movements.

654.01 FILLING OF PERSONNEL SHORTAGES WITHIN STATIONS (75-35).



When critical personnel shortages occur within a station, the respective Station Commander is authorized to shift personnel to fill shortages caused by (1) annual vacation leaves, (2) sick leaves of long duration, and (3) EMT training. Short emergency vacation leaves are not classified with the above.

- 654.02** Consultations and final approval for personnel reassignments within a station must be obtained from your Battalion Chief.
- 655.01** RECALL PERSONNEL. Assignments for recall personnel will be at the discretion of the Assistant Fire Chief. Refer to 331.03
- 656.01** NON-EMERGENCY OVERTIME (79-2). Non-emergency overtime work is prohibited without prior authorization of the Fire Chief or the Deputy Chief. Requests shall be initiated through the organizational chain of command of the Fire Department with justification for work to be accomplished.
- 656.02** Claims for compensation in cash or by compensatory time off will not be recognized without prior authorization.
- 658.01** NIGHT ALARM PREMIUM CLAIMS AND TRAVEL TIME (81-16) Night alarm claims are to be submitted once per month along with the second half time sheets.
- 658.02** PETTY CASH PROCEDURES (85-16). In accordance with Section 10.11 of the 1991 County Charter, all Fire Department purchases shall comply with the provisions herein:
- a. Call Fiscal Division prior to petty cash purchase to check for availability of funds. This will insure reimbursement of purchase.
 - b. All purchases are to be approved (written or verbally) by individual division head.
 - c. Purchases of equipment and items available from the County Storeroom may not be paid through petty cash.
 - d. All purchases must be validated by receipt.
 - e. All RECEIPTS must have the following information:
 1. NAME of vendor.
 2. Certification of original invoice if receipt is not original copy.
 3. Detailed listing of purchases.
 4. Justification for purchase (vehicle number, station, division name.)
- 659.01** Travel Time. Travel time computation shall be limited to the following schedule:
- | | |
|---|-------------|
| <u>One Way:</u> | |
| Hilo to Pahoia | 1/2 hour |
| Hilo to Kona | 2 1/2 hours |
| Hilo to Waimea | 1 1/2 hours |
| Hilo to Honokaa or Pahala | 1 hour |
| Hilo to North or South Kohala, Waikoloa | 2 hours |



Waimea to Kona	1 hour
Waimea to Honokaa	1/2 hour
Waimea to North or South Kohala	45 minutes
Kona to Pahala	1 1/2 hours
Kona to Naalehu	1 hour
Kona to South Kohala	1/2 hour
Kailua to Captain Cook	1/2 hour
Kailua to Waikoloa	45 minutes
North Kohala to South Kohala	45 minutes
North Kohala to Waikoloa	1 hour
Pahoa to Naalehu	1 1/2 hour

- 659.02** Travel time shall be limited to approved EMS work and training activities.
- 659.03** Travel time authorized for approved Quarterly Safety Meetings, provided department transportation or vehicles cannot be provided.
- 670.01** OFFICERS MEETING. Hawaii Fire Department staff meeting shall be held periodically by the Fire Chief. The staff members shall include the Fire Chief, the Deputy Fire Chief, the Assistant Chiefs, and others invited by the Fire Chief.
- 670.02** Assistant Chiefs shall call a meeting with their respective Company Commanders quarterly or soon after a staff meeting, if pertinent information of meeting needs to be relayed to all personnel concerned.
- 670.03** Station Commanders will keep Company Commanders informed of any policy changes or infractions. They may call a meeting of their respective Company Commanders by submitting an agenda to be approved by the Fire Chief.
- 670.04** Attendance at these meetings is compulsory for the personnel involved. Personnel in acting capacities shall represent the person whom they are relieving. Personnel expected to attend officers meeting shall not absent themselves by taking compensatory time off. In case of an emergency where a person is unable to attend, he/she will notify the officer conducting the meeting of the circumstances.
- 675.01** PROMOTIONS. Promotion in the Fire Department shall be made in accordance with the respective collective bargaining agreements and Civil Service Regulations.

APPLICANT INTERVIEW PROCEDURES

- 676.01** PURPOSE. The purpose of the Applicant Selection Procedures is to establish a uniform method of selecting applicants for positions within the Fire Department in conformance



with Civil Service laws and rules, collective bargaining agreements, and the Hawaii County Affirmative Action Plan.

SCOPE. These procedures shall apply for appointments to all positions in the department that are subject to the County's position classification plan, in accordance with Chapters 76 and 77, HRS, as amended.

676.02 PROCESS.

a. Method

The division head will notify all employees within the division, including those who are absent within the recruitment period, of any vacancies within the division. When appropriate, supervisors will be assigned to carry out the selection process for the division head.

The Fire Chief or his/her designee, will work with the Department of Civil Service to fill a vacant or anticipated vacant position. The Fire Chief may choose to hire from any of the following options to fill a vacancy:

1. Transfer.
2. Demotion.
3. Intergovernmental movement.
4. Existing eligible lists maintained by Civil Service.
5. Promotion without exam. When using this method, the department shall post the position for 10 calendar days. The department shall contact all applicants who have been qualified through the Department of Civil Service.
6. Intra/Inter/Open competitive recruitment.
7. Open competitive recruitment.

After selecting the method to fill a vacant position, the department will follow applicable provisions of civil service law and collective bargaining agreements in the selection process. For this purpose, the department will work with Civil Service.

676.03 THE INTERVIEW.

a. When to Conduct

An interview may be held to fill a vacant position. In deciding whether to hold an interview, the Fire Chief will consider various factors.

1. An interview need not be held for applicants interviewed by the department in the past three (3) months for the same class of work. However, if the applicant on an eligible list has not been interviewed in the past three (3) months, then an interview should be held for all applicants on this list.
2. The interview will be used to rate the applicant's suitability for the vacant position according to factors related to the job and which can be appraised in an interview, such as oral communication skills, interpersonal skills, or other skills



or factors which take longer than a brief orientation to acquire and which will not be taught or acquired on the job.

3. An interview need not be held for applicants interviewed by the department in the past six (6) months for the same position, provided that 1) the interview panel and the selection process are the same, and 2) the applicant does not wish to be reinterviewed. If any applicant on an eligible list has not been interviewed in the past six (6) months by the same panel and selection process, then an interview shall be held for all applicants on this list.
4. An interview need not be held where all applicants are departmental employees. If an interview is not utilized, the Fire Chief or division head may base the selection on any or all of the following (not all inclusive):
 - i. Work history.
 - ii. Job performance reports.
 - iii. Supervisory recommendations.
 - iv. Recommendations of other employees.
 - v. Other public service or activities that demonstrate desirable traits, i.e., leadership, creativity, good interpersonal relationships, etc.

If an interview is conducted, all interested applicants must be interviewed.

b. Scheduling

The interview should be scheduled during the department's working hours between 8:00 a.m. and 4:30 p.m., Monday through Friday. If, for some reason, applicant cannot make it during normal working hours, mutual arrangements will be made.

1. If the certification contains only names of eligibles who have competed on promotional and/or open competitive lists, the department shall contact each certified eligible to schedule an interview.
2. If the certification of eligibles contains names of eligibles who have competed on promotional and/or open competitive lists as well as County employees who have requested transfers, the department shall determine the particular groups(s) to be considered.

After deciding the group(s) to be considered, the department shall contact all applicants in that group. If persons from multiple groups are considered, all applicants in those groups shall be contacted to schedule an interview.

3. For positions filled by promotion with examination, the department shall contact all eligible applicants to schedule an interview.

c. Notification and Documentation

Applicants may be notified of the interview by telephone. If the department is unable to reach the applicant by telephone, notification shall be by letter sent by certified mail and addressed to the applicant's last known address with instructions to call within three working days of receipt of the letter. If the applicant fails to call, the applicant is considered not interested in the position.



The department shall document the applicant's response, including the date and time of contact.

If an applicant has no interest in the position, Civil Service should be informed and a request for certification of an additional name shall be made.

d. Preparation

Preparation for the interview shall include, but not be limited to, the following:

1. Selection of Panel

The selection of the three-member panel shall be made by the division head and approved by the Fire Chief on the Request to Interview form (Attachment A).

The panel should include a fair representative of ethnic groups and gender, to the extent possible. One panel member shall be the immediate supervisor of the position. When high level positions are being filled and external expertise is required, a panel member may be selected from outside the County.

When an employee of the County serves on the panel, his/her job classification should be equal to or higher than that of the position being filled, unless it is determined by the Fire Chief that this is not practical to do.

2. Job Review

The most current job description (which includes the American Disabilities Act coding) and class specification shall be reviewed by panel members to determine the essential functions of the position and to determine the skills, knowledge, and ability required to perform the job. Using these, the panel will develop the criteria for appraising applicants. Members may also interview the respective supervisor and former incumbents who perform the same duties to learn more about the requirements of the job.

3. Interview Questions and/or Exercises

A list of questions and/or exercises and model answers shall be developed to indicate the suitability of the applicant for the job.

Generally, questions should be designed to elicit qualities other than technical knowledge. Questions should not call for true-false, multiple choice, or one-word answers since those types of questions often reward memorization rather than analytical ability. The Civil Service Department and the Personnel Management Specialist will provide assistance as requested.

Questions and/or exercises should be reviewed with panel members prior to the first interview. Guidelines on what may or may not be asked in the interview should also be reviewed.

e. Conducting the Interview



Interviews shall be conducted in a manner that ensures that applicants are evaluated on job-related factors and that they are given equal opportunity to express or demonstrate their capabilities to perform the duties of the vacant position.

1. Each applicant is told that notes will be taken during the interview.
 2. Each applicant is given an orientation (written or oral) of job responsibilities.
 3. Each applicant shall be afforded the opportunity to clarify, comment, or elaborate on any information developed through a background check of the applicant's work experience, training, or work history.
 4. Each applicant is told the approximate date of selection or non-selection and method of notification (verbal notification for the selected applicant and written notification for applicant(s) not selected).
- f. Findings
- Findings shall be recorded by individual panel members after each interview. A meeting to discuss the findings shall be held after all interviews are complete to recommend a person(s) to fill the position(s). The panel shall submit its findings with a short statement explaining the basis for that recommendation to the Fire Chief or division head, as appropriate. If submitted to the division head, the division head shall submit the findings to and discuss the recommendation(s) with the Fire Chief.

676.04 FIRE CHIEF'S REVIEW.

Prior to selection, the Fire Chief shall review all findings.

- a. The selection shall be based on job-related factors. These factors may include, but not be limited to, work experience pertinent to the position being filed, training, performance evaluation (for current employees), specific skills, test scores, or physical characteristics required for the job.
- b. Seniority shall be considered only where statutes or collective bargaining provisions allow for such consideration. In all other cases, where the qualifications of the applicants are relatively equal, the Fire Chief shall notify the Affirmative Action Officer and review the selection process with the Affirmative Action Officer.

If one of the relatively equal applicants is a member of the under-represented target group, that individual shall be selected. Where two or more applicants are relatively equal and are in targeted under-represented classes, the Fire Chief shall consider the recommendation made by the Affirmative Action Officer.

- c. The Fire Chief will render a decision on the recommendation and other relevant factors.

676.05 SELECTION AND FOLLOW-UP

Upon selection, the Fire Chief or Fire Chief's designee shall:

- a. Conduct a background investigation of the selected applicant. Permission must be obtained before employers, co-workers, references, and other sources are contacted.
- b. If the background investigation is satisfactory, notify the selected applicant by telephone. He/she should be told that the selection is contingent upon his/her



passing the County's pre-employment medical examination. If the background investigation is not satisfactory, a background investigation will be conducted on the applicant who scored the next highest in the interview, and he/she will be notified by telephone that the selection is contingent upon his/her passing the County's pre-employment medical examination.

- c. Applicants not selected shall be notified by letter prepared by the Fire Chief's designee no more than one (1) work day after the selected applicant has been notified of his/her selection. The letter should describe why the person selected was chosen (e.g., he/she has had extensive supervisory experience over a period of ten years). It should avoid giving reasons why the applicant was not selected.
- d. Notify the Personnel Management Specialist to schedule the County pre-employment physical examination.
- e. Record on the certification form, if one is provided, the date of the interview, selection or non-selection, and effective date of appointment and give that form to the Personnel Management Specialist.

676.06 RECORD RETENTION

Documentation of the interview and selection shall be retained for a minimum of three years.

SAFETY AND ACCIDENT INVESTIGATION

- 680.01** POSITION ON SAFETY. In complying with the general terms of the four collective bargaining contracts covering employees of the Fire Department in so far as providing safe, healthy, and sanitary work conditions, the position of the Fire Department shall be that there is no compromise with safety. Operational practices and physical working environments of all employees shall be made safe to the full extent of budgetary limitations. Provisions for safety and health may be found in the individual collective bargaining contracts.

Within each of the bargaining units and for the Hawaii Fire Department, the contract provides for a Safety Committee made up of an equal number of representatives appointed by the union and by the Fire Chief. The Safety Committees shall meet as needed by mutual agreement of its members. They shall review safety and health conditions and practices within the Department as well as accidents involving their members, and shall recommend improvements to the Fire Chief.

681.01 RECORDKEEPING REQUIREMENTS OF OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)

- 681.02** All designated supervising officers at Fire Department "job sites" shall establish and maintain the recordkeeping requirements of the State OSHA Regulations.



- 681.03** Listed as "establishments" for recordkeeping purposes shall be all fire stations, fire headquarters, Fire Communications control, and shops.
- 681.04** The Log of Occupational Injuries and Illnesses (OSHA No. 100) shall be maintained up-to-date by the designated supervising officer, kept available for inspection, and kept on file for five years.
- 681.05** The Summary of Occupational Injuries and Illnesses (OSHA No. 102) shall be posted annually on bulletin boards as directed, and then kept on file for five years.
- 682.01** WEEKLY SAFETY TALKS FORM SD-2. Submit just one (1) copy of your Weekly Safety Talks form SD-2 with your monthly reports. You may choose to make a carbon copy for your own record. Your Weekly Safety Talks is received and reviewed by this office and later sent to the Safety Coordinator's office. Name of supervisor conducting the safety talk session is recorded and filed by the Safety Coordinator.
- 683.01** SEAT BELTS (8C-3). All Hawaii County Fire Department employees operating or riding in County Vehicles equipped with seat belts are required to wear them.
- 683.02** Assistant Chiefs, Battalion Chiefs, and line supervisors are held responsible in making known the contents of this memo to their personnel.
- 683.03** Full cooperation in this matter is expected.
- 684.01** POLICY OF REPORTING ALL COUNTY VEHICLE/EQUIPMENT ACCIDENTS. The Hawaii County policy of reporting all accidents that involve the County's vehicle/equipment and employees is hereby restated for information purposes.
- 684.02** In case of a vehicle accident
- a. STOP IMMEDIATELY. DO NOT LEAVE the scene of the accident. AVOID obstructing traffic if possible. AVOID exposure to any traffic hazard. Place emergency flags or reflectors when condition requires.
 - b. REPORT THE ACCIDENT by the fastest means to:
 - YOUR SUPERVISOR
 - POLICE/RESCUE--911
 - CORPORATION COUNSEL OFFICE--961-8251
 - c. ASSIST THE INJURED to receive medical attention as soon as possible.
 - d. OBTAIN the names, addresses and phone numbers of the injured, driver, and occupants of the cars involved in the accident.
 - e. OBTAIN the license numbers of the other cars.
 - f. OBTAIN the names, address and phone numbers of the witnesses.
 - g. IN MULTIPLE VEHICLE ACCIDENTS and/or where there are serious injuries to County employees, also notify the Safety Coordinator's office at 961-8215.



- h. DO NOT admit liability or give any statement except a brief description of the accident to the police.
- i. COMPLETE the Hawaii County Vehicle Accident/Property Damage Report (revised 6/93). (This applies also to private/rented vehicles or equipment used in line of County business.) The report shall be completed and submitted within one working day of the accident.

690.01

TROUBLED EMPLOYEE PROGRAM, POLICY STATEMENT The County of Hawaii believes it is in the interest of the employee, the employee's family and the agency to provide an employee service which deals with problems which affect job performance. Therefore, to handle such problems within the following framework:

- a. The County of Hawaii recognizes that almost any human problem can be successfully treated provided it is identified in its early stages, and referral and service are provided. This applies whether the problem be one of physical illness, mental or emotional illness, finances, marital or family distress, alcoholism, drug abuse, legal problems or other concerns.
- b. When an employee's job performance or attendance is unsatisfactory and the employee is unable or unwilling to correct the situation, either alone or with normal supervisory and/or union representative assistance, this is an indication that there may be some cause outside of the realm of his/her job responsibilities which may be the basis of his/her problem.
- c. The purpose of this policy is to assure employees that if such personal problems are the cause of unsatisfactory job performance they will receive careful consideration and an offer of assistance to help resolve such problems in an effective and confidential manner.
- d. Employees are assured that their job, future and reputation will not be jeopardized by utilizing these services. Employee organizations are directly involved with this program and this program will not cancel the contractual protection in their collective bargaining agreements.
- e. Employee's problems will be handled in the highest degree of confidentiality.
- f. In instances where it is necessary, sick leave (if available) may be granted for treatment or rehabilitation on the same basis as is granted for other health problems. (Consideration could be given for the use of annual leave or leave without pay.)
- g. Employees who have a problem which may affect work performance are encouraged to seek counselling and information on a confidential basis by contacting the United Fund, 15 Shipman Street, 935-6393.
- h. Employees referred through the program by their supervisor and/or union representative may be required by the agency to secure adequate medical, rehabilitative counselling or other services.
- i. The goal of this program is the maintenance of satisfactory work performance. An employee's continued refusal to accept diagnosis and treatment will be handled in the same way that similar refusals or treatment failures are handled for other employee



problems. When the results of such refusals or failures continue to affect job performance or attendance.

- j. Since employee work performance can be affected by the problems of an employee's spouse or dependents, the program is available to the families of our employees as well.

690.02 PROCEDURES FOR INITIATING COUNSELING SERVICES.

- a. Any employee or supervisor or union agent may initiate counseling services. The supervisor or union agent may seek to assist the employee as part of his/her routine and normal concern for employee performance and morale; however, should the nature of the problem be beyond their capability to cope successfully, the employee should be urged to see the counselor. An employee may not be ordered to receive such service; he/she must seek such services voluntarily.
- b. An employee does not require the approval of his/her supervisor to receive assistance under the program; however, he/she must receive approval from the supervisor prior to any time off taken during working hours, in accordance with established departmental procedures.
- c. Interviews are normally held by the counselor on an appointment basis. Any person who desires assistance should first contact the counselor by telephone. The appointment may be made by the supervisor for the employee or personally by the employer.

690.03 PROGRAM OPERATIONS

- a. Time Off
 1. Employees will be granted time off with pay for the first visit to the counselor if such visit is scheduled during working hours and has prior approval. Such time off shall not be charged to any leave. The time off granted shall be only for the period required to see the counselor in addition to a reasonable amount of travel time.
 2. All time off approved during working hours for subsequent visits will be charged to the employee's accrued sick leave or vacation leave or other appropriate leave. Existing provisions for physician's verification for all absences due to illness of five or more consecutive work days shall be applicable.
 3. Should the employee have no accumulated sick leave or vacation credits, any approved time off will be charged to leave without pay or compensatory time off, if available.
 4. Counseling services may be provided during non-working hours without supervisory authorization. Such visits by the employee will not be subject to compensation nor will the County be liable for reimbursing the employee for this time. Any treatment utilized during time off-duty hours will remain confidential unless the treatment referral was initiated by the supervisor, in which case the supervisor will be told that the employee is using the service.



- b. Counselor's Relationship with Agency
1. Work performance of the employee shall continue to be the primary consideration for any action taken by management affecting the employee. A supervisor may contact the counselor to ascertain progress of treatment of an employee so that necessary employment related decisions can be made equitably. Legitimacy and urgency of any time-off requested by an employee for counseling visits may be determined through consultation with the program counselor.
 2. The counselor will not normally discuss with the supervisor an employee's personal problem. If in the counselor's judgment any discussion is necessary, for example, when the work environment contributes to the problem or where the health and safety of the employee are affected, the counselor will do so but only with the concurrence of the employee.
- c. Application of Collective Bargaining Agreements. This program does not affect any of the employee's rights under the collective bargaining agreements, including the right to grieve.

690.04 Records

- a. All personal information received from an employee under the program shall be held in strictest confidence.
- b. Case records of employees who terminate County employment shall be destroyed in conformance with established procedures; however, in no event shall such records be incorporated into or be considered part of the official Civil Service or departmental personnel records of the employee.

691.01 REQUESTS FOR LEGAL SERVICE (78-6). Request for legal services from the Office of the Hawaii County Corporation Counsel will be routed through the Office of the Fire Chief to the Deputy Chief for approval prior to transmitting forward.

All requests are to be submitted in writing stating the nature of business.

In the absence of the Fire Chief and/or his Deputy, emergency requests requiring immediate action shall be expedited by the Assistant Chief on duty.

--End--