TOLEDO FIRE & RESCUE DEPARTMENT

B-62 Workplace Resources

Non-Emergency Manual

Date Revised: 08/22/2023

Last Modified: 08/29/2024 12:38

Export B62 to PDF
Export -Entire B Manual- to PDF

Policy/Procedure

It shall be the policy of the Department to assure that:

1. Fire personnel who have problems they feel may affect their work performance shall be encouraged by their peers or a superior officer to voluntarily seek information from the Wellness Bureau on a confidential basis by contacting Workplace Resources.

2. Fire personnel whose job performance indicates that they have a need for Wellness Bureau services may be referred by constructive intervention to Workplace Resources.

3. It shall be the responsibility of all management and union personnel to implement this policy and to follow procedures which have been designed to assure that no person who requests treatment from Workplace Resources will jeopardize their security or promotional opportunities.

4. Participants with the Wellness Bureau shall be expected to meet existing job performance standards and established work rules within the framework of existing Labor-Management agreements. Any exception shall be by mutual agreement between labor and management.

5. All Wellness Bureau records shall be kept strictly confidential and shall be considered private medical records. These medical records shall not be noted in any public document or in the member's personnel file. Information from Workplace Resources may only be released with written permission of the member.

6. Referrals for services, both supervisory and other, should be made through Workplace Resources. All referrals shall be confidential. The Wellness Bureau has the support of the Fire Administration and Local 92. To assure continued support of both groups there shall be a yearly review of the program by an oversight committee.

7. An oversight committee shall be established to address issues that may arise concerning the

operation of the program. The committee shall consist of five (5) firefighters. Members of the Fire Administration and Local 92 officers shall be excluded from membership on the committee. Current committee members, the Fire Chief, and the President of Local 92 shall choose new committee members.

8. A member may voluntarily seek the services of the Wellness Bureau.

9. It is left to the discretion of the Fire Chief to involve the Wellness Bureau when disciplinary action has been instituted. Once disciplinary action has been started, the member may request the services of the Wellness Bureau. A plan for rehabilitation shall be presented to the Fire Chief within fourteen (14) days. The disposition of the disciplinary action may be held in abeyance if the rehabilitation program is undertaken and completed by the member.

It shall be the responsibility of all supervisory personnel to:

1. Intervene where there is a documented pattern of deteriorating job performance. This may include some of the following:

1. Changes in employee’s work and behavioral patterns.
2. Chronic tardiness.
3. Excessive absences.
4. Accidents on the job.
5. Confusion and forgetfulness or inability to concentrate.
6. Overreaction to real or imagined criticism.
7. Changes in appearance including weight gain or loss or general grooming decline.

2. Refrain from making any diagnosis or judgment about the member's problem. Referral for assistance shall be made at the member's request or on the basis of unsatisfactory job performance.

3. Maintain rigorous confidentiality. No written records regarding a request or referral for assistance shall be a part of a member's personnel file.

4. Document incidents that could be a result of or explained by a dependency problem.

5. Discuss with member only issues relevant to the job problem, such as attendance, productivity, or behavior.

6. If the member denies there is a performance issue or is unwilling to discuss the issue, the supervisor shall take no further immediate action regarding the referral. After a reasonable amount of time during which no improvement in the performance of the member is documented, the supervisor shall request assistance from Workplace Resources through direct contact with the same. This action shall be taken in a non-punitive manner.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b62

Last update: **08/29/2024 12:38**