



## **Town of Hubbardston**

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### **FIRE DEPARTMENT PERSONNEL POLICY: ON-CALL NIGHTS**

#### **On-Call Nights**

- All regular members are strongly encouraged to take 36 hours of on-call time per month.
- It is each member's own responsibility to sign up through the online on-call schedule before the beginning of each month. This ensures both that the member is meeting the monthly requirements, and that said member is available to respond each on-call shift without exception.
- It is each member's responsibility to ensure that his/her paging equipment is operating properly.
- Any member that requires relief from a previously scheduled on-call night should make the appropriate changes to On-Call google document sheet for the month.
- If a member is unable to fulfill the obligation due to an urgent and unforeseen circumstance, they shall make every attempt to notify the officer on call. If no contact is made, the member shall attempt to notify another officer of the department.
- It is the responsibility of the Officer or senior member on call to check the schedule to see if all members signed up that night responded after each incident. If a member on-call failed to respond, the Officer/senior member shall record this.
- If a member fails to respond to an incident during their assigned on-call period, the following standard applies:
  - First missed call: verbal check by an Officer, as notice or warning
  - Second missed call: written warning, with consideration for probation
  - Third missed call: consideration for suspension or termination