



Board of Fire Commissioners - Fire District No. 1
120 Haddon Avenue, Westmont, New Jersey 08108

Directive: 2021-01

September 23, 2021

To all employees, full time and part-time:

Effective immediately, all employees, full and part-time are required to report for duty a minimum of fifteen (15) minutes prior to the start of their shift. For part-time employees, or those running the six (6) hour EMS shifts, you are expected to stay a full six (6) hours. If your relief arrives early, you are still required to stay until the end of your shift, at quarter of the hour, unless an early dismissal has been preapproved by the Chief or other highest-ranking officer in his absence. Examples of the shift start, and end times are listed below.

A failure to comply with these basic requirements may result in corrective actions as so desired by the Board of Fire Commissioners and/or the Chief. The first offense will be a verbal warning. The second offense will be a written warning. The third offense may be the loss of a shift(s), loss of pay or both as determined by the Board.

Be advised that, until further notice, the Chief of the Department serves as the liaison for the Board of Fire Commissioners in matters such as daily operations.

SHIFT	ACTUAL
0000 – 0600 Hours	2345 – 0545 Hours
0600 – 1200 Hours	0545 – 1145 Hours
1200 – 1800 Hours	1145 – 1745 Hours
1745 – 0000 Hours	1745 – 2345 Hours