

GEORGETOWN CHARTER TOWNSHIP

**FIRE DEPARTMENT
PERSONNEL POLICIES AND
PROCEDURES MANUAL**

-I, Kelly Kuiper, Clerk of Georgetown Charter Township, do hereby certify that this Manual was adopted at the regular Board meeting held _____, 2026.

Kelly Kuiper, Clerk
Georgetown Charter Township

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1. **Definitions**

1.1 **Definitions Incorporated by Reference**

The terms used in this Fire Department Personnel Policies and Procedures Manual shall be defined using the same definitions from the Georgetown Charter Township's Personnel Policies and Procedures Manual, unless otherwise indicated herein.

1.2 **Additional Definitions**

“Fire Chief” shall mean the position of the Fire Chief, as appointed by the Township Board for Georgetown Charter Township.

“Firefighter(s)” shall mean all full-time uniformed employees of the Georgetown Township Fire Department that are employed for fire prevention and fire suppression purposes (but may also be tasked with providing certain emergency medical services or support). The position of Firefighter is considered non-exempt under the Fair Labor Standards Act (FLSA). Unless otherwise indicated, the term “Firefighter(s)” shall not include the Fire Chief nor any paid-on-call employees of the Fire Department.

“24-Hour Firefighter(s)” shall mean any full-time Firefighter(s) that is/are typically and normally assigned to work shifts of 24 hours in length, pursuant to this Manual. A 24-Hour Firefighter can still meet this definition notwithstanding the fact that he or she, on occasion or temporarily, works shifts of lengths other than 24 hours.

“40-Hour Firefighter(s)” shall mean any full-time Firefighter(s) that is/are typically and normally assigned to work weeks of 40 hours in total, pursuant to this Manual. A 40-Hour Firefighter can still meet this definition notwithstanding the fact the he or she, on occasion or temporarily, works more or fewer than 40 hours in a week.

“Fire Station(s)” shall mean, unless otherwise indicated, every fire station or office operated and maintained by the Georgetown Township Fire Department, in furtherance of its operations and duties, to include garages/bays for staging vehicles, living quarters, sleeping quarters, and meal preparation and eating quarters. The term “Fire Station” shall include but shall not be limited to, the following facilities:

- Fire Station 1, located at 1415 44th Street SW, Hudsonville, MI 49426
- Fire Station 2, located at 7518 Church Court, Jenison, MI 49428
- Fire Station 3, located at 7480 36th Ave., Hudsonville, MI 49426

1.3 **Incorporation by Reference of Personnel Policies and Procedures Manual**

All Firefighters and employees of the Fire Department are otherwise subject to the terms and conditions of the Georgetown Charter Township Personnel Policies and Procedures Manual, except to the extent there is a conflict with any policy or procedure found in this Manual. To the extent of any conflict, the terms of this Manual shall control.

This Manual is not intended to be the exclusive list of policies and procedures for the Fire Department or for Fire Department employees. The Fire Department and the Township reserve the right to alter, amend, add to, delete, or otherwise change any policies and procedures found within this Manual, at any time, and without prior notice. The Fire Department and the Township may enact additional policies and procedures for the Fire Department, in addition to the policies and procedures found in this Manual.

2.1 **Full-Time Firefighter Scheduling**

2.2 **24-Hour Scheduling**

Firefighters assigned to work 24-hour shifts (i.e., 24-Hour Firefighters) will be assigned a “Kelly Schedule.” For purposes of this policy, a “Kelly Schedule” will be defined to mean the following Work Pattern: Work, rest, work, rest, work, rest, rest, rest, rest (i.e., a 24-hour shift, 24 off, 24 on, 24 off, 24 on, 4 days off). Employees assigned to 24-hours shift schedules will be compensated based on working 2,912 hours per year. Each 24-hour shift shall start each day at 0700 and conclude at 0700 the following day.

Firefighters will be assigned to certain shift schedules by the Fire Department, on a rotating basis. Shifts will be scheduled by the Fire Chief (or his or her designee), based upon the needs of the Fire Department.

2.3 **40-Hour Scheduling**

Firefighters may also be assigned to work 40-hour work weeks (i.e., “40-Hour Firefighters”). 40-Hour Firefighters will be scheduled based on working 2,080 hours per year. 40-Hour Firefighters shall have their schedules set by the Fire Chief (or his or her designee). Variations from the normal workday or work week may vary and may only be implemented with the consent and at the discretion of the Fire Chief (or his or her designee).

2.4 **Overtime Scheduling**

All employees are required to work overtime upon the request of the Fire Chief or their supervisor, based upon the needs of the Fire Department. Employees shall be paid one and one-half times their regular rate of pay for all overtime hours worked, subject to the terms of Section 4.6 of the Township’s Personnel Policies & Procedures Manual. There will be no pyramiding of overtime. Unless specifically approved by the Fire Chief, full-time employees will not work as paid on-call volunteers by responding to calls beyond their normal work shift.

The Fire Department reserves the right to call back Firefighters if the need arises. To the greatest extent possible, calling back Firefighters and holding over Firefighters after the scheduled end of their shifts shall be limited to genuine emergencies and unusual circumstances.

The Fire Department shall make all reasonable efforts to have employees receive at least 24 hours of continuous time off following any shift that is (or is longer than) 24 hours in length. Part-time

and paid-on-call firefighters shall be utilized to the greatest extent possible to avoid calling in full-time Firefighters to backfill a shift.

2.5 Overtime Calculations for Full-Time Firefighters

In accordance with Section 7(k) of the Fair Labor Standards Act (FLSA), 24-Hour Firefighters will work 28-day work periods. In accordance with the FLSA, full-time firefighters will be paid the overtime rate of one-and-one-half of their regular hour rate of pay for every hour worked beyond 212 hours in the span of a 28-day work period.

2.6 Trading Shifts

With the prior approval and in the sole discretion of the Fire Chief (or his or her designee), 24-Hour Firefighters may trade shifts, with the written consent of all employees involved. If employees trade shifts, there will be no overtime incurred by this right and there shall be no change in wages.

2.7 Holidays

All 40-Hour Firefighters shall be eligible to receive Holiday Pay during the Township's regularly observed holidays, in the same manner and under the same terms and conditions as other Township employees. For purposes of applying the Holiday Pay benefit, 40-Hour Firefighters will receive eight (8) hours of Holiday Pay for recognized holidays, at the employee's regular hourly rate of pay.

If scheduled to work on a Holiday, a 24-Hour Firefighter shall be paid a rate of one-and-one-half times their hourly rate of pay. The shift that starts on the actual holiday will be compensated for the entire holiday (24 hours). Holidays that are recognized as ½ day off for 40-hour employees shall be considered a full-day holiday for 24-Hour Firefighters. There will be no pyramiding of overtime for purposes of implementing this policy.

2.8 Daylight Savings Time

All 24-Hour Firefighters shall be compensated for 24 hours of work time regardless of the lengthening or shortening of a day due to Daylight Savings Time.

2.9 Minimum Staffing

Daily minimum staffing shall be determined by the Fire Chief (or his or her designee) with the approval of the Township Superintendent.

2.10 Seniority

24-Hour Firefighters shall be entitled to accrue seniority. 24-Hour Firefighters shall begin to accrue seniority beginning on the date of the employee's appointment to the Georgetown Township Fire Department, and seniority shall be the total length of his/her continuous service with the Fire Department after that date.

Seniority shall be used for, but not limited to, the purpose of determining layoff and recall (from layoff) rights and the eligibility to take promotional examinations in the Department. Where more than one employee has been appointed on the same date, his/her seniority shall be in accordance with their final interview score. Seniority shall be determined by the Fire Chief (or his or her designee).

2.11 Probationary Period

The probationary period for Firefighters shall be six (6) months from the date the Firefighter commenced his/her full-time employment with the Fire Department.

3.0 Firefighter Benefits & Insurance

3.1 Benefits and Insurance

Firefighters will receive the same benefits and insurance as other regular full-time Township employees. Firefighters will be subject to the same terms and conditions for using those benefits as are applicable to other Township employees, except as otherwise modified by this Handbook.

3.2 24-Hour Scheduled Firefighter Leave Benefits

24-Hour Firefighters will accrue PTO based on the following schedule:

Length of Full-Time Service with Township	Hours Accrued per Pay Period	Maximum Hours Allowed to be Carried Over to the Next Calendar Year
Less than 5 Years	4.62 (5 days per year)	120
5 Full Years Less than 10 Years	6.462 (7 days per year)	168
10 Full Years, Less than 15	9.231 (10 days per year)	240
15 Full Years or Greater	11.077 (12 days per year)	288

For purposes of applying PTO, paid sick leave, and all other forms of paid leave allowed under Township policy, 24-Hour Firefighters shall have all such leave time calculated in terms of a number of hours (rather than days). 24-Hour Firefighters who must utilize leave time to cover an entire scheduled shift must use 24 hours of paid leave time to cover leave for a full shift, and their accrued leave bank shall be deducted from accordingly. 24-Hour Firefighters may also use PTO, paid sick leave, or other accrued leave time to cover a part of a scheduled shift. 40-Hour Firefighters shall instead follow the Employee Benefits Manual.

3.3 Sick Leave

Paid sick leave shall be accrued by all Firefighters, as outlined in the Georgetown Employee Benefits Manual.

3.4 No Food Allowance

The Fire Department does not offer food allowance to any employees.

4.0 Classifications

4.1 Fire Department Job Descriptions

- A. Job descriptions are written and maintained by the Personnel Officer. Each job description contains a descriptive title, summary of the responsibilities, a list of typical duties, essential job functions, the necessary licenses and certifications for the position, and the required minimum qualifications.
- B. Job descriptions may be reviewed annually by the Personnel Officer. In preparing (or updating) job descriptions, several factors will be considered:
 - 1. Input from supervisors;
 - 2. Input from employees;
 - 3. Consistency with other Township job descriptions; and
 - 4. Legal requirements
- C. If an employee feels his/her duties have changed during the year he/she may request in writing that his/her job description be reviewed to determine if any changes to the description are necessary. Changes will be approved to the job description only if an employee's duties have changed significantly and only at the Township's discretion.
- D. At the time of hire, time of promotion or transfer, or upon request, employees will be given a copy of their own job description. Candidates interviewed for job openings will also be given a copy of the job description. Duties listed in the job descriptions are meant as a general guide and are not all inclusive. An employee may be asked to perform tasks not specifically listed in their job description.

5.0 ACKNOWLEDGEMENT

ACKNOWLEDGMENT (Employee Copy)

This is to acknowledge that I have received a copy of the Fire Department Personnel Policies and Procedures Manual and understand that it sets forth the terms and conditions of my employment as well as the rights, duties, and obligations of my employment with the Township. Nothing in this Manual is intended to create or constitute an employment agreement or contract.

I agree to conform to the rules, policies, and procedures of the Township and the Fire Department. Notwithstanding any other provision in this Manual, I understand I have the right to terminate this employment relationship at any time for any reason with or without notice. Of course, the Township reserves this same right. I understand that no supervisor or other representative of the Township, other than the Township Board, has any authority to enter into any agreement for employment with me or to make any agreement with me contrary to the provisions set out in this Manual. Any such agreement must be in writing and be signed by the Township Board before it will be deemed effective.

All decisions by the Township as to intent, interpretation, or application of these policies shall be binding upon me. The Township will apply all policies in accordance with appropriate federal and state laws.

The Township reserves the right to change the policies in this Manual at any time. This Manual supersedes all prior handbooks, manuals, agreements, and policies whether orally established or set out in writing and the most recent change shall be binding on me.

I consent to the publication of my photograph in any Township publication and hereby release the Township and its agents from any and all liability for the use of this picture or news story.

I agree not to commence any action or lawsuit relating to my employment, including but not limited to claims arising under state or federal civil rights statutes, against the Township or its employees, agents, or representatives more than one hundred eighty (180) days after the occurrence of the facts giving rise to the claim or more than one hundred eighty days (180) days after the date of the employee's termination of employment, whichever is earlier. I agree to waive any longer statute of limitations to the contrary. In the event that the statute of limitations applicable to any claim is less than one hundred eighty (180) days, I agree that the shorter statute of limitations will apply. I agree that any action or lawsuit filed outside this limitations period is barred and waives any limitation period to the contrary. I understand that this limitations period (or applicable shorter period) will not be extended for any reason. This provision does not prohibit the timely filing of a charge with a federal administrative agency, but unless filed within 180 days (or in less time if any applicable law requires), I waive my right to recover money damages or other relief as permitted by law.

Only the Township Supervisor has the authority to alter the time period for claims. To be effective, such agreement must be in writing, signed by the employee and the Township Supervisor, and must specifically state that the time period for claims is altered.

I agree to inform, in writing, the Township within 182 days, from the date I knew or should have known that an accommodation was needed. I agree that if I fail to do so, my legal rights under Michigan law may be affected.

The undersigned employee acknowledges that he/she has received the Township Manual and has agreed to abide by its terms and conditions. It is the employee's responsibility to read this Manual and to ask questions about anything that he/she does not understand.

Signed: _____ Date: _____

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