Purpose:

This policy will outline expectations and policy regarding meeting attendance

Policy:

1. Required Duty
   
   - ECP’s will be allowed two (2) absences from monthly Crew meetings from January 1st to December 31st of each year.
   - Each ECP will be responsible for ensuring that they don’t use their absences at the beginning of the year and not have any available for illness, vacation, etc. at the end of the year.
   - Training meetings are at the individual ECP’s discretion, unless they are mandatory.

   - The ECP’s absence will be excused if the following criteria applies

     - The meeting conflict's with the ECP’s primary job. This does not include secondary jobs.
     - The primary job is shift work and no other work scheduling options are available
     - The death of an immediate family member as defined by the City of West Des Moines leave policy.
     - The ECP is taking educational classes which lead to a degree or certification and the class is held during our meeting time
     - The ECP is on military leave
• The ECP must notify a member of the Command Staff of the conflict prior to the meeting.
• The ECP must attend the entire meeting to be counted as present