

**Purpose:** This policy establishes the employee/student letter for CTFD personnel.

**Administration:** The Fire Chief, Deputy Chief of Operations and Deputy Chief of Outreach will have primary responsibility of this policy within the scope of their job descriptions.

**Policy and Procedure:**

- This employee/student letter (2.16A) covers CTFD personnel under the Pennsylvania Law Prohibiting Employment Termination of Volunteer Firefighters (For Time Lost- Act of 1977, P.L. 249, No. 83).
- This employee/student will be utilized for any CTFD personnel that by participating in a dispatched incident by the Berks County Communications Center have caused them to be late for their job, school, etc.
- The officer in charge or senior firefighter will complete the employee/student letter and the CTFD personnel will take that to their supervisor, principal, human resources department or individual responsible. This individual will review it, sign it and place in the employee or student record.
- On the reverse side of the employee/student, Pennsylvania Public Law 249 is defined for everyone involved to review and understand.

**References:**

2.16A Employee/Student Letter, Pennsylvania Public Law 249