Candidate Information Booklet
(Please read carefully)

Post of: Part Time Retained Fire Fighter – Manorhamilton Fire Unit

Closing Date: 4.00 P.M. on Thursday 24th October 2019

Completed Application Form with copy of supporting documentation should be submitted to:
Human Resources Department
Leitrim County Council
Aras an Chontae
Carrick on Shannon
Co. Leitrim.
The Role:
The Fire Service is a front-line emergency service and is made up of staff trained, equipped and available to respond to a variety of emergency situations that arise. The employment is part-time and the role of the Retained Fire Fighter is:
- To save life and preserve endangered life;
- Protection of property from damage by fire and from firefighting measures;
- To inform and educate your community to improve awareness of safety.

The Ideal Candidate Should Be:
- Physically fit and agile with good stamina;
- Able to work in hazardous conditions for long periods, including at heights and in confined spaces;
- Mechanically adept with good dexterity and co-ordination;
- Trustworthy, honest, dependable and generally of good character;
- Self-reliant and self-assured with a keen sense of discipline;
- Able to contribute to, and work within a team;
- Able to understand and memorise technical information;
- Able to communicate effectively verbally and in writing.

The Qualifications:

1. Character
Each candidate must be of good character.

2. Age
Each candidate must be not less than 18 years on the latest date for receipt of application forms. Retirement age for Retained Fire Fighters is 55 years of age (up to 58 years of age subject to conditions).

3. Education
Candidates must have attained a suitable level of education to enable him/her to successfully complete the appropriate training, and to perform satisfactorily the duties of a Retained Fire Fighter.

4. Health
(i) Candidates must be free from any condition which would render him/her unsuitable for duty with the Fire Service and be in a state of health, as determined by the Council’s Medical Adviser, such as would indicate a reasonable prospect of ability to render regular and efficient service.

(ii) To ensure that Fire Fighters are capable of safely and efficiently undertaking the tasks that they are required to perform, it is necessary to specify standards, which should be achieved by all entrants to the service. Successful candidates, before being employed, will have to
Part Time Retained Fire Fighter – Manorhamilton Fire Unit – Oct 2019

successfully complete a medical examination (which may include x-ray, eye test, fitness test and/or other special tests), at his/her own expense, in accordance with the ‘Medical Standards for Recruitment to Retained Fire Service’, carried out by the Council’s Medical Advisor.

(iii) Failure to satisfy the requirements set out in the ‘Medical Standards for Recruitment to the Retained Fire Service’ will render an applicant unsuitable for recruitment as a Retained Fire Fighter.

(iv) Given the strenuous nature of fire-fighting duties the medical examination will be of a very thorough nature. Please note that the following conditions could be considered as disqualifying a candidate:
   a. Failure to comply with requirements in relation to physical capacity, limbs, loco motor systems, hearing, eyesight, colour vision;
   b. history of epilepsy
   c. Alcohol or drug dependency
   d. Chronic bronchitis, asthma or other disabling disease of the lungs
   e. organic disease of the cardio vascular system, including blood pressure
   f. All types of diabetes mellitus whether insulin dependent or non-insulin dependent
   g. a history of vertigo or an illness which would affect sense of balance
   h. history of mental instability
   i. history of low back symptoms
   j. history of significant knee joint injury or disease
   k. history of night blindness
   l. chronic skin disease, specifically allergic contact dermatitis, irritant dermatitis and severe psoriasis

(v) The candidate must comply, at his/her own expense, with such remedial requirements as the County Council consider necessary.

(vi) On taking up appointment, the expense of the medical examination will be refunded to the candidate.

(vii) Following employment, Retained Fire Fighters must undergo Medical Examination by the Council’s Medical Advisor when required to do so by the Fire Service/Leitrim County Council.

Note re Fitness Test:
Part of the pre-employment medical examination includes completing a fitness test. Candidates successful at interview must successfully complete the fitness test prior to employment being offered. The fitness test at the recruit medical is the Chester Step Test. The Chester Step Test measures aerobic capacity and fitness and entails a moderately vigorous level of physical activity. The level of fitness needed to pass this test requires regular exercise and the test pass level is difficult to achieve if the candidate does not already have a good level of physical fitness prior to the test.

5. Residence.
Candidates must live and work within 3 kilometers of the relevant Fire Station at time of appointment, and persons appointed shall reside and work within 3 kilometers of their fire station for the duration of their employment as a Fire Fighter. A Fire Fighter shall notify the fire authority in writing of any subsequent changes of residence or place of employment. A change of residence or place of employment that would place the Fire Fighter outside these limits will mean automatic termination of employment. The Council will check this prior to
appointment and at periodic intervals after appointment. On receipt of an alert a Fire Fighter must be able to attend at the fire station within five minutes.

6. Driving Licence
A recruit Fire Fighter shall possess a current Class B Driving Licence and ideally a Class C Driving Licence for HGV with up to eight passengers. All newly appointed Part-Time Retained Fire Fighters will be required to obtain a Class C Driving Licence within their probationary period.

7. Garda Vetting
The successful candidate will be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

The Principal Terms & Conditions

The employment is part-time and pensionable. Full details of the principal terms and conditions are outlined in the ‘Terms of Engagement of Retained Part-Time Fire Fighters’ (Oct 2019) – attached below at Appendix 1.

The Selection Process

(i) The first stage of the selection process will require applicants to undergo assessments tests to determine the suitability of each applicant to face the wide range of tasks, which are required to be undertaken by a Fire Fighter.

The assessment test will consist of two parts as follows:
• Assessment of literacy and numeracy
• Assessment for physical strength, claustrophobia and ability to work at heights.

Candidates must achieve 50% of the overall marks in each assessment test in order to get to the next stage of the selection process.

(ii) The second stage of the selection process shall be by means of a competition based on a competitive interview conducted by or on behalf of Leitrim County Council.

(iii) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position and satisfy Leitrim County Council that they live and work within 3 kilometers of the relevant Fire Station and that they are otherwise suitable for appointment may, within the life of the panel, be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.

(iv) Before appointment as a recruit Fire Fighter, a recruit shall attend and successfully complete a 3 week Recruits training course.
All applications must be made on the official Application Form. Application Forms are available to download on Leitrim County Council’s website www.leitrimcoco.ie or alternatively, contact the Human Resources Department, Leitrim County Council, Aras an Chontae, Carrick-on-Shannon, Co. Leitrim – Telephone: 071 9620005 ext 155.

Completed Application Form together with supporting documentation will be accepted in hard copy format only. Applications submitted by e-mail or fax will not be accepted.

CLOSING DATE
Completed Application Forms must be submitted by 4.00pm on Thursday 24th October 2019 to

HUMAN RESOURCES DEPARTMENT
LEITRIM COUNTY COUNCIL
ARAS AN CHONTAE
CARRICK-ON-SHANNON
COUNTY LEITRIM

Any claim in relation to the late receipt of Application Forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

NOTE:
Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

Leitrim County Council is an equal opportunities employer.
APPENDIX 1
LEITRIM COUNTY COUNCIL (the Fire Authority)

TERMS OF ENGAGEMENT OF
RETAINED PART-TIME FIRE FIGHTERS

(County Council means Leitrim County Council)

<table>
<thead>
<tr>
<th>EMPLOYMENT:</th>
<th>The employment is part-time and pensionable.</th>
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<tr>
<td>EDUCATION:</td>
<td>Firefighters must have attained a suitable level of education to enable him / her to perform satisfactorily as a firefighter and to undergo successfully the appropriate training.</td>
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<tr>
<td>CHARACTER:</td>
<td>A firefighter must be of good character and shall not at any time bring the Fire Authority into disrepute. The County Council may make whatever enquiries it considers necessary to satisfy this condition prior to appointment.</td>
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<tr>
<td>AGE:</td>
<td>A Fire-fighter must be not less than 18 years on the first day of the month in which the latest date for receiving application forms occurs. A birth certificate must be submitted to the County Council as proof of age before a person is engaged as a recruit.</td>
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<tr>
<td>RETIREMENT:</td>
<td>The normal retirement age is 55. On reaching 55 years of age or sooner if found to be medically unfit, a firefighter shall cease to be a firefighter. The maximum age limit of 55 years may be lowered by the County Council should the normal age for retirement in employment generally be lowered and in such case the age lower than 55 years shall apply. Firefighters who would be physically capable of working beyond age 55 have the option to continue working for a defined limited period, subject to compulsory medical assessment on an annual basis measured against agreed Standards. The extended optional period would be to age 58. No Retained Firefigher shall be employed beyond age 58, in accordance with the Report of the Expert Group on retirement age for Retained Firefighters (April 2003). If in advance of the above, or for whatever reason, a firefighter wishes to terminate his/her employment with the Fire Service, they are required to give one month’s notice in writing.</td>
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<tr>
<td>HEALTH:</td>
<td>A firefighter shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</td>
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Medical Examination etc:
Before recruitment, in order to ascertain the health of a candidate, successful applicants shall undergo such medical examination (which may include x-ray and/or other special tests) as the County Council considers necessary. The County Council will nominate the medical examiners. The candidate must comply, at his / her own
expense, with such remedial requirements as the County Council consider necessary.

An Operational Firefighter shall:
1. Agree to participate in the Occupational Health Scheme for Part-Time Retained Fire Fighters in operation by Leitrim County Council, and
2. at any time, if requested by the County Council, undergo such medical examination(s) by medical examiner(s) as nominated by the County Council and
3. attend medical examinations in accordance with the frequency set down in the Occupational Health Scheme for Retained Fire Fighters as issued by the LGMSB (LGMA) to Fire Authorities

The County Council in its absolute discretion may make payment of medical examiner(s) fees for the above examinations only after appointment. Any defects discovered pertaining to a medical examination will not be remedied at the County Council's expense.

Retention as an operational firefighter will depend upon receipt of satisfactory reports by medical examiner(s) and to the general condition above as to health.

An operational Firefighter must maintain a good level of physical fitness through regular strenuous exercise.

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<tr>
<th>RESIDENCE:</th>
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<td>Persons appointed must live and work within a 3 kilometre distance (by public road) of the relevant Fire Station in advance of appointment, and shall reside and work within a 3 kilometre distance (by public road) of their Fire Station for the duration of their employment as a Fire Fighter.</td>
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</tbody>
</table>

A Fire Fighter shall notify the fire authority in writing of any subsequent changes of residence or place of employment. A change of residence or place of employment that would place the firefighter outside these limits will mean automatic termination of employment. The Council will check this prior to appointment and at periodic intervals after appointment. On receipt of an alert a firefighter must be able to attend at the fire station within five minutes.

A firefighter shall be required to report for duty to the fire station in its present location, or in the event of change of location to such new location as may be decided by the Fire Authority. Changes in the location of the fire station will not result in payment of disturbance money or other compensation.

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<tr>
<th>AVAILABILITY:</th>
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<tr>
<td>Written evidence must be provided from the employer as to availability prior to appointment, and the County Council in its sole discretion, shall decide as to whether the availability as so provided is acceptable. If the firefighter's employer subsequently changes his/her conditions of employment and does not allow the firefighter to attend fire calls / drills during working hours, employment will be terminated. Self-employed must also provide written evidence as to availability prior to appointment. Such written evidence must cover a candidate's availability for initial training and for fire and other calls, drills, training and such other duties which</td>
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the firefighter may be required by the County Council to perform. If the County Council deems a firefighter's attendance to be unsatisfactory, it may terminate the firefighter's service.

**DRIVING LICENCE:**
A recruit Firefighter shall possess a clean, full current Class B Driving Licence and ideally a Class C Driving Licence for HGV with up to eight passengers.

All newly appointed Part-Time Retained Firefighters will be required to obtain a Class C Driving Licence within their probationary period.

If a firefighter has his/her licence suspended or removed for any reason, it shall be dealt with through the Council’s disciplinary procedure and may result in termination of service at the absolute discretion of the County Council.

He/She will co-operate with further Driver Training and will act for another driver or driver mechanic if necessary.

**GARDA VETTING:**
The successful candidate will be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

**PROBATION:**
Before appointment as a recruit Fire Fighter, a recruit shall attend and successfully complete a Recruit training course.

From the date of commencement as a recruit Fire Fighter, there shall be a period of two years during which the recruit Fire Fighter shall be on probation. During this time the recruit Fire Fighter shall be continually assessed to determine his/her suitability for continued employment. Such period of two years may be extended at the absolute discretion of the County Council. The recruit shall not become an operational Fire Fighter at the end of the period of probation unless the County Council is satisfied that the Fire Fighter has been satisfactory in all respects.

**REMUNERATION:**
Part-Time Firefighter:
A firefighter shall be paid at the appropriate approved national rates of Fire and Drill Fees and Retainer Fees and in accordance with any national agreements for retained firefighters. Payment of fees shall be made quarterly.

*Retention Scales Applicable at 1st October 2018*

<table>
<thead>
<tr>
<th>Annual Allowance – Firefighter</th>
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<tr>
<td>0-2 years</td>
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<td>€8,033 p/a</td>
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<tr>
<th>DRILLS</th>
<th><em><strong>FIRES</strong></em></th>
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<tr>
<td><strong>DAY</strong></td>
<td><strong>NIGHT/WEEKEND</strong></td>
</tr>
<tr>
<td>Rate per Hour</td>
<td>1st Hour</td>
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<tr>
<td>€21.19</td>
<td>€42.38</td>
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Part Time Retained Fire Fighter – Manorhamilton Fire Unit – Oct 2019

| ANNUAL LEAVE: | These rates are subject to review on an ongoing basis. The terms of the Organisation of Working Time Act, 1997 apply. During recruit training consisting of three weeks and courses lasting one day and upwards, the County Council shall pay drill fees in lieu of wages. |

| SAFETY HEALTH & WELFARE: | The terms of the Organisation of Working Time Act, 1997 shall apply. A Firefighter is entitled to payment of 8% of the hours he/she worked in the leave year (subject to a maximum of 4 working weeks). Hours worked include attendance at drills. Leitrim County Council acknowledges its role in protecting the safety, health and welfare of its Fire Fighters. The County Council is committed to implementing and maintaining a programme that ensures, where possible, that all risks and hazards are eliminated or controlled to an acceptable level. The County Council will implement safe systems of work and methods to protect the safety, health and welfare of its Fire Fighters. A Fire Fighter shall familiarise him/herself and cooperate with the terms of Leitrim County Council’s Safety Statement and Ancillary Safety Statement for the Fire Service. He/she should familiarise him/herself with the duties of employees in Section 13 of the Safety Health and Welfare at Work Act 2005 the safety rules and procedures and make proper use of all safety/protective clothing and equipment. He/She must report to his/her supervisor any defect he/she notices in their place of work or system of work or an accident or near miss which might be dangerous to safety, health or welfare. Failure to comply with the Safety Statements may result in disciplinary action. A Fire Fighter will be required to comply with the Incident Command System and Standard Operating Guidelines (SOG’s) in operation in Leitrim Fire Service. |

| TRAINING: | A firefighter will be required to participate in and co-operate with the consultation, training and implementation of Standard Operating Guidelines (SOG’s) for the Fire Service. A firefighter will be required to comply with the requirements of Leitrim Fire Service training policy. |

| TRAINING DURING THE PROBATIONARY PERIOD: | Recruit firefighters will be required to undergo the following recruit training programme during their probationary period: 1) A three-week Recruits Course (including manual handling), and 2) A two-week Breathing Apparatus Wearers' Course; 3) Any other course that the County Council may consider necessary. Drill fees will be paid at the current hourly rate for firefighters during training. Failure to successfully complete such courses will result in the termination of the
firefighter’s employment.

Some or all of the above courses will be held at a recognised training centre which may or may not be situated locally.

Drills and Further Training:

A firefighter shall attend and participate in drills and shall undergo from time to time, courses and further training as required or deemed appropriate by the County Council. The County Council shall decide the location(s) of the training. Adequate advance notice shall be given to firefighters. This training may include on-going assessments as deemed appropriate.

A firefighter will be required to successfully complete a Breathing Apparatus Refresher Course, including any associated assessments, every two years or other such time period as deemed appropriate by the County Council.

Drills shall be held at such frequency as decided by the Chief Fire Officer. The level of training to be successfully undertaken by a firefighter shall be such as to enable him / her to carry out competently and effectively the various operations required in the fire service. These include the operation of communications systems, driving appliances and vehicles, and the operation of pumps, lifts, escapes, rescue and emergency equipment, hydrant testing etc., and such other matters and requirements as may arise from time to time. A firefighter shall be expected to acquire a level of training and knowledge as to enable him / her to interchange with and act as substitute for all personnel at operational level in the fire service of the County Council.

Attendance at Drills and Incidents:

There is an obligation on firefighters to attend at alert/fire calls and at drills. This is the basis on which a retainer is paid. The onus on arranging to receive an alert/fire call shall rest with the firefighter.

Notwithstanding any other disciplinary action that the County Council may apply, failure to attend or participate in 85% of drills or at 75% of calls in any quarter of a year, without good reason, shall result in the firefighter forfeiting his / her right to full payment of the retainer for that quarter.

In the case of an alert/fire call, the fire fighter shall attend within the “turnout time” as agreed locally. The “turnout time” and “maximum attendance time” shall be set by the Chief Fire Officer in accordance with the terms of the “Retained Firefighters Agreement of 1999” or other national/local agreements and firefighters shall be paid accordingly for alerts/fire calls.

Where the Chief Fire Officer considers that a fire fighter is not fulfilling the above attendance standards which he considers reasonable in all the circumstances, the Chief Fire Officer will have the right to withhold the retainer payment as follows:

- 50% in the first quarter
- 100% in the 2nd quarter within any 12 month period

Subsequent continuing failure to meet the above attendance standards, without
good reason, shall be dealt with through the disciplinary procedure and may result in termination of service at the absolute discretion of the County Council.

**DUTIES:**

(a) A firefighter shall be required to attend at fires and other emergencies, drills, displays and other duties at such times and for such periods as required by the fire authority.

(b) A firefighter must remain within convenient proximity of the fire station. Failure to respond promptly to fire or other emergency calls shall at the discretion of the County Council, result in termination of service.

(c) Each firefighter who volunteers for Fire Brigade service must be prepared to accept the work entailed and to fulfil to the best of their ability their duty as a firefighter in the saving of life, saving of property and the fighting of fires or other such emergencies.

(d) Every member who is on standby during fires or other incidents shall remain at the Station and perform such duties as may be assigned by the Station Officer from time to time during the callout.

(e) Firefighters shall ensure that the Fire Station is kept clean & tidy at all times. Fire fighting equipment shall be kept clean, maintained properly and stowed away in a safe manner.

(f) Every member must remain on duty until:-
   i. The fire has been extinguished and the brigade has returned to the Station and the equipment has been carefully and properly stowed away, and the party has been dismissed by the Officer in Charge,
   
   ii. Dismissed by the Officer in Charge,
   
   iii. Relieved by another member on the order of the Officer in Charge.

(g) Fire-fighters are required to adhere to and co-operate with all National and Local Agreements pertaining to the Fire Services.

(h) Fire-fighters will be required to attend Training Courses as directed.

(i) Fire-fighters must undertake driving duties as required.

(j) Comply with all organisational policies, procedures and legislation.

(k) Any other duties as may be assigned from time to time
**ABSENCES:**

A firefighter will be required to comply with the terms of the Time & Attendance Management Policy for Retained Firefighters as operated by Leitrim Fire Service. A firefighter may only be relieved of his / her obligation to respond to and answer fire and other calls etc., provided that:

- He / she has contacted the Station Officer/Sub Officer in advance and has sought approval.
- The Station Officer or Sub Officer has consented to the request
- A firefighter signs a record of unavailability at station level or other such system deemed appropriate by Leitrim County Council.

A firefighter’s annual leave entitlement will be calculated in accordance with the Organisation of Working Time Act 1997 and S.I. 473 of 2001 Regulations.

A firefighter will be required to comply with the terms of the Annual Leave Policy for Retained Firefighters as operated by Leitrim Fire Service. In cases of Annual Leave, advance notice must be given to the Station Officer or in his / her absence, to the Sub-Officer in advance of the first day of Annual Leave. Approval of annual leave will be subject to minimum crewing levels being maintained at station level. Each firefighter must use his / her leave sheet or other means to record such annual leave absences.

**SICK LEAVE:**

Where a firefighter is absent due to sickness for three or more consecutive days, he/she shall submit a sick leave certificate to the Council from a medical doctor. The medical certificate must be signed and state the medical practitioner’s Medical Council registration number, nature of illness and fitness for work as a firefighter or otherwise. In general medical certificates are required to be submitted on a weekly basis in cases of absences extending beyond one week. A medical certificate of fitness and/or independent medical review may be required prior to a firefighter resuming operational duties following a period of sick leave absence having regard to the nature of the illness/injury and/or length of absence at the absolute discretion of the County Council.

If absent on sick leave for any period of time, the Station Officer or Sub Officer must be informed. A Return to Work Form must be completed with the Line Manager when a Firefighter returns to work after any period of sick leave.

Arrangements for payment during sick leave will be made in accordance with the relevant Public Service Sick Leave Scheme in place, which may be reviewed from time to time.

**CLOTHING / EQUIPMENT:**

While on duty a firefighter shall use the clothing and personal equipment provided by the Council and same should be left in the fire station immediately after cessation of duty. Each firefighter on appointment shall be issued with appropriate clothing and equipment.

- 1 Firefighter’s Helmet - Issued Once Only
- 2 Firefighter’s Tunic - Normally issued once in five years or at the discretion of the Chief Fire Officer
- 2 Firefighter’s Overtrousers - Normally issued once in five years or at the discretion of the Chief Fire Officer
- 1 Pair of Firefighter Gloves - Normally issued yearly or at the discretion of the Chief Fire Officer
- 1 Pair Leather Boots - Normally issued once in five years or at the discretion of the Chief Fire Officer

The above equipment shall be stored in the Fire Station and the firefighter shall respond to the Fire Station to change into fire kit. Each firefighter shall be responsible for his / her issue of clothing etc., and items lost or damaged due to the firefighter's default, shall be replaced at the firefighter's expense, by deduction of the cost from fees etc due to him/her.

Each firefighter on appointment shall also be issued with an alerter by the Council. The firefighter shall carry the alerter at all times when on duty and shall not give it to any other person. He /she must maintain the alerter in good working condition and shall report any defects to the Station Officer / Sub Officer.

The alerter is the responsibility of each firefighter. The cost of repair of any damage to or replacement cost in the event of the loss of the alerter will be borne by the firefighter.

A firefighter shall return to the Council on request, and in any event upon the termination of employment, all property and equipment belonging to the Council which are in his / her possession or under his / her control.

| PUBLIC SERVICE PENSION SCHEME: | Membership of the Single Public Service Pension Scheme is **compulsory** for all new entrant Retained Fire Fighters who commence employment on or after 1 January 2013. The provisions of the Single Public Service Pension Scheme will apply in the case of Retained Fire Fighters, with the exception of minimum pension age, as an earlier pension age is applicable to those employed in the retained fire service. Circular letters S. 6/2013 and S. 6/2013 (amended) apply

The contribution rates will be 3% of pensionable remuneration plus 3.5% of net pensionable remuneration (weekly amount earned less twice the weekly rate of State Pension (Contributory) – pro-rated in line with full time where the number of hours pay for the week amounts to less than 39 hours.

Any Retained Fire Fighter who is a member of the Single Public Service Pension Scheme will not be eligible to avail of the gratuity arrangements for Retained Fire Fighters at retirement as Retained Fire Fighters are only entitled to be considered for this gratuity if they are not members of the Local Government Superannuation Scheme.

The Single Public Service Pension Scheme is based on contributions paid throughout employment. Lump sum and pension are payable on retirement.
**CONFIDENTIALITY:**
A firefighter shall not discuss or disclose any information of a confidential or sensitive nature relating to Leitrim County Council or its business or in respect of which the Council owes an obligation of confidence, to any person during or after employment, except in the proper course of your employment or as required by law.

**COUNCIL RECORDS:**
A firefighter shall not remove any records belonging to the Council from the Council’s premises or equipment at any time without proper advance authorisation.

A firefighter shall return to the Council upon request and in any event, upon termination of employment, all records belonging to the Council in his / her possession or under his / her control.

**USE OF ELECTRONIC EQUIPMENT:**
Leitrim County Council provides many telecommunications, computing and network resources for use by staff in the pursuance of their duties. A firefighter is entitled to use telephones, the internet, email, fax machines, photocopiers and other equipment for work-related activities as appropriate and to facilitate the efficient exchange of useful information. A firefighter is obliged to fully comply with the organisational policy governing the use of all telecommunications and electronic equipment. A firefighter must avail of modern communications equipment where provided by the fire authority.

**EQUALITY:**
Leitrim County Council is committed to a policy of equality of opportunity in its employment practices and has a positive action programme in place to realise this policy. Leitrim County Council is also committed, through its ‘Dignity at Work’ policy to the maintenance of a working environment free from all forms of harassment including sexual harassment and harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the traveller community.

**CODE OF CONDUCT / ETHICS:**
A firefighter is expected to abide by staff rules and code of conduct / ethics for employees as laid down by Leitrim County Council and as amended from time to time. A copy of the Code of Conduct / Ethics will be provided to you and you will be required to submit an acknowledgment confirming receipt of same and complete and return as appropriate.

**POLICIES AND PROCEDURES:**
Firefighters will be required to subscribe to and cooperate with the all policies and procedures in place in the Leitrim Fire Services including the Grievance and Disciplinary Procedure.

**GRIEVANCE AND DISCIPLINARY PROCEDURE:**
A firefighter will be required to subscribe to the Grievance and Disciplinary Procedure in operation in Leitrim County Council Fire Service.

Leitrim County Council has put in place Grievance Procedures which provide a framework for dealing promptly and fairly with an individual’s concerns or complaints that cannot be resolved through the normal working relationship with his/her immediate supervisor.

The procedure complies with the general principles of natural justice and fair
procedures which include:
- Staff members grievances will be fairly examined and processed;
- Staff members and management will have the right to be represented;
- Staff members have the right to a fair and impartial determination of the issues concerned.

**Disciplinary Procedure:**
Leitrim County Council has put in place a Disciplinary Procedure to deal with disciplinary issues that may arise when problems of conduct or performance are identified and management seeks to address them through well-structured procedures.

As above, the general principles of natural justice and fair procedures apply which include:
- Details of the allegations or complaints will be put to the staff member concerned;
- The staff member will be given the opportunity to respond fully to any allegations or complaints;
- The staff member will be given the opportunity to avail of representation by a work colleague or trade union representative;
- The staff member will have the right to a fair and impartial examination of the issues being investigated.

Generally the steps in the procedure will be progressive e.g. a verbal warning, written warning, a final written warning and dismissal.

Certain serious breaches of Council rules, customs or practice may result in your being dismissed without notice or pay in lieu of notice.

In such cases, the following procedures will apply:
- A full investigation will be carried out by the Council. You may be suspended without pay, pending such investigation.
- You will be informed of the reasons for the proposed dismissal and you will have the right to state your case. You may be accompanied if you wish, by a fellow employee of your choice, or a representative of your Trade Union, where appropriate.
- You may appeal if a decision is taken to dismiss you at the conclusion of the above.
- If you and the Council agree, independent arbitration will be sought if a dispute arises concerning your dismissal.

**TERMINATION:**
Leitrim County Council reserves the right to terminate your employment if you are unable to perform the work for which you are employed, as a result of incapacity, incompetence or misconduct. In the event of such a termination, the Council undertakes to give you one months’ notice, or at the discretion of the Chief Executive pay in lieu of notice. No notice will be given in circumstances justifying immediate termination of your employment.

Likewise, should you decide to leave the service of the Council, you are required to give one months’ notice in writing.

Nothing in this agreement will prevent the giving of a lesser period of notice by either party where it is mutually agreed.

**STAFF REPRESENTATION:** Leitrim County Council recognises the trade union SIPTU as having negotiating rights for firefighters. Firefighters are bound by agreements made on their behalf through the industrial relations process.