

## **SCSARDA ATTENDANCE POLICY**

**PURPOSE:** To clearly state the team attendance policy

### **POLICY**

All team members must attend no less than 50% of all SCSARDA training and 50% of team events. Deployable and Operational members must also attend no less than 30% of searches for living victims. Time spent on searches for deceased victims will be credited towards search time.

If training is required for attendance, it will be notified as such in the team training calendar. The expectation is that team members will attend at least 50% of night training as well as 50% of weekend training due to the different nature of each type of training. Time spent on required training [e.g., FUNSAR, Certification Testing, etc] will be credited towards participating members.

Events include PR events, fundraisers, and team meetings. (Attendance at team meetings is only required for Operational Members)

Training that is done outside of team training is expected but not counted towards team attendance. Participation will be assessed using the following guidelines:

- Night training = 3 hours
- Weekend training = 6 hours per day
- Meetings = 3 hours
- PR = 3 hours
- Being available for a search = 1 hour
- Deploying and being stood down for a search = 2 hours
- Participation in a search = 8 hours per shift

Calculations will be tracked cumulatively and continuously as well as averaged quarterly. Should a team member drop below the attendance requirements during any given quarter, they and the officers will be notified.

When a new member turns in an application and starts the probational period, the first 6 months will be taken as a whole and less than the required attendance during this time may result in rejection from being submitted for a membership vote.

After a person becomes operational, failing to meet the required attendance for a quarter may result in that member becoming inactive. To become operational again, that member must attend the minimum required events and training in the next quarter before being made active again. This decision will be made by the officers.

SCSARDA is aware that there may be circumstances such as illness, injury, or travel where exceptions may be made. If a member finds themselves in a situation where a leave of absence or reduced attendance is necessary. Each decision will be made on a case by case basis and members are encouraged to discuss such situations in advance with team officers.