

Washington Township Fire Department Standard Operating Procedure

Division 100: Administration
Section 103: Personnel
Subject 103.01: Utilization of Part-time FAO Personnel
Supersedes: N/A
Approved By:



Date: May 15, 2002

Page: 1 of 1

PURPOSE:

To establish guidelines for hours of work and the utilization of part-time Fire Alarm Operators in the Fire Alarms Office.

RESPONSIBILITY:

It is the responsibility of fire department administrators, supervisors and Fire Alarm Operators to follow the policy contained herein.

PROCEDURES:

Part-time Fire Alarm Operators will be utilized to augment staffing levels when only one full-time Operator is scheduled in the Fire Alarms Office. Part-time Operators must not be utilized to circumvent the utilization of full-time Operators in an overtime situation (i.e., replacement of full-time Operator due to illness, vacation, hold over due to emergency situations, etc.). However, part-time Operators may be utilized when full-time personnel are unavailable for such assignments.

Part-time Fire Alarm Operators will be scheduled to work in the Fire Alarms Office based on the needs of the department as determined by the Fire Marshal or his designee.

Hours worked by part-time personnel will normally not exceed sixty (60) hours in a two (2) week pay period. However, the sixty (60) hour limit may be exceeded for attendance at required training or in the event emergency circumstances dictate. In any case, the part-time employee will not exceed 1500 hours in a calendar year.

Compensation paid and benefits received will be based on established guidelines of the Township and Fire Department.