

Washington Township Fire Department Standard Operating Procedure

Division 100: Administration
Section 103: Personnel
Subject 103.04: Part Time In House Employee Utilization
Supersedes: Directive 103.04 dated 7/31/05



Approved By:

Date: December 1, 2005

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PURPOSE:

To establish the minimum and maximum number of hours that part time in-house firefighter/EMT's can work.

RESPONSIBILITY:

All part time in-house firefighter/EMT's shall be initially and remedially trained in these procedures. These provisions are the member's responsibility to monitor, and should be reviewed with a supervisor periodically on an ongoing basis throughout the year. Members shall use these provisions during the course of their work, and remain familiar with and refreshed in their correct use and effectiveness.

PROCEDURES:

All part time in-house firefighter/EMT's shall submit a Duty Schedule Request for in-house work hours before the third Monday of the previous 28-day cycle.

All part time in-house firefighter/EMT's are required to schedule a minimum of 48 hours every 28-day schedule cycle or work a six day rotation.

All part time in-house firefighter/EMT's are to work no more than 60 hours in a two week Pay Period except:

- When required to be held over because of an emergency;
- Attendance at required training.

Part time in-house firefighter/EMT's shall not have over 1,499 hours in a calendar year. This provision shall be monitored by the member, and should be reviewed with a supervisor periodically on an ongoing basis throughout the year.

References: