

Washington Township Fire Department Standard Operating Procedure

Division 100: Administration
Section 103: Personnel
Subject 103.05: Part Time On-Call Employee Utilization
Supersedes: General Order 79-2 (4/25/97)
Special Order 94-1 (10/4/94)



Approved By:

Date: August 31, 2005

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PURPOSE:

To establish procedures for part paid on-call employees to:

- report their service status/availability;
- staff apparatus/equipment at their assigned station/district.

RESPONSIBILITY:

All part paid on-call employees are to notify the Fire Alarms Operator when they are in and out of service. Also, all part paid on-call employees are to equitably staff apparatus/equipment at their assigned station/district. All part paid on-call employees shall be initially and remedially trained in these procedures, and shall use them during the course of their work, and remain familiar with their correct use and effectiveness.

PROCEDURES:

Fire Alarm Operators will dispatch apparatus and equipment based upon available personnel and established Response Listing and Desired Apparatus Staffing Level procedures. When available personnel fall below established levels, Fire Alarm Operators will follow established procedures for notifications.

All part paid on-call employees shall report their in and out of service status to the Fire Alarms Operator. This reporting should be performed via telephone. When at least 24 hours advance notice is provided, such reporting may occur via e-mail. If such reporting occurs via radio transmission, then such transmissions shall only occur from 0800-2200 hours.

An "Automatic In/Out of Service" status may be established for members on a regular weekly schedule on a continuing basis, and does not apply to members that have unusual or rotating schedules. A member desiring to be placed on the "Automatic In/Out of Service" status shall submit a written request through the chain of command. The request shall clearly state the days and times when in and out of service status would apply. Company Commanders will keep copies of granted "Automatic In/Out of Service" status requests available for review where initial report and payroll forms are completed.

All part paid on-call employees shall be assigned in some manner to staff their station/district apparatus or equipment. Company Commanders will provide the system and manner, with the approval of the Operations Deputy Chief, to schedule each member on how they will staff their station/district apparatus or equipment. The manner that is approved for use shall be written down in memorandum and widely distributed to members.

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Should a part paid on-call employee be unable to fulfill their scheduled staffing period, it remains their obligation and duty to make every reasonable attempt to find another similarly qualified part paid on-call employee to substitute during their absence from scheduled staffing. When substitutions are completed, the Fire Alarms Operator shall be notified, as described in PROCEDURES, paragraph two, above.

Provision for an immediate excused absence from a scheduled staffing period may apply if:

- a part paid on-call employee suffers a personal or family illness or injury, or;
- is required to report to work to their regular employer.

The part paid on-call employee shall immediately notify a superior officer of the event, and the Fire Alarms Operator of the event and which officer was contacted. The officer will work through the process of gaining substitution as necessary.

References:

Washington Township Fire Department

Directive 602.01 – Response Listing

Directive 602.02 – Desired Apparatus Staffing Levels and Mutual Aid Responses