

Washington Township Fire Department Standard Operating Procedure

Division 100: Administration
Section 103: Personnel
Subject 103.04: Part Time In House Employee Utilization
Supersedes: Procedure 103.04 dated 12/1/05



Approved By: 

Date: April 22, 2010 Date Last Reviewed:

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PURPOSE:

To establish the pattern and number of hours that part time in-house firefighter/EMT can work.

RESPONSIBILITY:

These provisions are the member's responsibility to monitor, and must be reviewed on an ongoing basis throughout the year. Members will 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, at the discretion of Fire Administration, will be assigned to a set platoon assignment working either:

- A 12 hour shift every third day/night.
- A 12 hour shift every sixth night.
- A 24 hour shift every sixth day.

Part time in-house firefighter/EMT and EMS only members are required to work a minimum of 48 hours every 28-day schedule cycle or work a six day rotation.

When requesting extra hours or to schedule time off, All part time in-house firefighter/EMT must submit a Duty Schedule Request no later than the date listed at the bottom of the monthly request.

Part time in-house firefighter/EMT must not have over 1,470 hours in a calendar year. This provision must be monitored by the member, and should be reviewed with and by the Scheduling Captain periodically on an ongoing basis throughout the year. Also, these members must not work any 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.
- When a shift assignment requires greater than 60 hours.
- Previously approved by the Deputy Chief of Operations.

References:

Washington Township Fire Department
Form - *Duty Schedule Request*