

	<h1><b>COMMERCE FIRE DEPARTMENT</b></h1> <p>Standard Operating Guidelines</p>
	<b>Subject:</b> Part-Time Employment
	<b>Reference Number:</b> 8.00
	<b>Effective Date:</b> 6/1/2008 <b>Last Date Revised:</b> 8/22/2015
<b>Approved By:</b> Chief Kevin Dean	

**Purpose:** To establish a written guideline for all hourly employees to follow which outlines the expected practice of each individual while employed with the City of Commerce Fire Department.

**Scope:** The directives established by this guideline are directed toward Part-time Employees.

### **Type of Employment and Agreement**

Members wishing to work for the City of Commerce Fire Department will sign an agreement prior to working which outlines their hourly rate and type of employment. All persons hired will be classified as part time employees with no additional benefits other than the ones already provided by the Department. Each person prior to employment will fill out all necessary paperwork provided by the city to have and keep on file.

Employees will receive reimbursement bi-weekly, if time has been acquired. Employees will be responsible for clocking in and out using their issued time card. Also, start and finish times are to be entered into daily logbook. Part time employees of the City of Commerce will receive reimbursement on Fridays, bi-weekly. The pay period starts on Saturday and runs through Friday of the following week.

Part time employees with the City of Commerce Fire Department can receive up to 30 hours of work per week. Part-time employees on the clock will not be eligible for volunteer reimbursement.

Members that are scheduled for work will receive volunteer pay for any fire call prior to reporting to work. At the scheduled time for work, the volunteer will be clocked in as an hourly employee until the remainder of his/her shift is completed.

When a fire call comes in at or near the end of said shift, the employee will revert to volunteer status at the end of his/her shift. At that point, they will be eligible for volunteer reimbursement.

**Holidays:**

Employees will not work on holidays recognized by The City of Commerce unless approved by the Chief.

**Reporting for work:**

Each employee scheduled for work is expected to report to work by his/her designated time. Employees scheduled to work after 9:00 A.M. shall have it posted on the calendar to alleviate any confusion during said day. It shall be the policy of this Department to pay employees only when they physically begin their workday. Employees can receive a maximum of 8 hours per day. Normal hours are 0900 until 1700.

**Calling in or reporting late:**

Employees having to call in or report late for work shall abide by the following policy: As soon as you know that you are going to be late or out completely, a phone call shall be made to the fire station in an attempt to contact an Officer, Schedule Coordinator, or your scheduled partner. If no one is there to answer the phone, then a message should be left. This will document the time of the call. Afterward, contact should be made to the Schedule Coordinator to report your actions. A phone call should also be made to your scheduled partner.

**Shift Swapping:**

Employees can contact other members for filling their shifts. They can also swap shifts. Employee must notify Schedule Coordinator for approval before change or swap in the schedule.

**Failure to Show up for work:**

If a member fails to show up for a scheduled shift without proper notification, the following disciplinary action will be taken:

- 1st Offense: Verbal reprimand (with written documentation) and consultation by the Schedule Coordinator and or Chief.
- 2nd Offense: Written reprimand with possible removal from following scheduled month.
- 3rd Offense: Suspension from part time work for up to 12 months of the third offense.

**Work Week:**

The part time schedule will be Monday through Saturday 0900 hours until 1700 hours, unless otherwise noted.

### **Scheduling of Time:**

The Schedule Coordinator (Chief or his/her designee) will handle scheduling of time. Employees wishing to work will be responsible for completing a schedule with the days they are available and returning it to the Schedule Coordinator. Schedules must be turned in by the 25th of the month prior to the month they wish to work. (Example; April schedule must be turned in by March 25th). Schedule will be flexible and Coordinator may make changes as needed.

### **Supervision and Completion of Daily Duties:**

Chief Officers will be responsible for the daily supervision of hourly employees while on duty. This is to alleviate any confusion as to what is expected of each employee and to oversee specific activities, which need to be carried out. However, our command structure will remain unchanged as outlined in Commerce Fire Department Standard Operating Guidelines (1.05).

### **Eligibility for Part Time Work:**

A member wanting to work part time must have met all requirements as required to be a Commerce Firefighter as stated in the Standard Operation Guidelines. The employee must be a member of the Commerce Fire Department as a volunteer to work part time, and meet all qualifications. All persons hired as part time will be placed on 6 months' probation.

### **Qualifications for Part Time Positions:**

Must have all of the following:

- \* Be at least 18 years of age.
- \* Passed a physical examination by a professional doctor within the last 5 years.
- \* Have not been convicted of a felony with the last 7 years (conviction will not necessarily disqualify an applicant.) All applicants are subject to a criminal background check.
- \* Be of good moral character as determined by investigation or review committee.
- \* Have a valid, proper driver's license. (Class E or better).
- \* Maintain CPR certification.
- \* Receive 8 hours of Haz Mat training annually. (Haz Mat Awareness)
- \* If driving an Engine, must have received class on pump operations. (approved by the Chief)
- \* Must have at least one of the following certifications: (Registered Volunteer Firefighter, State Certified Firefighter).
- \* Must receive proper training for Pre-fire planning, hose testing, hydrant testing, and Any other specialized training needed for duties of this job.
- \* Must attend department training and maintain required training hours as specified by the Georgia Firefighters Pension Fund.

### **Delegation of Duties:**

Daily duties will become the responsibility of the hourly employees while on shift and shall follow the established outline in these SOG's. Other members will still be delegated specific duties to handle and shall carry them out. These areas are established in this SOG.

### **Responsibilities:**

All personnel working with the City of Commerce Fire Department (volunteer or part time) will equally share the responsibility of maintaining the Department's image by cleaning up after oneself no matter what the situation may be. The Officers of the Department will have the responsibility of delegating specific duties and ensuring that the members are carrying them out. If after a structure fire there are hose and equipment to clean up, all personnel (volunteer or part time) will participate. This will continue as it always has in the past with everyone chipping in. Remember part time employees will not receive volunteer reimbursement while on duty. Chief Officer will oversee this responsibility.

The Chief will be responsible for purchasing and approving PO's when materials or items are needed to complete any department duty. All personnel will need to log any daily activity or duty for record keeping. Any maintenance problems that may arise should be reported to the proper Officer.

Officers are responsible for checking in on the station from time to time and insuring that all duties are being completed. Problems noted should be taken up with the employees that were working on the days duties were not completed and dealt with in accordance to department policy.

### **Uniforms:**

See Uniform section in SOG manual (5.0).

### **Daily Fire Station Duties:**

1. Complete a maintenance check on all apparatus and equipment on the apparatus on apparatus check-off forms.
2. Wash and clean any apparatus if needed.
3. Clean bay floors as needed. Remove any grease or oil on floor.
4. Day room, training room, kitchen, and bathrooms will be cleaned as needed including vacuum carpets and mopping floors.
5. Trashcans emptied each day and new liners replaced as needed.
6. All paper towel and soap dispensers kept filled.
7. Check answering machine frequently.

**Daily Duties Assigned:**

1. Chief Officers will schedule all duties outside of the station at appropriate times throughout the year. These areas will be divided equally among employees including but not limited to (pre-fire planning, hydrant testing, hose testing)
2. Fire hydrants shall be tested annually as required for 100 percent credit from ISO. City water department will decide if hydrants can be flowed.
3. Pre-Fire Plans shall be conducted as scheduled. All plans shall be placed in an alphabetical order in books provided for plans.
4. Fire hose will be tested as annually.
5. All small engine equipment shall be checked and tested weekly.

Any of the classes that are recommended to work part time will be made available as on the job training, meaning you will be taught what you need to know while working. This includes pumper operations, driving, hydrant testing, hose testing, pre-fire planning, etc.

Failure to follow these guidelines could result in, but not be limited to, probation or any other form of disciplinary action as seen fit by the Chief of the Department.