





# NORTHERN WAKE FIRE DEPARTMENT

## STANDARD OPERATING PROCEDURES

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| <b>TITLE:</b> Part-Time Employment | <b>SECTION/TOPIC:</b> PERSONNEL   |
| <b>NUMBER:</b> 200-27              | <b>ISSUE DATE:</b> 9/11/17  |
| <b>REVISION DATES:</b><br>9/1/18   | <b>APPROVED BY:</b><br><br><br><hr/> <b>PRESIDENT – BOARD OF DIRECTORS</b><br><br><br><hr/> <b>FIRE CHIEF</b> |

### I. PURPOSE

- A. This Standard Operating Procedure outlines how the organization will administer the employment of part-time employees.

### II. SCOPE

- A. This Standard Operating Procedure applies to all Northern Wake Fire Department part-time employees.

### III. PROCEDURE

- A. Part-time employees may be used to fill open full-time positions or static positions as defined by the Fire Chief in SOP 200-26 Station Staffing.
- B. The hourly rate of pay will be determined by the Fire Chief and will be based upon the part-time employee's FS2 Firefighter or FS4 Engineer credentials as compared to the Wake County Compensation Guidelines and as outlined in SOP 200-5 Compensation Categories.
- C. The part-time employee reporting time(s) and work schedules will be determined by the Fire Chief or his/her designee.
- D. Part-time employee scheduling and their assigned station location(s) will be implemented in a manner that achieves the organizational minimum staffing goal of (3) personnel per station.
- E. Part-time employees are required to work a minimum of (24) hours per month in order to maintain employment.
- F. Part-time employees may not exceed (1000) work-hours per calendar year.
- G. Part-time employees will be responsible for individually maintaining an accurate accountability of their hourly worktime by logging in and logging out of the Records Management System.

- H. In order to maintain accuracy, Company Officers and Administration will provide oversight of part-time employee worktime recording.
- I. Part time employees are required to provide copies of their quarterly training reports related to any additional volunteer, part-time or full-time service with another agency.
- J. Training from outside agencies will be logged into RMS as EMS Transfer or Fire Transfer with the training report being placed in the part-time employee's personnel file.