





# NORTHERN WAKE FIRE DEPARTMENT

## STANDARD OPERATING PROCEDURES

<b>TITLE:</b> Outside Employment - Volunteer Activities	<b>SECTION/TOPIC:</b> PERSONNEL
<b>NUMBER:</b> 200-31	<b>ISSUE DATE:</b> 11/6/17
<b>REVISION DATES:</b>	<b>APPROVED BY:</b>  Gary Vickerson <hr/> <b>PRESIDENT – BOARD OF DIRECTORS</b>  Tim Pope <hr/> <b>FIRE CHIEF</b>

### I. PURPOSE

- A. This Standard Operating Procedure defines the organization's policy on employee's outside employment/volunteer activities.

### II. SCOPE

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

### III. PROCEDURE

- A. Any employee's work schedule may be altered or changed by their supervisor or the Fire Chief, if the change is necessary in meeting the objectives of the organization or accommodating the organization's workload.
- B. Off-duty full-time employees are subject to being called back in for duty for major events.
- C. Following the full-time employee's scheduled work period, the supervisor may hold the employee on-duty if the minimum station staffing level for the on-coming shift is not met.
- D. Outside Employment/Volunteer Activities
  1. The expectation of the organization is that all full-time employees treat their work with the Northern Wake Fire Department as their primary employment obligation.
  2. Outside activities, such as secondary employment or volunteer activities must not interfere with the full-time employee's primary employment obligation.
  3. Full-time employees are required to submit to their supervisor, an Outside Employment Notification form (Appendix A) for each secondary employment obligation.

4. The Outside Employment Notification form(s) must be approved by the full-time employee's supervisor and the Fire Chief after carefully considering the following:
  - a. Whether the activities may cause or contribute to poor work performance.
  - b. Whether the activities may constitute or appear to constitute an employment conflict of interest.
  - c. Whether the activities may or appear to reflect negatively upon the organization.
5. The completed Outside Employment Notification form(s) will be placed in the employee's personnel file.
6. Full-time and part-time employees may not serve as volunteer members of the Northern Wake Fire Department.
7. Full-time and part-time employees are encouraged to volunteer with other organizations that will benefit from their knowledge and experience.

**Appendix A**

**Outside Employment Notification Form**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Outside Employer

Company: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_

Work Hours: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Comments:

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Fire Chief: \_\_\_\_\_

Approved

Disapproved

Comments:

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