

## Part Time Employee Policy

### **Purpose:**

Establish guidelines and classifications for part time personnel working for the Lehi City Fire Department (referred to as Lehi FD).

### **Responsibility:**

The part-time employees of Lehi FD are expected to follow these policies and procedures.

### **Definition:**

**Part Time Employee:** Defined as personnel that are not hired by the Lehi FD to work on a full time basis as defined by Lehi City policies. Part-time employees are not entitled to Lehi City benefits including, but not limited to: insurance, retirement, paid vacation, sick leave, holidays, deferred compensation or other benefits.

**Probationary Firefighter:** All new employees shall be subject to a one year probationary-introductory period. During this period, the employee may be terminated with or without notice for any or no reason without any right to due process, notice, explanation, or appeal in connection with said termination.

### **Requirements:**

#### ***Part Time Employee:***

Minimum certification requirements include: EMT-B Certification, Firefighter II Certification, and Wildland Red Card. Other certifications are encouraged but not required.

Part time employees must work a minimum of 3 shifts per month. Shifts will be posted on the department's scheduling program. Dates that shift requests must be entered into the scheduler program are:

Dec 15 for Jan/Feb

Feb 15 for March/April

April 15 for May/June

June 15 for July/August

August 15 for Sept/Oct

Oct 15 for Nov/Dec

The shifts may include assigned part time roles, scheduled training, and event coverage.

Part-time employees are permitted to work a maximum of 1272 hours annually. Hours worked will be monitored on a monthly basis by the department's administrative assistant.

Employees are responsible for their assigned shift. In the event they are unable to fulfill an assigned shift and shall notify the part time employee officer (Captain Ricky Evans).

**Training:**

It is the responsibility of the part time employee to track and report his/her training hours and submit the hours to the training officer. Each employee is responsible for maintaining and tracking his/her own training hours to retain required certifications. Part time employees can participate in the training done by each shift at their own discretion in the event they need training in specific areas that are being reviewed. Compensation for training hour will be at the department's discretion.

Part time employees are required to attend the following recertification trainings: ACLS, PALS, Red Card, PHTLS, Mayday/RIT, and any other training the department deems necessary to enhance team performance while serving the public.

### **Sick Time**

Part time employees are not eligible for compensated sick time. However, in accordance with Lehi City Policy, in the event they are not fit for duty, they must not report for duty and must contact the on duty battalion chief no later than 60 minutes prior to the start of the shift (except in rare emergent cases).

As always, earlier notification is always welcome, and this is a minimum standard. The part time employee may be required to find coverage for any shift they are unable to fulfill.

### **Shift Trades:**

Shift trades are allowed but must have the approval of the scheduling management for Lehi FD. Changes should be scheduled and approved at least 24 hours in advance. Shifts must be covered like for like unless otherwise approved.

### **Disciplinary Actions:**

Part time employees are responsible for monitoring their own compliance to the position requirements. In the event the part time employee fails to meet the requirements, it is the responsibility of the part time employee to notify their manager in writing of the infraction and include a brief plan of action.

In the event Lehi FD management becomes aware of the deficiency, the part time employee will be notified in writing of the infraction and the employee will have 10 business days to respond in writing. When responding to the written notice, the plan of action must include the elements outlined below.

Failure to respond will result in actions up to and including termination.

Plan of action elements must include:

1. Description of the Infraction
2. Events leading to the infraction
3. Actions being taken by the employee, up to resigning the position, to correct the behavior to prevent future occurrences.
4. Include a minimum six month probationary period where further infractions will result in immediate termination of employment

A plan of action may be modified but must be approved by the chief of the department.

#### **Late Arrival/No Show**

Refer to Lehi Fire Department Staffing /Attendance policy under the Late Arrival/No Show section.