



Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.29	Part Time Employee Policy	PAGE: 1 OF 1
EFFECTIVE: 07/01/2001	Authorized: John Filer, Chief	
REVISED: 10/06/2016	Authorized: William Stephens, Director	

101.29.01 Purpose

To inform personnel of the policies governing part-time employment with the Charles County Department of Emergency Services, EMS and TRT Divisions.

101.29.02 General

Part-time employment classifications are governed by the *Charles County Government Personnel Policy and Procedures Manual, Chapter 1*. This SOP is a departmental adjunct to Chapter 1.

101.29.03 Policy

1. Part-time employees with the Charles County Department of Emergency Services, EMS Division are classified as Part-Time II Positions within Charles County Government.
2. Part-time employees with the Charles County Department of Emergency Services, TRT Division are classified as Part-Time I Positions within Charles County Government.
3. EMS Division part-time employees are required to work a minimum of 24 hours per month to remain in good standing with the EMS Operational Program.
4. Part-time employees may not work more than 1,250 hours per calendar year.
5. Part-time employees will utilize the e-Scheduler application to sign up for vacant shifts. For partial shifts, the employee must contact either the Operations Captain or the on-duty Duty Officer respective to their Division.
6. Vacant shifts posted in e-Scheduler will be made available to part-time personnel first. Approximately two weeks prior to the shift occurring it will be made available to full-time personnel. Shifts requiring imminent coverage will be sent out via an Everbridge notification message.
7. Once an employee agrees to work a particular shift they become directly responsible for that shift's coverage if they are no longer able to fulfill their obligation.
8. Any time an employee works a shift that is beyond 40 hours in a week, they must complete a *Charles County Department of Emergency Services Overtime Request Form* and submit it with their timesheet. This includes time worked for EMS as well as collateral duty assignments (TEMS, Hazmat, special events, etc).
9. Part-time employees may not work greater than 36 hours consecutive hours, inclusive of hours worked for EMS and collateral duty assignments previously referenced.
10. Part-time employees will be issued the same uniforms and PPE as full-time personnel.
11. Part-time employees of the EMS Division are not eligible for training compensation unless the training has been deemed mandatory by the Department.
12. The Operations Captain reserves the right to adjust and manage the posting and equitable distribution of overtime shifts.