



Hastings Fire and Rescue



Part Time Employee Policy 117

Date Originated: 04/19/2019

Date Updated: 03/09/2023

PURPOSE

To define job and performance expectations of part-time employees.

SCOPE

All HFR supervisors and part-time employees

I. General

- A. Upon hire, all part-time employees will be required to participate in any/all federally/state/locally mandated testing required of their job. This can include items such as fit testing, medical physicals, work capacity tests, vaccinations, and continuing education requirements.
- B. Part-time employees will follow all applicable employee policies, procedures, and guidelines as set forth by HFR and the City of Hastings.
- C. All part-time employees will complete a probationary period of 12 months.
 - 1. Completion of probation will be dependent on satisfactory evaluations and completion of any job required task books.

II. EMS Providers

- A. All part-time employees hired for purposes of providing EMS coverage must be a Nebraska licensed EMT or Paramedic in good standing.
- B. EMS providers will complete a position specific task book and be approved by the HFR Medical Director prior to providing primary patient care.
- C. EMS providers will adhere to all education and performance requirements of full-time EMS providers.
- D. EMS providers will work a minimum of one eight-hour shift per month.

III. Fire/Rescue/HazMat Providers

- A. *This section reserved for future use.*

IV. Work Schedule



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- A. Available work schedules may vary depending on coverage needs.
 - B. Part-time employees will be scheduled out at least two weeks in advance, but may be asked to work short notice on a voluntary basis.
- V. Supervision
- A. General supervision (performance evaluations, scheduling, and discipline) will be the responsibility of the Assistant Fire Chief.
 - B. Daily supervision will be the responsibility of the senior shift officer.
 - 1. Shift officers will ensure part-time employees are placed in positions they are fully qualified for. Refer to Staffing Policy 110.IV.
- VI. Department Communications
- A. Part time employees will remain up-to-date on all department correspondence.
- VII. Training
- A. Initial
 - 1. Onboarding per City of Hastings Human Resources
 - 2. EVOC
 - 3. Applicable (EMT or Paramedic) HFR task book
 - B. On-duty – part-time employees will be provided opportunities to participate in training while on-duty.
 - C. Off-duty – part-time employees can request approval for off-duty training as per SOG 808.
 - D. Annual Safety and HR training – part-time employees are subject to all training requirements of regular city employees, to include safety, human resources, HIPPA, IT, and any other training mandated by the city from time to time.
 - E. Licensure – part-time employees will be provided opportunities to obtain EMS CEU's, but responsibility for re-licensure remains that of the employee.
- VIII. Staffing
- A. Work Assignments



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1. The primary purpose of the part-time employees will be to staff additional EMS units during peak operational times or other special events as designated by the Fire Chief.
 2. Part-time personnel may also be utilized to supplement EMS program initiatives such as follow-up with high frequency users, complete home safety evaluations, at home wellness checks, and Knox key installs.
 3. While on duty, part-time personnel will be expected to assist with other non-emergency duties such as apparatus and equipment checks, pre-planning, station maintenance, and other special projects.
 4. Part time personnel may be utilized, once properly trained, to provide support operations at fire scenes. This can include assisting with water supply operations, providing firefighter rehab, decontamination, and other non-IDLH duties.
- B. Part-time staff will not be utilized as part of minimum staffing (see Staffing Policy 110.IV).
- C. Part-time staff will be scheduled as a crew of two whenever possible. The following matrix should be used for utilization of part-time personnel.

Hastings Fire-Rescue PT Staffing Matrix												
<i>PT personnel will not be counted as minimum staffing</i>												
On Duty Counts			M1		Q1		M2		Q2		M3	
<i>Total</i>	<i>FT</i>	<i>PT</i>	<i>FT</i>	<i>PT</i>	<i>FT</i>	<i>PT</i>	<i>FT</i>	<i>PT</i>	<i>FT</i>	<i>PT</i>	<i>FT</i>	<i>PT</i>
8	7	1	2		2		1	1	2			
9	7	2	1	1	3		1	1	2			
9	8	1	1	1	3		2		2			
10	8	2	2		2		2		2			2
10	9	1	2		3		1	1	3			
11	9	2	2		3		2		2			2
11	10	1	2		3		2		3			1*
12	10	2	2		3		2		3			2

* PT staff will be utilized as per VIII.A.2-3