



Clarke County Fire and Rescue

Standard Operating Guideline

Subject: Part-Time Employees	SOG: 300.10	Page 1 of 2
Category: Personnel – Part-Time Employees	Sub Category: Part-Time Employees	
Approved by: Fire and EMS Director	Effective Date: 7/1/2017	

Purpose

To establish a Standard Operating Guideline for all employees involved in Part-Time employment with Clarke County Fire-Rescue

Definitions

The following definitions have been adopted for use;

- Part-Time Employee – Is any person employed by County of Clarke Fire-Rescue system. This does not include employees of individual Volunteer Departments.

Procedure

Part-Time employees are critical to the success of the Clarke County Fire-Rescue system and as such are subject to all rules and regulations outlined unless otherwise noted.

1. Requirements
 - a. Part-Time employees are subject to all SOGs, Policies, Rules, Regulations set forth by the Clarke County Fire-Rescue.
 - b. Part-Time employees must complete a minimum average time of 9 hours a week, 36 hours per 28-day cycle, 39 hours monthly or 117 hours quarterly to remain an active Part-Time employee.
 - c. All time requirements will be reviewed and determined based on a quarterly basis;
 - Quarter 1 – January – March
 - Quarter 2 – April – June
 - Quarter 3 – July – September
 - Quarter 4 – October - December
 - d. Maximum hours allowed are per County of Clarke Personnel Policy.
 - e. Part-Time employees not meeting minimum hours per quarter for two or more quarters can be removed from Part-Time employment.
 - f. In the event a Part-time employee does not meet the minimum hours required in a quarter they will receive an “Employee Performance Incident Report”. This report will acknowledge their failure to complete minimum hour requirements.

- g. Prior to any removal from Part-Time employment an evaluation will be done between hours requesting to work (shift pickups) and hours awarded. The purpose of this evaluation is to determine if the Part-Time employee is submitting a sufficient amount of shift pickups. Part-Time employees should submit requests well above the minimum hours in order to insure enough hours are awarded.