



## Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

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### Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.29	<b>Part Time Employee Policy</b>	PAGE: 1 OF 2
EFFECTIVE: 07/01/2001	Authorized: John Filer, Chief <i>JF</i>	
REVISED: 09/15/2020	Authorized: Michelle Lilly, Director <i>MLL</i>	

#### 101.29.01 Purpose

To inform personnel of the policies governing part-time employment with the Charles County Department of Emergency Services, EMS and Special Operations 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. Part-time employees are considered at-will employees and serve at the pleasure of the Department. Availability of positions and work hours are dictated by the need and available budget of the Department.

#### 101.29.03 Policy

1. Part-time employees with the Charles County Department of Emergency Services, EMS and Special Operations Divisions are classified as Part-Time I Positions within Charles County Government.
2. EMS Division part-time employees are required to work a minimum of twenty-four (24) hours per month to remain in good standing with the EMS Operational Program (**EMSOP**).
3. Part-time employees may not work more than one thousand five hundred and sixty (**1,560**) hours per calendar year.
4. Part-time employees will utilize the **scheduling** application to bid for vacant shifts.
5. Once an employee agrees to work a shift, they become directly responsible for that work shift's coverage if they are no longer able to fulfill their obligation.
6. If an employee works beyond forty (40) hours in a week, they must complete a *Charles County Department of Emergency Services Overtime Authorization Form* and submit it with their timesheet. This includes time worked for EMS as well as collateral duty assignments (TEMS, Hazmat, special events, etc.).
7. Part-time employees will be issued the same uniforms and PPE as full-time personnel. However, quantities may vary from that of full-time employees.
8. Part-time employees of the EMS Division are not eligible for training compensation unless the training has been deemed mandatory by the Department.



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### 101.29.04 Transition from Full-time to Part-time Employment

An employee may opt to transition from full-time to part-time employment for a number of reasons. This transition however may not always be automatic and **may be** predicated by a myriad of factors. These factors include, but may not be limited to, the needs of the Department, adequate budget funding and the employee's past performance as a full-time contributor to the team. The process of transitioning from a full-time to part-time employee will track the following steps:

1. The employee will submit a letter of resignation as outlined in the County's **Personnel**, Policies and Procedures Manual. If it is the intention of the employee to transition to part-time status, the employee should request to remain as a part-time employee in their letter.
  - a. Resignations must be submitted with at least two (2) weeks' notice.
  - b. Employees who do not submit a resignation within the designated time period are not eligible for part-time employment.
2. The employee's most recent supervisor will review the employee's performance history and make recommendation **as** to whether the employee's past performance history was satisfactory or not. Employees with an unsatisfactory employment history will not be eligible for part-time status.
3. Once written recommendation is received from the employee's previous supervisor, the recommendation, along with the resignation, **will be passed** to the **DES Program Support Specialist**.
4. If the employee is eligible for part-time status and the Department has both the need and the means, the employee's part-time request will be forwarded through the chain of command to the **Deputy Director** and Director with the recommendation, to accept the employee's request to transition to part-time status.
5. Once approved through the chain of command, the DES Program Support Specialist will complete the **PT Authorization to Hire** form, obtain approvals from the Division Chief and Department Head, and forward the form, along with the resignation, to Payroll to update the employees' status in the system.
6. The Director reserves the final right to accept or deny the recommendation of staff.
7. The employee will be notified in writing from **the Division Chief** as to their status once determined by the Director. Any employee terminating their full-time status with the EMS Division must arrange a meeting with the Logistics Officer to turn in their issued uniform items and PPE prior to receiving their final pay. Any employee who is approved for part-time status with the EMS Division will be re-issued part-time quantities of uniforms and PPE.
8. If an employee wishes to transition from full-time to part-time status and is unable to work within the first thirty (30) days of part-time status, the EMS Division reserves the right to hold all department issued uniforms and PPE items until such a time when the employee returns to work. If the employee is unable to work within the first ninety (90) days of part-time status, their employment status with the department will be terminated.