
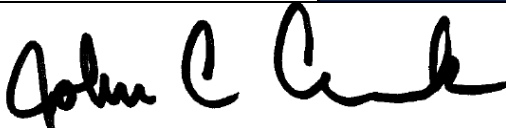


**NORTH COUNTY
REGIONAL FIRE AUTHORITY
POLICY MANUAL**

	Subject:	Part-Paid Firefighter Program		
	Reference Number:		VOLUME	ONE
	Effective Date:	01/24/2018	POLICY	51
	Last Revision Date:	01/01/2022	CODE	
	Signature of Approval:			Page 1 of 5

GENERAL PURPOSE:

To enhance and maintain the level of service provided to the community it shall be the policy of North County Regional Fire Authority to operate a part-time duty program; to provide Part-Time Firefighter staffing where, when, and as needed; and maintain a state of alarm readiness. The Part-Time Firefighter Program will also focus on the development of knowledge, skills, and abilities to provide employees with attributes to successfully transition into the full-time position of firefighter.

A point based system will be utilized to recognize the service and dedication to the preparation of the necessary skill sets within the North County Regional Fire Authority based on time in service, certifications in pay grade, and assessed retained manipulative skill maintenance.

POLICY:

1. All Part Time Firefighters are employees of North County Regional Fire Authority and are used on a temporary basis for the purpose of providing station staffing and emergency response.
2. Part-Time firefighters shall serve a twelve-month probation period beginning when the employee is authorized to work shifts in the part-time duty program.
3. No guarantee of work availability, wage structure, benefits and/or term of employment is provided to part time firefighters by North County Regional Fire Authority.
4. Part-Time Firefighters are employees at will.
5. The Fire Chief shall determine the number, rank, certification level and qualifications of employees filling this position.

REQUIREMENTS:

6. Upon employment, the person appointed to the position of part time firefighter shall meet and maintain, as a minimum, the requirements outlined below:
 - 6a Medical and Physical Fitness for duty standards established by the Fire Authority.

- 6b Washington State Driver's License and acceptable driving record as determined by the Fire Chief and/or insurance provider.
- 6c Pass Fire Authority background check.
- 6d VFIS/EVIP certification and Fire Authority approved driver/operator within one year.
- 6e IFSAC Firefighter 1 and Washington State EMT-B or equivalent (approved by Fire Chief or his designee)
- 6f Complete the Duty Check off Book, Medic Assist Program, and receive approval by the Training Division within in 180 days.

6.1 AVAILABILITY REQUIREMENTS:

- 6.1a. PP FF must work 5 (24hr) shifts per month assigned by the Deputy Chief of Operations or Designee. An exception can be made to work a 12- hour shift in lieu of a 24-hour shift if it will make it possible for a closed station to be opened for a 12-hour period. This must be agreed upon by the PP FF and Battalion Chief of the impacted shift.
 - In the event they do not fulfill that 5 shift minimum without approval, they will immediately revert back to pay step 1 until they fulfill one full month requirement of five shifts before their previous pay scale is reinstated.
 - In some cases, the District may hire personnel specifically that are not intended to meet the five shift minimum to assist in short term vacancies that this would not apply. The hiring interview will note the specific position being filled.
- 6.1b PP FF shall not work more than 5 (24hr) shifts per month or more than 130 hours per month.
- 6.1c PP FF must not work more than 72 consecutive hours per workweek unless authorized by the Fire Chief/designee.
- 6.1d Monday to Sunday is considered a "Workweek."
- 6.1e PP FF extra hours in training, public events, etc. shall not interfere with 72 hours shift work time rule. This means the PP FF can work 72hrs and still attend a training class with pay the next day.
- 6.1f PP FF shall be allowed shift trades with Deputy Chief of Operations approval.
- 6.1g Shift trades must be completed 20-30 days in advance. Trades shall be day for day trade in the same month period. Less than 10 day deviations may be made by the Supervisor.
- 6.1h PP FF wanting to give up a shift shall be handled by the Battalion Chief of the impacted shift, or Designee.
- 6.1i Non-Resident PP FF employment shall not exceed 5 years, unless authorized by the Fire Chief
- 6.1j The Department recognizes that Part Paid Firefighters (PP FF) may be assigned to a Holiday on one of their five (5) obligated shifts per month. It is expected of the (PP FF) to fulfill this requirement, unless the Deputy Chief of Operations or Fire Chief gives approval to dismiss the Holiday shift.

- 6.1k Part-Time employees, who arrive late for duty, fail to report for a scheduled shift, or abandon their shift are subject to disciplinary action, up to and including termination.

6.2 PART-TIME EMPLOYEE STAFFING: All employees will have the opportunity to make work shift selections utilizing CrewSense or the NCFE desired staffing process (45 -60) days in advance. The work schedule may be visualized via CrewSense software.

- 6.2a 12 Part Paid Firefighter (PP FF) per shift or as deemed necessary by the Fire Chief/designee
- 6.2b 4 – 8 Part Paid Firefighters (PP FF) can serve as fill-in/on-call employee's. These employee's shall serve as fill-in's when NCFE is short staffed during Wildland Season and/or Critical short staff.
- 6.2c Total PP FF should not be below 28 or be above 45

7. COMPENSATION:

- 7a Part-Time Firefighters shall be responsible for completing their time cards daily. If an employee's time card is not submitted by the last day of the month the employee's missing time card will be paid with the following month's pay period. For FLSA purposes, each Part-Time Firefighter is scheduled for a 28 day work period.
- 7b PP FF shall receive overtime pay. (One and a half times their regular rate of pay)
- 7c The Fair Labor Standards Act (FLSA) provides that covered nonexempt employees must receive overtime pay for hours worked over 40 hours per workweek at a rate not less than one and one-half times the regular rate of pay. There is no limit on the number of hours employees 16 years or older may work in any workweek though an employer may impose further restrictions on number of hours worked for safety, health or scheduling purposes. The FLSA does not require overtime pay for work on weekends, holidays, or regular days of rest, unless overtime is worked on such days. The NCRFA part-time firefighters work week is Sunday through Saturday. Any hours physically worked over the first 40 hours during the seven-day workweek is paid overtime. Hours for any type of leave including sick leave, do not count towards hours worked during the week.
- 7d Holidays will be compensated at one and one half (1-1/2) of current scale and be applied to the following holidays:
 - New Year's Day
 - Martin Luther King Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day

Indigenous People's Day
 Christmas Eve Day
 Christmas Eve

8. PAY SCALE:

All members are brought in and expected to complete their probation manual and medic assistant manual in the first six months.

Part-Time members will be paid \$22 per hour. A \$1 per hour incentive will be paid to any member who has obtained a college degree from an accredited college, as well as those who have been honorably discharged from the United States Military.

Note: Part Time EMT Only personnel will be employed at a rate of no more than the Washington State Minimum Wage

9. Each part time employee will be available to sign up and be compensated for a minimum of 24 hours annually in community events such as the Lights of Christmas, Stanwood Camano Fair, and other community events deemed necessary. In the event they do not assist with staffing these events, their pay will revert one pay grade lower than earned until they meet that commitment, at which time they will revert back to the previous pay step.

PERCENTAGE POINTS BASED RECOGNITION FOR TESTING- Employees have to be working in the capacity of part time firefighter, not on leave of absence, and working the minimum of 5 shifts per month, for the previous 3 months to qualify for the recognition points. 15 percentage points maximum.

PERCENTAGE POINTS BASED TESTING ADVANCEMENT					
YEARS	(up to) 1	(up to) 2	(up to) 3	(up to) 4	(up to) 5
POINTS	1/2	1	1 1/2	2	2 1/2
MAXIMUM= 2.5					
ONE HALF PERCENTAGE POINT PER PAY GRADE CERTIFICATIONS & QUALIFICATIONS*					
PAY STEP	1	2	3	4	5
POINTS	1/2	1	1 1/2	2	2 1/2
MAXIMUM= 2.5					
*NOT NECESSARY TO BE IN PAY GRADE, JUST COMPLETED CERTS AND QUALS FOR THE PAY GRADE FOR POINT QUALIFICATION. In order to qualify for pay step certification and qualification points, one must complete in a progressive order i.e pay step one certifications and qualifications must be completed prior to earning points for pay step two certifications and qualifications					
SKILLS ASSESSMENT= 5 TOTAL PERCENTAGE POINTS BASED ON MANIPULATIVE SKILLS FROM THE PREVIOUS YEAR'S DRILL CARDS					
MAXIMUM= 5.0					
**SKILLS ASSESSMENT TESTING WILL OCCUR PRIOR TO THE EXAMINATION FOR A FULL TIME POSITION. OVERALL POINTS WILL BE ADDED TO THE PERCENTAGE RECEIVED FROM THE OUTSIDE TEST FOR RECOGNITION OF SERVICE AND QUALITY OF TIME SERVED.					
MILITARY PREFERENCE = 5 or 10 TOTAL PERCENTAGE POINTS (See Eligibility Form for details). Honorable discharge is required and a copy of your DD214 is mandatory					

MAXIMUM = 10.0

In addition to the preference points received for years of service and points given for certifications and qualification achieved, if NCRFA chooses to utilize an in-house written testing process in lieu of National Testing Network, the cost for such exam will be waived for Part Time employees in good standing with regard to Policy 51. If an employee submits their application and registers for the examination and does not show up for the exam or arrives after the exam has begun, the cost of the examination will be deducted from the employee's paycheck.