

**CCEMS  
ADMINISTRATIVE POLICY 300-25  
PART-TIME EMPLOYEES**

**I. PURPOSE**

- 1.1 To define scheduling, hours, availability, seniority and requirements of all CCEMS clinical part-time employees.
- 1.2 To define part-time employment classifications for CCEMS.

**II. POLICY**

- 2.1 Part-time employees shall be defined into three (3) separate employment classifications. Part-time – Permanent, Part-time – Intermittent and Part-time – Temporary, as dictated in the Coshocton County Employment Manual.
  - 2.1.1 Part-time – Permanent – employees who are hired as part-time and are given pre-determined or pre-scheduled permanent weekly shifts. This position will require employees to work a mandatory 520 hour minimum annually.
  - 2.1.2 Part-time – Intermittent – employees who are hired as part-time and are not given pre-determined or pre-scheduled weekly shifts, but are assigned to work based on the availability of the schedule and their ability to bid on open shifts as they become available. This position will require employees to work a mandatory 144 hour minimum annually.
  - 2.1.3 Part-time – Temporary – temporary employees may be hired, per the county policy, for up to a maximum of six (6) months. This need will generally be acted upon in the best interest of maintaining normal CCEMS operations and resident safety by emphasizing and maintaining full staffing levels.
- 2.2 Regardless of classification, no part-time employee will be regularly allowed to schedule more than 30 hours per week. There may be times when operational demands require an employee to work above 30 hours per week, but those times should be minimal.
- 2.3 Newly hired part-time employees may be scheduled two 12 hour shifts per week while in orientation. This decision will be based on the availability of the employee and availability of approved preceptors.
- 2.4 No part-time employee is guaranteed a minimum or maximum amount of scheduled hours. This includes both new and current part-time employees.
- 2.5 Part-time – Intermittent employees will be required to submit availability in EMS Manager by the 15<sup>th</sup> of each month. You will be required to submit not less than four twelve hour shifts each month. You may submit as much availability as you like, but not less than the required four twelve hour shifts. Failure to submit the required amount of availability each month may result in employment termination with CCEMS.
- 2.6 Part-time seniority, for scheduling purposes, will be defined by the employee's hire date. Should two employees have the same hire date; the employee with the

most seniority will be defined by their initial, uninterrupted, Ohio EMS certification date.

- 2.7 In the event of a lay-off, any temporary employees will be first, followed by intermittent employees and then permanent part-time may follow.

### III. PROCEDURE

- 3.1 Part-time employees will not be routinely scheduled more than 30 hours per week. Special circumstances may override this standard (operational demands), at which time only the Director or Assistant Director can approve a part-time employee to exceed 30 hours per week.
- 3.2 Part-time permanent employees will be given a set shift or day rotation. Specific shifts or days will be considered permanent scheduled shifts. The CCEMS Director or Assistant Director reserve the right to change shifts considered as permanent, based on operational and schedule demands. CCEMS also reserves the right to not employ this classification.
- 3.3 Part-time intermittent employees will be required to submit work availability by the 15<sup>th</sup> of each month for the following month. (Example; January 15<sup>th</sup> is deadline for the February schedule) Intermittent employees are required to submit no less than four twelve hour shifts of availability each month.
- 3.4 Part-time intermittent employees will have the ability to pick up open shifts through any completed schedule as they become available.
- 3.5 Available shifts due to pre-arranged vacations or other advanced notice of leave will be filled in the following manor.
1. Shifts will be filled based on certification needed, current hours worked and availability posted in EMS Manager at the time of the available shift.
  2. If no availability is posted for the needed shift notification will be sent through EMS Manager via text/email or both.
- 3.6 Part-time employees will receive the CCEMS Educational Incentive as outlined in SOP 100-03 (Crew Education)
- 3.7 Part-time intermittent employees are exempt from mandatory Centre Learn Education (SOP 100-03 – Section 2.2) However; intermittent employees are highly encouraged to participate on each topic and earn CEU's.

Director: \_\_\_\_\_

Effective: 12/27/2013

Reviewed: \_\_\_\_\_

Revised: \_\_\_\_\_