


Campbell County Fire Department Policy

General Administration	Seasonal, Temporary and Substitute/Occasional Employees	 900.209
------------------------	---	---

PURPOSE:

The Fire Department may supplement the regular work force with seasonal, temporary, or substitute/occasional employees when needed because of periods of peak work load, employee absences, or other situations as may be determined by the Fire Chief.

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. A seasonal employee is an individual who is hired to work only certain seasons, not year-round; they may be part-time or full-time. Seasonal employees are not eligible to participate in the employee benefit plans.

- B. A temporary employee is an individual who is hired to work on a short-term, non-continuing basis, not to exceed one year. Temporary employees may be full-time or part-time. Temporary employees are not eligible to participate in the employee benefit plans.

- C. A substitute/occasional employee is an individual who is hired to work on an “as needed basis.” They do not work a regular, established schedule but rather on a short-term, irregular basis. Substitute/occasional employees are not eligible to participate in the employee benefit plans.

- D. When it is necessary to recruit seasonal, temporary and substitute/occasional positions, the procedures outlined in Policy 900.203, Hiring, should be followed.

- E. The Fire Department may utilize students and youth applicants for flexible staffing purposes as permitted by law. Minor applicants may be required to provide a documentation of age.

- F. Seasonal, temporary and substitute/occasional employees are not eligible for paid absences such as vacations or holidays, etc.

Initial Approval: 3/28/07 Revision Date: 3/16/11	Page 1 of 1	Sam Saunders, Chairman ORIGINAL SIGNED
---	-------------	---