



Contra Costa County Operations
Patient Focused - Customer Centered - Caregiver Inspired

SOP# 218	Part-Time Employee Work Requirements	Approved By:
Effective:	January, 2010	
Updated:	February 2020	Michael Johnson Regional Director

A. Purpose

This policy describes the process whereby part-time employees maintain status as an active field employee. AMR values all part-time employees and regularly depends on this workforce to fulfill the goal of providing excellent service to the community. Minimum work requirements ensure that every employee retains an effective working knowledge of the system and work environment. More importantly, it assures that every employee maintains the expertise necessary to provide exceptional clinical care. This policy also describes the process for full-time employees to request a status change to part-time.

B. Policy

It shall be the policy that all part time personnel work a minimum of thirty-six (36) hours every month providing work assignments are available.

C. Procedure

1. Part-time personnel will make their availability to scheduling using the Telestaff system. Availability for the next month's needs to be submitted by the 10th of the current month. Example: you must submit your availability by July 10th for shifts available in August. Part-time employees must submit 3 days of availability, and one of those days must be a weekend.
2. Part -time personnel must work a minimum of three (3) days per month, and one shift must be on a Saturday or Sunday.
3. Part-time employees who fail to report to an assigned shift must make up that shift in the same calendar month as the missed shift to meet the minimum hourly requirement, provided shifts are available. If the employee misses a weekend shift, then the make-up shift must also be a weekend shift.

SOP 218 Part-Time Employee Minimum Work Requirements

5. Part-time employees may not accept shift give-aways from other employees in a given month until they have 3 shifts assigned to them for said month.
6. No part-time employee will be considered exempt from the minimum shift requirement unless they are currently on a company-approved leave of absence or have arranged an exemption in advance according to the terms listed above.
7. All shifts worked must be completed at AMR in Contra Costa County. No credit will be granted for employees who also work shifts in a different division of AMR.

D. Outside Employment

1. No employee shall be allowed to work for another provider of EMT-1 or Paramedic service, whether public or private, if that employment would place the employee in a conflict of interest as determined by management.
2. No employee shall be allowed to work for another provider of EMT-1 or Paramedic service, whether public or private, if that employment would place the employee on duty more than thirty-six (36) hours in succession, without a minimum break of eight (8) consecutive hours.
3. It is the expectation that outside employment not effect employees maintaining a high standard of work performance and reporting for duty as required by management (prompt attendance, uniform compliance, etc.)

E. Changing Employment Status from Full Time to Part Time

1. If a full-time employee resigns their full-time position but desires to remain with the company in a part-time status, the employee may request to be granted a part-time position.
 - a. The employee must submit a letter requesting to be granted part-time status, including a statement that they understand the requirements listed herein, and;
 - b. The decision as to whether the employee will be granted a part-time position is at the discretion of the Regional Director or his/her designee. Movement from a full-time position into a part-time position is neither automatic nor guaranteed. The company reserves the right to limit the number of part-time employees.

F. Enforcement of Policy

1. Violations of this policy are subject to corrective action up to and including termination from employment.