

**TO:** Mayor and City Council  
**FROM:** Tim Malchow, EMS Chief  
**SUBJECT:** Unscheduled Part-Time Employees  
**DATE:** February 15, 2022

### **BACKGROUND**

For years the ambulance service has had requirements for unscheduled part-time employees. The ambulance service has never had an official policy on the requirements.

Looking at the current roster the ambulance must maintain, we have individuals who are not meeting the requirements of the ambulance. There are plenty of opportunities for individuals to take call time and to complete the training that the ambulance department offers. The policy reinforces what has been the current requirements of the ambulance service for some time.

The finance committee approved the policy as presented and now it comes to the city council for approval.

### **REQUESTED COUNCIL ACTION**

Request a motion to approve the unscheduled part-time employee policy.

## **UNSCHEDULED PART-TIME EMPLOYEES**

“Unscheduled part-time employees” are employees of the ambulance department who do not work regularly scheduled shifts but instead work shifts, hours or calls as needed and as able. Unscheduled part-time employees are considered part-time employees for purposes of the City’s personnel policies regardless of number of hours worked.

An unscheduled part-time employee who meets all of the ambulance department’s required monthly hour and/or call minimums, meets all requirements of the City’s personnel policy, and maintains all required certifications and licenses is in compliance with this policy.

### **Work**

Unscheduled part-time employees who are not in compliance with this policy are not permitted to work any hours or calls and until they are once again in compliance.

### **Training and Education**

Unscheduled part-time employees who are in compliance with this policy qualify for various training and education opportunities as described in the “Employee Ongoing Education and Training” section of the City’s personnel policies.

Unscheduled part-time employees who are not in compliance with this policy will not be eligible for any such training or education opportunities or for any payment or reimbursement related to education, training licensing or certification.

### **New Employees**

An unscheduled part-time employee who is new to the ambulance department is allowed 6 months to begin meeting monthly hour and/or call minimums and to obtain required certifications and licenses before being deemed to be not in compliance with this policy.

### **Exceptions**

The EMS Chief may grant exceptions to this policy for good reason.