



**POLICY TITLE:** County Employees as Active Volunteer Fire or Rescue Personnel

**POLICY NO.:** PR-12

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**I. PURPOSE**

The purpose of this Policy is to establish guidelines for assisting County employees serving as active volunteers in a Washington County fire, rescue, or ambulance company.

**II. GENERAL POLICY**

The Board of County Commissioners fully supports employees who serve as active volunteers with fire, rescue, and ambulance companies in Washington County. The Board recognizes the importance of volunteerism to the community and will make reasonable efforts to support employees who serve as such volunteers.

**III. ACTION**

**A. Relief Leave Calculation**

The County will provide relief leave with pay to any County employee who is called out after normal County work hours (between shifts) to fight fires or provide emergency medical assistance. This relief leave will be awarded on a one (1) for two (2) ratio. As an example, for every two (2) hours spent on a response while volunteering with a Washington County volunteer fire company, the employee will be eligible for one (1) hour of relief time. The same formula and calculation will be utilized for employees providing emergency medical care while volunteering for a Washington County ambulance company or other Washington County special services organization, i.e., air unit, rehab unit, or special operations team. This relief time is available only if the employee is out on the call response for at least two (2) hours. Relief time must be taken within twenty-four (24) to forty-eight (48) hours after the completion of the call-out and cannot be accumulated.

**B. Notification**

County employees must notify their appropriate supervising personnel as soon as possible of their need to take relief leave. In most instances, the notification should occur prior to the beginning of an employee's normal work day. Such notification should also provide background documentation of the call response and the call-out. Supervising personnel will make every reasonable effort to accommodate employees requesting relief leave pursuant to this Policy; however, as with every other County-provided benefit, supervising personnel must also consider all other departmental operations in responding to such requests.

