



# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

### HR Related Policies & Procedures

Effective Date: May 1, 2006

FSU-HRPP 2006:01

## Volunteer Firefighter/Emergency First Responder Time Off

### COVERED EMPLOYEES

- Full-time employees who serve as volunteer firefighters/emergency first responders.
- Part-time employees who serve as volunteer firefighters/emergency first responders. Part-time employees will receive the time off from work based on the guidelines stated in this HRPP, but will not be paid any wages for the time off, i.e. the time off will be unpaid.

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining agreement](#). Please refer to the CBA for any applicable language regarding this topic.

### HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. Employees must inform their supervisor if they are a volunteer firefighter/emergency first responder. The employee must provide proper verification to be presented on an annual basis, or more often, if requested. For scheduling purposes, the supervisor may require that the employee provide advance notice of 'on call' status and/or permission to leave before an employee leaves work to respond to an emergency call.
- II. When an employee receives a call that his/her services are needed, the employee must contact his/her supervisor immediately to notify them of the need to leave campus. The supervisor, based on university needs, may have to deny the employee's request to leave work.
- III. If called for an emergency response, all full-time employees who serve as volunteers for local fire departments may be eligible to receive up to the number of hours of pay for the portion of their work shift they have missed:
  - A. When called during a shift (while at work), the employee will be compensated for the time missed up to their total scheduled shift hours for that day.

B. When called before a shift (resulting in a late report to work), the employee will be compensated for up to their total shift hours scheduled that day for the time missed.

C. The employee will be expected to report to work for the remainder of his/her shift once the emergency response duties are completed.

IV. Employees may be required to provide written verification from the local emergency response unit/service to confirm the needed length of time off from work.

### **RESPONSIBILITY**

Employee: Employee must complete the Excused Absence Form as soon as possible. Employee will provide verifications as requested by supervisor.

Supervisor: Supervisor will comply with this and related university policies, process paperwork as needed, etc.

Refer Questions To: *Human Resources*