



PRINCE GEORGE'S COUNTY, MARYLAND  
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

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| <b>General Order Number:</b> 11-08                 | <b>Effective Date:</b> January 2010 |
| <b>Division:</b> Personnel Management              |                                     |
| <b>Chapter:</b> Essential Employees                |                                     |
| <b>By Order of the Fire Chief:</b> Marc S. Bashoor | <b>Revision Date:</b> N/A           |

## **POLICY**

This General Order shall define the responsibilities of all members of the Prince George's County Fire/Emergency Medical Services (EMS) Department to ensure delivery of services to the citizens of this County. All Fire/EMS personnel are considered essential employees.

In accordance with Administrative Procedure 284, 13, d, 2, a, the Appointing Authority may determine that certain positions or classes of work within a specific agency are necessary to maintain essential public services, including protecting and maintaining life, health, and property. All Prince George's County Fire/EMS Department employees must report to or remain at work on days for which administrative leave has been granted by the County Executive or designee, unless otherwise specifically instructed by the Appointing Authority.

## **DEFINITIONS**

N/A

## **PROCEDURES / RESPONSIBILITIES**

### **1. Employee Responsibilities**

- Essential employees are required to report for duty, on time, during all periods of inclement weather.
- Employees assigned to shift work are required to work holidays that fall on their shift, if a replacement cannot be found.
- Employees assigned to shift work can be held over once their shift is completed, if the required station/unit minimum staffing has not been achieved.
- Employees assigned to either shift or day work may be ordered to work to provide minimum staffing at any time, including holidays.
- Employees who place themselves in a position of being unfit or unavailable to work, after being informed of required standby due to alert status, may be subject to disciplinary action.
- Civilian employees must contact their immediate supervisor to determine operational status of their position assignment.

### **2. Compensation**

- Personnel who work in excess of required hours, for any reason, will be compensated in accordance with policies and procedures governing the General Order on Overtime



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Compensation, and the current Labor Agreement with the International Association of Fire Fighters, Paramedics and Fire Fighter/Medics, Local 1619.

- Personnel that work during periods of inclement weather when Administrative Leave has been granted for non-essential employees will receive compensatory time in accordance with the current Labor Agreement with the International Association of Fire Fighters, Paramedics and Fire Fighter/Medics, Local 1619.

### **REFERENCES**

Administrative Procedure 284

Collective Bargaining Agreement for International Association of Fire Fighters, Paramedics and Fire Fighter/Medics, Local 1619

### **FORMS / ATTACHMENTS**

N/A