

**DELAWARE COUNTY SECONDARY ROAD DEPARTMENT
POLICY AND PROCEDURE MEMORANDUM**

SUBJECT: Employees on fire departments/ambulance services

Employees desiring to be on call for fire departments, ambulance services, and other community type services will be subject to work rules set by the County Engineer as follows:

1. The Secondary Road job responsibilities are the first priority. Emergency situations such as snow removal and natural disasters require employees to be at work.
2. Equipment and materials always must be put away properly before leaving on a call.
3. Calls may only be answered when employees are within reasonable proximity of the shop location.
4. Timesheets must be clearly marked indicating time lost by the County. Straight time wages will continue to be paid, recognizing this is beneficial for employees to perform community services. If excessive time is lost, the County Engineer may limit at his discretion.
5. The employee will attempt to notify by two-way radio, telephone or other methods when they must leave work and upon their return.
6. Any misinterpretation of these work rules will be decided by the County Engineer.

APPROVED: _____
Bill Skinner, Chairman
Board of Supervisors

Mark J. Nagra, County Engineer