

VOLUNTEERS OF THE EMERGENCY SERVICES

BACKGROUND

Many employees are actively involved in the voluntary or part-time provision of emergency services which may be based within or outwith the Council area. This includes voluntary and retained fire brigade staff, mountain rescue volunteers and others, such as the RNLI and the Coastguard. These provisions will assure employees who are already, or are considering becoming, a volunteer of the emergency services that the Council will provide support, as outlined below, in recognition of this valuable service provided to the community. These provisions apply to all permanent and temporary Council employees.

APPROVAL

You must obtain permission from an [Authorised Manager](#) in your Service prior to accepting a position with an emergency service, whether the position is voluntary or on a retained basis. Such permission should be sought in the same manner as permission to undertake secondary employment and as outlined in the [Other Work Policy](#) provisions.

Permission to engage in part-time or voluntary emergency duties will be considered against the operational requirements of the job and will not be unreasonably refused. Where it is likely permission is to be refused, your Head of Service or other [Authorised Manager](#) should discuss the reasons for refusal with the Head of Human Resources, prior to informing you of their decision.

Where approval to accept a position with an emergency service is granted it is **your responsibility** to re-apply for permission to continue on an annual basis by completing an application form. The application will be considered on the same basis as before.

Where a request has been authorised, **permission may subsequently be withdrawn** if a reason for refusal subsequently arises.

You should request approval to attend non-emergency sessions, such as training courses and drills, from your Line Manager by completing an [application form](#), available on eric or from Human Resources, giving as much notice as possible.

PROVISIONS (FIRE SERVICE, MOUNTAIN RESCUE & OTHERS)

During a period of paid time off from work, your pay will be reduced by the amount paid to you during the callout by the emergency service. This does not include any expenses paid, retainer fees or long service bounties.

You will be granted time off without pay when attending non-emergency sessions such as training courses and drills.

If you participate in Flexitime, you may be credited with time off when undertaking emergency duties, within the normal working day (08.45am – 5.00pm), i.e. you will not receive additional flex credit if your emergency duties extend out with this time.

Where emergency duties extend considerably beyond your normal working hours, the Head of Service should consider granting you special leave immediately following the emergency call out. This is to ensure you are suitably rested, and to minimise any increased risk of injury or accident caused by tiredness.

At present, the only emergency service to make payment to volunteers is the Fire and Rescue Service, with different payments for retained and volunteer fire fighters. Retained fire fighters are paid retainer, attendance and drill attendance fees, and are also paid for extended periods of duty and additional duties. Volunteer fire fighters receive an hourly payment.

Provisions (Special Constables with Police Scotland)

The Council supports Police Scotland's Employer Supported Policing programme.

During the initial recruitment stage, special leave is granted with pay of up to ten days (maximum 72 hours, pro-rated) to attend compulsory training (which includes a residential stay at Police College). On successful completion of initial training, Special Constables will receive up to five days paid special leave to attend deployments or training which occur during an employee's normal working hours. Employees should use their own leave provisions for any additional time off which occurs during their normal hours of work.

BREACH OF POLICY

Breach of this policy could be regarded as a disciplinary offence and dealt with under the [Achieving and Maintaining Standards Policy](#) or [Disciplinary Procedure for Teachers](#) and depending on the circumstances could be regarded as gross misconduct.

Further guidance on the policy can be sought from Human Resources or on *eric*.