

## How to .... Volunteers of the Emergency Services

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**Q1. What type of work is covered by the [Volunteers of the Emergency Services](#) policy?**

This policy covers voluntary or part time provision of emergency services including voluntary and retained fire and rescue service, mountain rescue volunteers and others, such as the RNLI and the Coastguard.

**Q2. What is the application process?**

Should you wish to engage in other work you must read the [Volunteers of the Emergency Services Policy](#), [Other Work Policy](#), Employee Code of Conduct, this How To guide and all documents referred to within these policies and code before making any application to engage in other work. You will be required to adhere to these.

The application process is in accordance with the [Other Work Policy](#) as below;

1. You should submit your completed [Application for Approval to Engage in Other Work](#) form to an [Authorised Manager](#) in your Service. This is available from Human Resources or on *eric*.
2. You should receive an acknowledgement letter within 10 days of receipt by the Manager.
3. Following consideration by the Manager, Human Resources will write to advise you whether or not your application is approved.
4. If approved, you will be asked to sign and return this letter to [HR@pkc.gov.uk](mailto:HR@pkc.gov.uk) to retain on your personnel file as a record of your acceptance to the terms under which approval has been given. Any failure to adhere to the terms could result in disciplinary action being taken.
5. If refused, you will be given a brief explanation as to the reasons by the Manager. You will also be asked to sign and return this letter to [HR@pkc.gov.uk](mailto:HR@pkc.gov.uk) for retention on your personnel file.
6. If insufficient information is given to enable a reasonable judgement to be made you may be asked for further information before a decision is made.
7. The Manager's decision is final and there is no right of appeal.

**Q3. As an authorised manager, what should I do if I have concerns about a request from an employee to volunteer for an emergency service?**

Permission to engage in part time or voluntary emergency duties should be considered against the operational needs of the job and should not be unreasonably refused.

You, or your Head of Service, should discuss the reasons for refusal with the Corporate Human Resources Manager, prior to informing the employee.

**Q4. Will I be given time off with pay when I volunteer for an emergency service?**

During an emergency callout 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 must notify the Authorised Manager in your Service who approved your request of any such payments so that the Payroll and Reward Team can be notified to make the appropriate deduction from your salary.

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

**Q5. Will I be given flexitime credit for voluntary work for an emergency service?**

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.

**Q6. What happens if my emergency duties mean I am unfit to attend work the next day?**

Where emergency duties extend considerably beyond your normal working hours, your 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.

**Q7. What should I do if I need time off to attend non-emergency sessions such as training courses and drills?**

You should submit your completed [Application for Approval to Engage in Other Work](#) form to an [Authorised Manager](#) in your Service. This is available from Human Resources.

**Q8. What happens if I am unfit to work as a result of an injury when carrying out my emergency duties?**

Unlike other types of Other Work, you will receive full occupational sick pay if injured as a result of conducting your duties as a Volunteer of the Emergency Services.

**Q9. Who do I contact for any further advice?**

Human Resources may be contacted for assistance.