



GENERAL POLICY MANUAL

SECTION:	PERSONNEL	APPROVED BY:	County Council
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Volunteer Firefighting

POLICY

This policy is established to outline the expectations of Oxford County employees who also serve as volunteer firefighters. Oxford County recognizes the importance of volunteer firefighters in our communities and will support these individuals in their volunteering efforts if leaving their work at the County does not impact the safety of fellow employees, the public, and/or create operational challenges.

DEFINITION

Volunteer Firefighter An individual who may be called in to support the local fire department in the event of an emergency.

PROCEDURES

- 1.0 Employees who are volunteer firefighters and whose work location falls within their volunteer fire department's jurisdiction may request permission from their direct supervisor to leave work for calls during regular working hours. In exceptional cases, such as major fires or emergencies, employees may be granted permission to respond to calls even if their Oxford County worksite is outside their volunteer fire jurisdiction.
- 2.0 Employees requesting to attend volunteer fire department calls during work hours must receive approval from their supervisor. The supervisor will assess whether the employee's role allows for occasional last-minute absences without disrupting workplace operations.
- 3.0 If a supervisor confirms that an employee may leave for fire calls during work hours, the employee must:
 - Notify their supervisor before leaving for a call.
 - Report the total work time missed upon returning.
 - Submit a time-off request (e.g., vacation, lieu time, or banked overtime) for the missed time by the end of the current pay period. Should the employee have exhausted vacation, lieu time and/or banked time, they may discuss a plan with their supervisor to make up the missed time within 1 month of the work time being missed.
- 4.0 Even with pre-approval from their supervisor, employees must use reasonable judgment when deciding whether to respond to a call, considering workplace obligations and the urgency of the situation.

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5.0 Employees participating in on-call rotation must remain available and ready to respond to Oxford County service calls at all times.

6.0 Employees who respond to fire calls outside of working hours must ensure that their response does not interfere with required rest periods before their next scheduled shift, in accordance with any applicable departmental policies.

7.0 For any questions or concerns regarding this policy, employees or supervisors should contact Human Resources for guidance.