
Dual Contract Working – Wholetime Employees

1.0 Policy

- 1.1 South Yorkshire Fire and Civil Defence Authority will encourage wholetime and part-time employees to undertake retained duties where appropriate.
- 1.2 Wholetime employees eligible for and expressing an interest in other duties may be engaged on a dual contract that will detail their obligations on a retained duty basis at a station local to their home address.
- 1.3 Wholetime staff up to and excluding those engaged on the Flexible Duty System may apply for a vacant retained duty position at their local station.
- 1.4 Applications will be for the vacant position and appointment and subsequent terms and conditions offered will relate to the role of the vacancy. This must be the same role as the applicant's substantive role. Applicants will not be allowed to occupy two different roles at different levels under two separate contracts of employment.
- 1.5 Applications should be in the first instance constitute an expression of interest. Where vacancies exist, the applicant will be required to undergo a selection process to establish suitability for the retained position.
- 1.6 The selection criteria for a vacancy will include the applicant being able to satisfy that they meet the standard for travelling time from home address to station. The selection process will also take into account the applicant's sickness record (including the conditions of the Disability Discrimination Act 1995).

2.0 Contractual Obligations and Working Arrangements

- 2.1 On appointment, personnel will be issued with a Statement of Written Particulars relating to their retained duty appointment only. This will detail the relevant conditions of service applicable to them and will confirm the agreed contracted level of availability.
- 2.2 Compliance with the Working Time Regulations 1998 will be maintained in terms of maximum working week, rest periods etc.
- 2.3 Wholetime staff contracted to the 2-2-4 shift system will be contracted to provide full cover during a period of 63 hours in an eight day cycle as shown at Appendix A. Periods of retained duty availability must be preceded by an 24 hour rest period commencing at the end of their wholetime tour of duty.

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Therefore retained availability will normally commence at 09:00 hours on day 6 of the cycle and end at 24:00 hours on day 8.

- 2.4 In the case of wholetime staff substantively contracted to a duty system other than the 2-2-4 shift system, an appropriate evening and weekend cover will be determined.
- 2.5 The availability provided by wholetime staff will attract a retaining fee based on a sliding scale that relates to their availability, as determined by the National Joint Council for Local Authorities' Fire Brigades. All other allowances will be in accordance with the current NJC pay scales.
- 2.6 A wholetime member that is available for retained duties will be required to respond to 75% of the calls within the required standard time during a period of availability. Failure to respond to 75% of the calls within the standard time during a period of availability may result in the wholetime member's retained contract being terminated.
- 2.7 All policies, procedures, approved practices and reporting arrangements relevant to employment on the retained duty system will apply to wholetime members engaged on a retained contract of employment.
- 2.8 Wholetime employees engaged as retained firefighters will be required to attend for a period of training each week except when they are on day/night shift on that date as part of the shift duty system. There will be no requirement to make up for training missed in such circumstances but payment will not be made. Other training periods missed will be made up in accordance with standard retained working practices.
- 2.9 Wholetime employees will be entitled to annual leave in respect of their retained contract in accordance with Brigade procedures and terms and conditions.

3.0 Equipment

- 3.1 A separate set of PPE will be issued except where the individuals wholetime and retained posts are at the same location.