ENDWELL FIRE DISTRICT

PART-TIME EMPLOYEE POLICY	
Number: 2025-49	**Adopted: December 18, 2025**

Purpose

This policy establishes guidelines for part-time employees who are not eligible for benefits.

Definition

Part-time employees are any Endwell Fire District employees who work fewer than 32 hours per week.

Employment Classification & Benefit Eligibility

Part-time employees are defined as individuals who work less than the threshold hours required for full-time status as determined by the Endwell Fire District.

Part-time employees are not eligible for benefits such as vacation, sick/personal time, holidays, or other benefits provided to full-time employees.

Employees receive pay in accordance with New York State minimum wage and wage notice requirements.

Part-time employees may not accrue benefits unless specifically authorized by Board resolution.

All part-time positions and compensation shall be established by resolution of the Board of Fire Commissioners pursuant to Town Law §176(10).

Work Schedule

The Endwell Fire District Board of Fire Commissioners authorizes a flex-time policy that permits alternate work hours, provided the individual works the total number of hours required by their position per week, unless their hiring agreement specifies particular days or hours they must adhere to.

Part-time employees can opt to work on holidays at their regular pay rate to fulfill their full weekly hours.

Meal breaks will be provided in accordance with New York State Labor Law §162, which requires a 30-minute uninterrupted meal period for employees working more than six consecutive hours.

Timekeeping, Payroll, and Policy Review Requirements

Timesheets must be submitted to the Treasurer every two weeks, on Thursday. Payday is on Mondays. The Treasurer will maintain time records.

The District shall maintain payroll records in accordance with Labor Law §661.

This policy shall be reviewed annually to ensure compliance with applicable New York State Labor Law, the Fair Labor Standards Act, and the Fire District Law.

This policy was adopted on November 18, 2025, and supersedes any previous version.

By order of the Board of Fire Commissioners, Endwell Fire District.

Adopted by the Board of Fire Commissioners
December 18, 2025