



West Yorkshire
Fire & Rescue Service

Secondary Employment Policy (Green & Grey Book) HRPOL022

OFFICIAL

Ownership: Human Resources

Date Issued: 11th July 2017

Version: 4.12 Status: Final



Revision and Signoff Sheet

Change Record

Date	Author	Version	Comments
06/03/2014	Christian Lawton	4.0	Inclusion of Green Book employees
06/07/2017	Andrew Coldrick	4.12	General update

Reviewers

Name	Version Approved	Position	Organisation	Date
Christine Cooper	5.0	CHRM	WYFRS	11/7/17

Distribution

Name	Position	Organisation
All staff		WYFRS

Document Properties

Item	Details
Document Title	Secondary Employment Policy (Green & Grey Book)
Author	Dan Stacey
Creation Date	6 th March 2014
Last Updated	11 th July 2017

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1 General

1.1 Introduction

This policy applies to all employees of West Yorkshire Fire & Rescue Service (WYFRS).

Secondary employment includes the holding of any other office or employment for payment or reward in addition to employment with WYFRS.

WYFRS are the primary employer.

1.2 Non-interference with WYFRS work

WYFRS requires that the efficiency and performance of official duties is not impaired or detrimentally affected by employees undertaking secondary employment. To ensure this is the case, employees will not undertake any secondary employment for four hours immediately prior to a period of duty.

Whole-time duty system (WDS) employees who also provide Retained Duty System (RDS) cover will not undertake RDS duties in the four hour period immediately prior to a WDS shift. If an employee is mobilised to an incident in their RDS capacity, that may become protracted and encroach into the four hour period preceding the commencement of their WDS shift, they must inform the Incident Commander immediately.

If an RDS Firefighter is attending a breathing apparatus course or driving course, their period of unavailability should be nine hours prior to the commencement of each day of the course.

Employees that work both the RDS and WDS must take account of their own working time, activity levels and rest periods. Any RDS/WDS employee who feel that they may be putting themselves and the organisation at risk by not having sufficient rest, **MUST** take appropriate steps and not book available or book unavailable until adequate rest has been taken.

1.3 Integrity of WYFRS

Employees undertaking secondary employment must not bring WYFRS into disrepute during the course of their secondary employment.

Employees must not undertake secondary employment, or take action during the course of their secondary employment that could lead to WYFRS reputation being damaged.

Employee must not undertake secondary employment that would lead to the suspicion of undue or improper favours or influence regarding consents, permissions or licences being granted.

1.4 Social Media

WYFRS may request that employees do not link social media accounts associated with WYFRS and their secondary employment, or that advertising is not carried out on any pages associated with WYFRS.

2 Conditions of Employment

Applications from employees will be considered subject to the conditions and restrictions detailed below. The following conditions are to be strictly adhered to and observed by all WYFRS employees who undertake or propose to undertake secondary employment of any description.

2.1 General Conditions

- Secondary employment is not to be undertaken during duty periods, or, on WYFRS premises.
- Secondary employment should not interfere with the requirement to remain in attendance at an incident which has over run the normal shift finish time.
- Secondary employment which may be subject to WYFRS's statutory responsibilities is not to be undertaken.
- Secondary employment is not to be undertaken for any person or company who is known to be, currently or periodically an applicant to WYFRS for a statutory consent or permission, or, a discretionary licence (excluding licences which are issued automatically subject to the application being in order), or for any application which is or would be dealt with by the Chief Fire Officer.
- Secondary employment is not to be undertaken for any person or company in contractual relationship with, commissioned by, or concerned in any property transaction with WYFRS, or, for any person known or believed by the employee to be connected with such a person or company, where WYFRS is materially concerned with such contractual relationship, commission or property transaction.
- Secondary employment must not be undertaken for any person or company with whom an employee deals in the course of official duties.
- There is no ban on employees parking vehicles on WYFRS property that carry commercial advertising, provided vehicles are not left unattended on WYFRS property for lengthy periods, the primary or ancillary purpose is not to use the vehicle as an advertising mechanism, or, vehicles are not advertising a Fire Safety business, or, carry an inappropriate logo. This list is not exhaustive. In cases such as these the discretionary benefit of being able to park a vehicle on WYFRS property may be withdrawn.
- RDS employees may park their vehicles on WYFRS property when they are undertaking WYFRS duties. It is acknowledged that many staff undertaking RDS duties may be doing so in a secondary employment capacity.
- There are no restrictions on employees parking their private vehicle on WYFRS property whilst fulfilling official duties and/or responding to an emergency situation.
- Permission to continue in Secondary employment may be withdrawn by WYFRS as a result of a disciplinary measure related to secondary employment, or, where an employee is in informal or formal capability or performance procedure where it is deemed that their secondary employment has an impact on their ability to fulfil their duties to an acceptable standard.
- Secondary employment (except that carried out under medical advice and/or with the special permission of WYFRS) is not to be undertaken by an employee while absent from official duty due to sickness or injury.

- Secondary employment shall not be undertaken by an employee whilst undertaking modified duties, or, when on a phased return to full duties without prior agreement with their line manager, and made in conjunction with WYFRS Medical Advisor. This agreement will follow a discussion on the type of employment and hours proposed, and the impact this could have on their primary employment.
- Employees must not undertake secondary employment that would result in there being a conflict of interest with their employment with WYFRS.
- There is a list of acceptable/unacceptable secondary employment roles in Appendix 1. This list is not exhaustive and will be updated periodically.
- Requests from employees to undertake secondary employment whilst in their probationary period will not be considered. (This does not apply to probationary fire-fighters wishing to carry out RDS cover for this or other Fire Authorities.)
- Permission for secondary employment that involves driving 'in-scope' vehicles will not be granted. Similarly, applications to become an RDS employee will not be considered from drivers of 'in scope' vehicles. 'In-scope' vehicles include those with an overall weight of over 3.5 tonnes, or nine or more seated passenger vehicles. See the Management of Occupational Road Risk Policy.

Any employee who infringes these conditions will be subject to a discipline investigation which may result in disciplinary action.

2.2 Unpaid work

An employee of WYFRS, who wishes to undertake secondary employment for which no payment, or, other reward is made, but which would otherwise be prohibited under the above section, is to inform the Group Manager Employee Resources (GMER) for grey book personnel and Corporate Human Resources Manager (CHRM) for green book personnel, who may relax the restrictions as considered desirable in the circumstances.

2.3 Writing of books

While occasional literary or artistic work is permissible, special consideration would have to be given to the writing of books or articles for payment on subjects relating to an employee's work for WYFRS. No employee shall publish or authorise the publication of any book or article for any book, periodical or newspaper, wholly or in collaboration with any other person, which shall be based on information which would only be accessible to an employee of WYFRS, without first obtaining the consent of the GMER/ CHRM.

2.4 Duty of WYFRS employees

It is the duty of all employees of WYFRS to report any known breach of the conditions on which secondary employment is permitted, or, any case in which the performance of official duty has, or, is being impaired as the result of secondary employment being undertaken.

2.5 Sick Pay

There is no entitlement to paid sick leave for any employee whose absence from official duty is attributable to sickness or injury caused by the employee engaging in secondary employment.

It is in the interests of any employee undertaking secondary employment to ensure they have sufficient insurance in place, or other scheme, which will adequately cover them against accident, injury or sickness both for themselves and any third party affected by their secondary employment.

WYFRS has discretion, under the terms of the fire-fighters pension scheme order to allow such periods of sickness to count as reckonable pensionable service, subject to the repayment of both the employees and employers pension contributions for the period of sickness.

2.6 Cases of doubt

An employee of WYFRS who is in doubt as to the propriety of undertaking secondary employment should submit details to GMER/CHRM for consideration.

2.7 Application

Employees who wish to undertake secondary employment, should request permission by completing and submitting form HRFRM209 (Appendix 2) to the GMER (Grey book), or, CHRM (Green book), for consideration. Secondary employment must not be carried out until written approval has been received by the employee.

3 Appendix 1 - Occupations

List of acceptable/unacceptable secondary employment occupations

3.1 Acceptable Occupations

Driving (any vehicle type including bus/coach/taxi etc)	Alarm/Security Consultant
Driving Instructor	Leaflet Distributor
Courier	Rent Collector/Baliff
Sports Instructor/Supervisor	Printer
Teacher	Cleaner
Caretaker/Premises Supervisor	Picture Framer
General Labourer/Handyman	Charity Worker
Gardner/Gardening	Medical Services
Window Cleaner	Tour Guide
Furniture Removals	Leisure Industry
Cleaning	Computing
Bar/Cellar Work	Theatre Firefighter
Farm Work	Sheet Metalworker
Butcher	Post Office
Carpet Fitter	Upholsterer
Stonemason	Clerical/Administrative
Building	Private Detective
Painting & Decorating	Musician
Carpentry & Joinery	Film Extra
Plumbing	Lifeguard
Electrician	Market Trader
General Repairs & Maintenance	Fence/Shed Erector
Rofer/Roofing	Entertainer/DJ
TV Engineer	Telephone Engineer
Chimney Sweep	Company Director
Warehouse Operative	First Responder
Self-Employed Business	Haulage/Carrier
Import/Export	Traffic Census
Vehicle Dealer/Motor Trade	Commerce/Accountant
Manufacturing	
First Aid/Crowd Supervisor	
Photographer	
Topographical Navigator	
Funeral Services	
Public Services	
Special Constable	
Probation Services	
Crime Prevention	
Retail/Shop Assistant	
Equipment Hire	
Insurance	
Nursing	
Vehicle Mechanic/Bodyworker/Fitter	

This list is not exhaustive and there may be other acceptable secondary employment roles

3.2 Unacceptable Occupations

Doorman/Steward
Professional Rugby Player
Security Guard
Fire Alarm Fitter/Advisor
Fire Extinguisher Servicing

This list is not exhaustive and there may be other unacceptable secondary employment roles

4 Appendix 2 – Application Form

Application for permission to engage in or undertake Secondary Employment when off duty (Green & Grey Book)

Name _____ Role/Position _____ FS Number _____
Station/Dept. _____ Duty system _____ Watch _____

Details of proposed employment

Name and address of employer

Hours of duty and frequency in proposed employment

Do you have insurance covering this employment? Yes No (Place an X in applicable box)
If Yes, please provide details

Insurance Company

Policy Number

Policy Details

*This submission cancels any previously approved application(s).

This submission does not cancel any previously approved application(s)

Type of work previously applied for

Name and address of employer

*Delete as applicable

I have read the Secondary Employment Policy (HRPOL022) and, in the event of this being approved I undertake to comply strictly with the conditions set out in the Policy

Date _____ Signature of applicant _____

Submitted with comments/concerns.

Date _____ Station Manager/Line
Manager _____

Approved/Not Approved

Date _____ GMER/CHRM _____

Form 209 Rev 05/17