

Single Resource Casual Hire Information Form

HIRING UNIT INFORMATION

Office Name: _____ Unit ID: _____ Date: _____
Example: ID-B0F
Address: _____ City: _____ State: _____ Zip: _____
Hiring Official Name: _____ Telephone: _____
Print

CASUAL INFORMATION

Casual's Name: _____ Phone No: _____ Start Date: _____
Print

POSITION INFORMATION

Job Title: _____ AD Class: _____ AD Rate: \$ _____
Incident Order #: _____ Fire code: _____ Request #: _____
Example: ID-B0F-0423

Hiring of emergency personnel may be made according to the provisions of the Pay Plan for Emergency Workers when any of the following exists (see Pay Plan for specific determinations):

- 1. To fight a going fire.
- 2. Unusually dry period or fire danger is high to extreme.
- 3. To provide support to ongoing incidents to include post-incident administration (dispatch, warehouse/cache, administrative support) normally not to exceed 90 calendar days.
- 4. To place firefighter on standby for expected dispatch.
- 5. Temporarily replace members of fire suppression crews or fire management personnel who are on fires.
- 6. To attend fire suppression training. Trainee OR Refresher AND Course Title: _____
- 7. To instruct fire suppression training when all other methods of hiring and contracting instructors have been exhausted.
- 8. To cope with floods, storms or any other emergency.
- 9. To carry out emergency stabilization work when there is an immediate danger of loss of life or property.
- 10. Following a natural emergency to develop plans and manage emergency stabilization efforts (not to exceed 90 calendar days).
- 11. To meet mission assignments issued by FEMA.
- 12. Hazardous Fuel Reduction NTE 300 hours per calendar year **(DOI agencies only)**

TRAVEL/TRANSPORTATION

Casual is entitled to transportation to and from the incident: No Yes

Transportation method:

- Airline
- POV (Mileage reimbursement authorized)
- Rental vehicle (Must be on resource order. Rental provided by: Casual or Government)
- Other (list, such as bus, gov't vehicle, EERA): _____

Check One:

- Casual to be subsisted by government. Hiring unit will reimburse approved incidental expenses at actual cost; receipts required.
- Casual will not be subsisted; travel authorization has been issued. Hiring unit to reimburse lodging, meals, and incidental expenses at standard per diem rate. Indicate TA #: [_____]

EMPLOYMENT FORMS

Completed by:

- Agency:
- I-9, Employment Eligibility Verification
 - OF-288, Emergency Firefighter Time Report (Complete Top section, Column A 1-8 and travel start time)
 - Direct Deposit form (if applicable) Provide to Casual
 - State/federal government-issued Picture ID verified and in Casual's possession (required for all positions)
 - Incident qualification card (if required for position) verified and in Casual's possession
 - State-required certification verified, if required for position (e.g., CDL, driver's license)

- Casual:
- Federal W-4 State W-4 W-5, if applicable
 - Incident Behavior Form signed

I understand that I am being hired under the terms and conditions of the Administratively Determined Pay Plan for Emergency Workers.

Casual Signature (Required)

Date

Hiring Official Signature (Required)

Date

Distribution: Follow Hiring Agency procedures

Non-Discrimination Policy Statement

"The U.S. Government prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) "

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