

EAST COUNTY FIRE & RESCUE


Policies, Procedures, and Guidelines

SUBJECT: Hiring Policy

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APPROVED BY: 
Board Chair

REVISED: 05/15/2018
Date

POLICY: East County Fire & Rescue is committed to developing a diverse work force which reflects the diversity and composition of the community we serve. East County Fire & Rescue is obligated to its citizens to recruit and hire the most talented, ethical, and qualified employees. To that end, East County Fire & Rescue recruits, as widely as practicable, for each position, and informs and encourages its employees to apply for vacancies, and to continually develop their own skill base to enhance their competence and competitiveness.

Job Posting-for Internal Distribution:

The goal of the job posting is to ensure that all employees are made aware of and have the opportunity to apply for open positions either before or concurrent with East County Fire & Rescues consideration of external candidates for employment. In-house job openings will be, distributed via East County Fire & Rescue email.

Method of External Advertising for Job Openings:

External job openings may be advertised using one or more of the following methods: newspaper, employment services, internet, outside agencies, bulletin boards, websites, etc.

Posting Duration:

Jobs will be posted for a minimum of ten working days where possible, during which time applications may be submitted to the Fire Chief or their designee.

Posting Information:

Each job posting will contain the following information:

- a. Job title
- b. A job description, which includes: a concise summary of principal duties, responsibilities and requirements of the job, and minimum qualifications of the candidates for the job.
- c. Grade and salary range
- d. Application deadline

Selection Process:

In its interviewing and selection process East County Fire & Rescue complies with all applicable laws including Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. East County Fire & Rescue policy is to hire the best-

qualified candidates available without regard to race, gender, age, national origin, religion, veteran status, marital status, disability, and sexual orientation or any other protected status.

Applications submitted in response to a job posting will be screened, and the most qualified applicants will be selected for further review, testing, and interviewing. A previous employment reference check will be completed for applicants considered for hire.

Upon completion of an impartial selection process, based on the results of testing and other relative considerations, the Board of Commissioners makes an appointment from the final candidates. An appointment is usually made upon the recommendation of the Fire Chief or the Manager of the position in which the new appointee is assigned.

Criminal Background Checks:

East County Fire & Rescue requires a criminal history check for all members prior to hire once a conditional offer of employment has been extended.

Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with East County Fire & Rescue. Depending on a variety of factors (for example, the nature of the position, the nature of the conviction, and how long ago the conviction occurred), the candidate may still be eligible for employment with East County Fire & Rescue.

No criminal background check shall be completed without the appropriate authorization form that has been completed and signed by the applicant.

Pre-Employment Testing:

Prior to hiring, East County Fire & Rescue shall require a conditionally selected candidate for appointment to undergo and pass a pre-employment drug screen at East County Fire & Rescue expense. East County Fire & Rescue may also require a candidate to pass a physical examination, and/or psychological examination after a conditional offer of employment has been made and prior to the candidate's appointment. Negative information obtained from pre-employment screening may be cause for rejection of an applicant.

Ineligibility or Disqualification:

The Board of Commissioners or their designee may withdraw anyone from consideration whose appointment is considered contrary to the interests of East County Fire & Rescue. Reasons for disqualification may include, but are not limited to, the following:

- a. Lack of any of the qualifications or requirements established for the examination or position for which the candidate applied;
- b. A physical or mental disability that makes the applicant unable to perform the essential functions of the position to which appointment is sought with or without reasonable accommodation;
- c. The misuse of intoxicating beverages;
- d. The misuse of prescription drugs or use of illegal drugs and/or controlled substances;

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- e. Conviction of a felony;
- f. Dismissal from any position for any cause that may be deemed cause for dismissal by East County Fire & Rescue;
- g. Resignation from any position to avoid dismissal;
- h. Deception or fraud in completing the position application;
- i. The applicant's request to withdraw from consideration;
- j. Failure to reply within a reasonable time, as specified by the Board of Commissioners or their designee, about the candidate's availability for employment;
- k. Failing the applicable required pre-employment drug screening test;
- l. Having a poor driving record, in the opinion of East County Fire & Rescue liability insurance carrier if the position that the candidate is being considered for requires the operation of an East County Fire & Rescue vehicle;
- m. Any other lawful reason deemed appropriate by the Board of Commissioners or their designee.

Classes of Appointments:

Employment with East County Fire & Rescue is divided into the classes of Regular Full-Time, Regular Part-Time, Volunteer, Intern Firefighter, and Temporary.

Temporary Appointments:

Whenever an East County Fire & Rescue department requires help because of a special project, a temporary increase in workload, or the absence of a regular full-time employee or regular part-time employee on leave with or without pay, or extended sick or vacation leave, temporary appointments may be made for the duration of such work. The period of this service is not counted as part of the trial service period if the employee is later appointed to another permanent position, unless such time served is acceptable to the supervisor concerned and documented as such. Temporary employees are not entitled to benefits (medical benefits, leave accruals, holidays, retirement, etc). Temporary employees pay contributions to the social security system, as does East County Fire & Rescue on their behalf. Temporary employees will normally not be placed on the state PERS retirement system, although there are a few exceptions depending on PERS eligibility criteria.

Reappointment:

Any regular employee or regular part-time employee who has resigned from East County Fire & Rescue in good standing may be considered for reappointment to a vacant position in a comparable or lesser position without competitive recruitment providing the former employee meets the current minimum qualifications and seeks reappointment within one year of their resignation. All such employees will serve the required trial service period. A written request

for consideration must be submitted. In no way is it mandatory for any appointment authority to reappoint a former employee should the appointment authority desire not to do so. The Board of Commissioners or their designee may waive the twelve month time limit for employees who have kept their skills current or who possess extraordinary skills or abilities needed by East County Fire & Rescue.

An employee so reappointed is considered a new appointee. The employee has no vested interest in or is entitled to any benefits accrued during any previous employment with the East County Fire & Rescue, except for the following:

- a. Retirement System Benefits - The reappointed employee will be subject to the requirements of the proper retirement system of which the employee was previously an active member.
- b. Seniority - No credit for past service is allowed.

Orientation

New employees, or employees appointed to a new position, will be provided orientation and/or training that is appropriate for their position.

Promotion:

It is the policy of East County Fire & Rescue to encourage the advancement and development of personnel within its service. Promotional selections are conducted as the needs of East County Fire & Rescue require.

A promotion can occur in one of the two following ways:

- a. The employee can move from a lower paid/volunteer position to a higher paid position with increased authority and responsibility. This type of promotion does not reset an employee's anniversary date for performance evaluation purposes and pay range step increases.
- b. The employee, through the normal recruitment process for an existing vacancy, is selected for a new position in a higher pay range. This type of promotion does not change an employee's seniority for the purposes of benefit accruals but does reset the employee's anniversary date for performance evaluation purposes and pay range step increases.

Volunteers that are hired to a paid position will be required to undergo the same pre-employment screening as a new hire.

Employees who are promoted into a new vacancy shall serve a six (6) month probationary trial work period in the new position. If East County Fire & Rescue feels that the employee may not satisfactorily meet the new job requirements within thirty (30) days of the promotion, the employer will suggest that the employee exercise his/her reversion rights without discrimination. An employee serving a promotional trial period may voluntarily withdraw from that position within thirty (30) days of the appointment without discrimination or loss of seniority and return to his/her former position and pay. A promoted employee contemplating such action must

communicate their interest in this regard to the Fire Chief as soon as possible in order to coordinate the timing of the necessary administrative actions.

Professional Reference Checks:

East County Fire & Rescue will disclose only the employee's last position held and employment duration with East County Fire & Rescue, unless the individual has provided written permission to release additional employment information. All reference requests must be referred to the Fire Chief or their designee for response.

Exit Interviews:

A termination interview is generally conducted with all employees separating from East County Fire & Rescue service for any reason by a representative of the District.

