

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: B-13
SECTION: Personnel Division
DATE: January 29, 2009
SUPERSEDES: Green Book 181, 203, 205
TITLE: Employee Hiring/Selection Policy

Position Criteria

When the District has positions open, District Management will decide on the qualification criteria that is required. The criteria may change for each hiring dependent upon the needs of the District at the time.

Eligibility Lists

Candidates successful in all phases of the testing process that receive a passing score are placed on an eligible list based on test scores. Eligible lists are used to fill existing and future vacancies for a period of one year. Eligible lists may be extended or abolished sooner based on the needs of the District. Placement on a list does not guarantee employment. The Fire Chief has final authority regarding length of and selection from a list.

Employee Selection

All appointments to positions in the District shall be made pursuant to the policies established in this policy and in accordance with merit principles. The intent of these policies is to insure that the job related merit and fitness of the applicants and the needs of the District shall govern appointments.

Appointments in the District shall be made on the basis of equal employment opportunity. It shall be a violation of this section to discriminate in employment decisions on the basis of race, religion, color, national origin, ancestry, political affiliation, age, sex, pregnancy related condition, marital status, or physical disability (including AIDS), mental disability or medical condition (cancer related) except where a bona fide occupational qualification exists.

For the purposes for recruiting or hiring the district shall use all ADA requirements.

Persons selected will be required to provide verification that they are eligible to work in the United States of America.

All current active volunteers and/or interns in good standing with the District will receive 1.5 points credit for each year of continuous service with the District up to a maximum of 15 points.

These points are added at the beginning of the testing process and will contribute towards their overall score.

Where applicable and consistent with the needs of the District, promotion of current employees pursuant to these provisions shall be encouraged.

It is the policy of the District that appointments within the District be made in accordance with merit principles and that the services of the Personnel Manager be utilized in the selection of such employee.

Fire Chief will have final authority of approval of all appointments.

Employment Background/Reference Checks

To ensure that individuals who join SCFPD are well qualified and have a strong potential to be productive and successful, it is the policy of SCFPD to check the employment references, educational records, criminal history, DMV records, background information, credit history, pre-employment drug screening, and perform a psychological and physiological evaluation of all applicants. Applicants must successfully pass each of the checks/tests. Fire Chief will have final authority for approving background/reference checks.

The Personnel Manager will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by SCFPD's records.

Probationary Period

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. SCFPD uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees typically work on a probationary basis for the first 365 calendar days after their date of hire. Employees who are promoted or transferred within SCFPD must complete a secondary probationary period of the same length with each reassignment to a new position. At their discretion, management may establish an eighteen (18) month probationary period for newly hired personnel, this change will be noted on the job flyer. Any significant absence will automatically extend a probationary period by the length of the absence. If SCFPD determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for six months once with monthly evaluations.

Probationary employees will be subject to evaluations per District guidelines. At a minimum, probationary employees shall receive evaluations every quarter. Management has the right to implement more frequent evaluations to meet the needs of the District, at their discretion.

In cases of promotions or transfers within SCFPD, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary probationary period. If this occurs, the employee will be allowed to return to his or her former position.

Upon satisfactory completion of the initial probationary period, employees enter the "regular" employment classification.

During the initial probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Medicare. They may also be eligible for other SCFPD-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Volunteer/intern probation period will be eighteen (18) months with evaluations given at six (6), twelve (12), and eighteen (18) months. Reserve Program Coordinator may alter the length of the probation period with Fire Chief's approval.

Written by: Chief Stephen Mayotte

Approved by: _____

Date: March 9, 2009