

SPOKANE COUNTY FIRE DISTRICT 8

Policy

P10.03.01
Hiring and Selection



Adopted: 06/09/2015
Board Chair: _____
Commissioner: _____
Commissioner: _____

Policy: Hiring and Selection

1. Recruitment and Selection. The Human Resource Manager is responsible for Human Resources administration. Decisions on staffing levels, pay and benefits, promotions, demotion, and separation from employment go into effect after approval by the Board of Fire Commissioners.
2. Member Eligibility. Within five business days of hire or rehire, all new members are required to present documentation sufficient to establish their identity and eligibility to work in the United States, and to sign INS Form I-9. Members must be a minimum of 18 years of age and be a high school graduate or equivalent at time of application. There is no maximum age limitation for membership.
3. Employment of Relatives. The District does not discriminate in employment decisions or policies in violation of law on the basis of marital status. The District permits the employment of qualified spouses, domestic living partners and relatives of current employees unless it is concluded the employment would place one or both of the relatives in a situation of actual or reasonably foreseeable conflict between their interests and ours, such as if one relative would have the authority or practical power to supervise, appoint, remove, or discipline the other, or one relative would be responsible for auditing the work of the other. "Relatives" are spouses, children, parents, siblings, grandparents, grandchildren, aunts, uncles, first cousins, and corresponding in-law or "step" relations.
4. This policy applies to employees who marry while employed with the District. No employee will be discharged due to a conflict of interest because he or she has married another employee, unless the conflict cannot be resolved by transferring one or both employees. If the conflict cannot be resolved by a transfer, the spouses, not Spokane County Fire District 8, will decide which spouse will remain employed by the District.
5. The District will not employ relatives and domestic living partners of fire commissioners, customers, contractors, vendors, regulatory agencies and others with who have dealings with the District when that employment would create the reality or appearance of improper influence or favor, or jeopardize confidential information.

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6. Background Checks. In considering an applicant, the District will conduct an investigation of the applicant's background. The investigation may include, but is not necessarily limited to, inquiries into the applicant's references, driving record, and conviction record. A conviction record may, but will not automatically, bar an applicant from membership.
7. Any investigation of an applicant's conviction record will be restricted to specified convictions reasonably related to fitness to perform the particular job being applied for, unless it is determined that it is not practicable to inquire only about specified convictions. Generally, the only convictions that will be considered are those for which the date of the conviction or prison release, whichever is most recent, is within seven years of the date of the job application. Exceptions include crimes of moral turpitude or certain crimes against the vulnerable population.
8. Transfer and Promotion; Job Postings. The District encourages members to apply for any vacancy in which they have an interest and for which they may be qualified. Generally, most positions available at Spokane County Fire District 8 will be posted internally. Exceptions to posting will be determined by the Board of Fire Commissioners where the Board determines, in its sole discretion, that additional applicants should be considered.
9. Members interested in a transfer or promotion to an area in which there are not current openings are encouraged to discuss their interest with their manager or the manager responsible for the area in which they are interested.
10. Transfers must take into account staffing needs in the member's current area, and will be granted only when determined to be in the District's best overall interest.
11. Volunteer, Resident Volunteer, and Part-time members who wish to transfer to a fulltime paid or Part-time paid position will be required to participate in the competitive examination process. Current members of the District who have completed one year of service with the District will be given preference points as provided by the following chart:

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Part-Time and Fulltime Members:

- 3 Points Completion of all four station area initial training and certifications
- 1 Point Completion of 1-2 years of service with the District at time of application
- 1 Point Completion of 3 or more years of service with the District at time of application

Volunteer and Resident Volunteer Members:

- 2 Points Completion of assigned station area initial training and certifications
- 1 Point Attended required minimum annual training for previous 12 months
- 1 Point Completion of 1-2 years of service with the District at time of application
- 1 Point Completion of 4 or more years of service with the District at time of application

Non-Suppression Positions:

- 2 Points Completion of 5 years of service with the District at time of application
- 3 Points Completion of 5 or more years of service with the District at time of application