

<h2 style="margin: 0;">Campbell County Fire Department</h2> <h3 style="margin: 0;">Policy</h3>		
<p>General Administration</p>	<p>Hiring</p>	 <p>900.203</p>

PURPOSE:

It is the policy of the Fire Department to be an equal opportunity employer and to hire individuals on the basis of their qualifications and ability to perform the job to be filled with or without reasonable accommodation. Employment with the Fire Department is considered to be at-will, unless statutorily designed otherwise, so that either party may terminate the relationship at any time and for any lawful reason.

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. When the Fire Department needs to fill a job vacancy, they will ensure a current position description is in place that accurately and fully describes all physical and mental functions of the position, that adequate funding is budgeted, and that the position vacancy justification has been reviewed and approved by the Board of Commissioners. In addition to being approved by the Board of Campbell County Commissioners, all new job positions shall be evaluated by the County’s Personnel Committee for inclusion on the salary range placement table.

- B. The Fire Department will consider filling job vacancies from within if qualified applicants are available internally. In addition, the Fire Department may give consideration to any known qualified individuals who are on layoff status before recruiting applicants from outside the organization. Employees accepting a transfer between the Fire Department and other County agencies will retain their original hire date as regular full-time or part-time employees working 20 or more hours per week for the purpose of calculating the Fire Department years of service. Prior to transfer, any accrued compensatory time or accrued holiday time shall be paid out. Accrued sick and vacation leave will be transferred to the new department.

- C. Job vacancies will normally be posted in the respective agency/department within the timeframe during which applications will be accepted. Vacancies will also normally be posted by the Human Resources Department on the County website and the courthouse bulletin board and will be distributed internally via Fire Department and County e-mail. Upon request, the Human Resources Department may post vacancies with other applicable recruitment venues. However, the Fire Chief and/or Comptroller, with the approval of the County’s Human Resources/Risk Management Department, may determine that certain vacancies may be filled without internal or external posting.

<p>Initial Approval: 3/28/2007; 3/24/2010 Revision Date: 1/26/2011</p>	<p>Page 1 of 3</p>	<p>Sam Saunders, Chairman</p> <p>ORIGINAL SIGNED</p>
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D. The following requirements shall be followed with respect to each vacancy:

- a. Every candidate for employment shall complete and sign an approved employment application form before being considered for hiring.
- b. Requests for accommodation of disabilities and religious beliefs will be considered by the Fire Chief and/or Comptroller and, in consultation with the County's Human Resources/Risk Management Department, make a determination of which if any accommodation can be made.
- c. During the recruitment, hiring, and orientation process, no statement is to be made promising permanent or guaranteed employment; and no document should be called a contract. Following a decision to hire the applicant, an offer of employment including any contingencies or disclaimers deemed necessary should be made.
- d. Upon hiring, all new employees must submit documentation of their right to work in the United States, and must complete an I-9 Form.
- e. Where appropriate, a background check, including credit, personal reference, driving record, and criminal conviction checks will be conducted. A prior conviction, taken by itself, will not necessarily disqualify an applicant. The Comptroller shall arrange all necessary background checks. If a background check discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with the Fire Department, the applicant will be refused employment or, if already employed, may be terminated.
- f. If the position requires a medical examination, such examination shall be performed only after a conditional offer of employment has been made. All medical examinations must be job-related and consistent with business necessity. In addition, complete position descriptions must be provided to the health care provider prior to any medical examination.

E. Each supervisor is responsible for new employee orientation and training, processing of employment forms, and arranging for benefit and payroll information.

F. Former employees of the Fire Department may be considered for re-employment. A former employee who is re-employed will be considered a new employee from the date of re-employment unless the break in service is thirty (30) or fewer days.

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Length of service with the Fire Department will be determined by calculating time from original hire date without deducting any of the time not employed. If the break in service is thirty (30) days or less, paid time off accruals will be based on length of service from original date of hire. Vacation banks cannot be reinstated. Sick leave banks will be reinstated. Length of service for the purposes of benefits is governed by the terms of each Fire Department benefit plan. Employees who retire may be eligible, in certain circumstances, to be considered for rehire.

G. Hiring and Employment of Relatives

A member of an employee's immediate family may be considered for employment by the Fire Department providing that the applicant possesses all the qualifications for employment. An immediate family member may not be hired if such employment would:

- a. Create either a direct or indirect supervisor/subordinate relationship with a family member; or
- b. Create either an actual conflict of interest or the appearance of a conflict of interest, as determined by the Fire Chief and/or Comptroller.

H. For purposes of this policy "immediate family" includes but may not be limited to: the employee's spouse, parent(s), parent-in-law(s), sibling(s), child(ren), grandparent(s), grandchild(ren) or member(s) of the employee's household. These criteria will also be considered when assigning, transferring, or promoting an employee.

I. Employees who marry or become members of the same household may continue employment as long as there is not:

- a. A direct or indirect supervisor/subordinate relationship between such employees; or
- b. An actual conflict of interest or the appearance of a conflict of interest, as determined by the Fire Chief and/or Comptroller.

J. Should one of the above situations occur, the Fire Department will attempt to find a suitable position within the organization to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.