

# **Yamhill Fire Protection District**

## **District Policies, Procedures, & SOG's**

### ***MISSION***

***Yamhill Fire Protection District is dedicated to serve and protect our community***

## **District Policies**

### **PERSONNEL**

**PER – 706**

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### **Applications, Eligibility and Selection**

**Issued: January 11, 2005**

**Revised: February 10, 2015**

## **APPLICATIONS**

Appointment to positions is through an open competitive process and will be based on merit and qualification. Promotional appointments may be made exclusively from employees if it is determined that a sufficient number of employees are interested and qualified to compete through an internal selection process. Ordinarily, all vacancies will be posted internally and advertised externally, in order to hire the most qualified applicant.

Applications shall be available from the Fire Chief. Applications will be accepted only for advertised openings. Applicants will complete the application form and any supplemental materials required by the District for positions within the time period specified in the job announcement.

Applicants for employment shall furnish complete information requested as to education, special training, experience, and skills, as well as a chronological schedule of employment, references, and other pertinent information. The Fire Chief makes all appointments to positions authorized by the Board.

## **ELIGIBILITY**

At the time of application all applicants must meet the minimum qualifications for the position or demonstrate a reasonable assurance of meeting the minimum qualifications by the time of appointment.

## **SELECTION**

### **Veteran's Preference in Public Employment**

Public employers must grant a preference in hiring and promotion to qualifying veterans and disabled veterans if their hiring decision will be based on the results of a merit-based, competitive process. Generally, this process involves recruiting, selecting and promoting employees on the basis of their relative ability, knowledge, experience and skills, determined by open competition and consideration of qualified applicants.

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Selection criteria and procedures will be based solely on job-related knowledge, skills, abilities, experience, education, training, and, when appropriate, prior demonstrated performance, aptitude, and character. The Fire Chief shall design selection criteria based on the classification specifications and job requirements. Based on the results of the selection process, applicants will be selected by the Fire Chief for an employment interview.

There are four ways to qualify as an eligible veteran:

- Must have served on active duty with the US Armed Forces for a period of more than 178 consecutive days and have been discharged under honorable conditions; or
- Must have served on active duty with the US Armed Forces for 178 days or less and have been discharged under honorable conditions because of a service-connected disability (disabled veteran); or
- Must have served on active duty in the US Armed Forces for at least one day in a combat zone and have been discharged under honorable conditions; or
- Must have received a qualifying military decoration for service in the US Armed Forces.

At each stage of the application process five preference points will be added to an eligible veteran's score and ten preference points to a disabled veteran's score. These point preferences need to be added every time an eligible veteran or disabled veteran applies for a position based on the results of a merit-based, competitive process even if they are already an employee of the district.

Preference points must be granted as follows:

- For an initial application screening used to develop a list of persons for interviews, add five preference points to a veteran's score and 10 preference points to a disabled veteran's score.
- For an application examination, given after the initial screening that results in a score, add preference points to the combined examination score without allocating the points to any single feature of the examination. Add five preference points to a veteran's score and 10 preference points to a disabled veteran's score.

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- For an application examination that consists of an interview, an evaluation of the veteran's performance, experience or training, a supervisor's rating or any other method of ranking an applicant that does not result in a score, preference must be given to the veteran or disabled veteran. Districts that use an application examination of this type must devise and apply methods by which special consideration in the hiring decision is given to veterans and disabled veterans.

### Pre-Employment Drug Screening for Safety Sensitive Positions

Applicants who are offered an opportunity to interview for a "safety sensitive" position will be required to consent to a pre-employment drug screen. Safety sensitive is defined as "Discharge duties fraught with risk of injury to others that even a momentary lapse of attention can have disastrous consequences." Examples: police, firefighters, dispatchers, maintenance personnel, emergency response, utility workers, positions wherein driving is an essential aspect of daily duties, etc.

The applicant will be advised that the presence of one or more drugs may be cause for rejection from further consideration for employment, and that appointment to a position is contingent upon a negative drug test result. The applicant will be asked to authorize the District to conduct, through the District's designated physician or laboratory testing facility, a drug screen test as a requirement of employment.

Applicants shall be directed to an appropriate collection facility. The drug test must be undertaken as soon after notification as is possible, and no later than 48 hours after notice to the applicant. Where appropriate, applicants may be reimbursed for reasonable travel expenses.

Applicants shall be advised of the opportunity to submit medical documentation that may support a legitimate use for a specific drug and that such information will be reviewed only by medical consultants to determine whether the individual is lawfully using an otherwise illegal drug.

The District will decline to extend a final offer of employment to any applicant with a verified positive test result, and such applicant may not reapply to the District for a period of twelve months. The District shall object to the applicant on the basis of failure to pass the drug screen, a lack of personal characteristics necessary to relate to public employment or failure to support the goals of the District. The District shall inform such applicant that a confirmed presence of an illegal drug in the applicant's urine precludes the District from hiring the applicant.