



Buxton Fire-Rescue

Administrative Policy

Subject: Personnel Regulations (3)
Section/Number: Hiring of Employees (2)
Date Approved: March 22, 2013



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Objective:

To identify the hiring process as it relates to hiring full time, part time, and call (volunteer) firefighters and emergency medical technicians.

Process:

The following will be the process for which a new applicant will follow once an application has been received by Buxton Fire-Rescue:

1. Applicant receives and completes employment application for Buxton Fire-Rescue.
2. Completed application shall be returned to the administrative assistant at Station 2.
3. Administrative assistant will complete background check and driver's license check for potential employee, all information will be placed in an individual employment folder for applicant.
4. Fire-Rescue Chief will review packet and either recommend or deny applicant for an interview.
 - a. If the applicant is not recommended for an interview a certified letter will be sent to the applicant notifying them of the status of their application. The Fire-Rescue Department will not hold applications if the applicant is not being sent for an interview.
 - b. If the applicant is recommended for an interview a certified letter will be sent to the applicant informing him/her when the next interviews for employment will be held.
5. If the applicant will be interviewed, 3 interview packets will be created and all of the applicants information will be placed in his/her application file and stored until the interview panel is scheduled to hold interviews.

Interview Committee:

The interview committee shall be determined by the Fire-Rescue Chief.

- a. The general make up will include an officer from each station and an officer from the Rescue. First choice would be given to Captains; however, the policy needs to be flexible enough to allow Lieutenants to fill in when Captains are not available.
- b. Members of the interview committee will be committed for a 3 month period of time during the year. The interview committee may become a revolving task of all department officers depending upon the success of the new process (2013).

Interview Process:

- 1) The interview committee will be asked to complete interviews four (4) times per year (every three months); these dates will be set at the beginning of the calendar year so interviewers can schedule time in advance for this process. This is a change in the new hiring policy (2013), a change that has been made to ensure all perspective employees are given the same opportunity to receive equitable and similar interviews no matter what station or function they will be assigned to.

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- a. If there are more than six (6) applications waiting for interview the Chief may request that the interview committee hold interviews off cycle (this will be the exception and not the rule).
- b. If there are anticipated per diem shortages during a time period, and interviews are needed to fill needed positions to ensure shifts are being filled, the Chief may approve interviews for per diem employees. This will only be done on an emergency basis, otherwise all positions will be interviewed on a quarterly basis.
- 2) Once the interview has been conducted the interview committee will make a recommendation to the Chief whether or not to hire each applicant.
- 3) Once the Chief receives the recommendation, he will review the application/interview packet and make the final hiring decision.
- 4) The Chief may decide that a second interview is required prior to approval or dismissal of applicant.
- 5) The applicant will be notified via certified mail as to the decision.
 - a. If a hire letter is sent to the applicant, it shall be a conditional letter of hire pending further medical clearances.
 - i. If the employee works at another fire-rescue organization and can provide proof of meeting the minimum work requirements, following an NFPA approved medical clearance, that documentation can be used in place of sending an employee for a medical clearance evaluation. The clearance will only be accepted if it happened within 1 year of the application date.
 - b. If a medical clearance evaluation returns a failure to meet minimum work requirements the conditional employee will be notified via certified letter, and will not be hired.
- 6) There is an applicant checklist which is to be routed with the application through the process and is to be dated (and the name of the Buddy to be added) at each step.
- 7) If hired, the employee must complete all new hire paperwork including: mandatory training packet and Town of Buxton Employment Packet. Once completed and returned to the Administrative Assistant, the employee's supervisor will be notified that they can begin work.
 - a. Gear will not be issued until employees supervisor contacts the gear officer.

Notes Following Hire:

- Each new employee will be assigned a mentor (buddy) upon being hire by the department.
- The mentor will meet with the Station Captain every sixty (60) days with a completed new member evaluation. The third meeting will take place at 6 months from the hire date and will be between a Chief Officer, the Station Captain and the mentor; this meeting will determine the future of the new member with Buxton Fire-Rescue. The new member will also at this time fill out an evaluation of the Buddy process and the Buddy.
- A new hire is under probationary status as defined in the Town of Buxton Personnel Policy, ARTICLE 2 – EMPLOYEMENT, SECTION 'D' for the first 6 months of employment.

“D. All employees are considered probationary for the first six (6) months of employment, unless otherwise specified in the terms of their hire or as set forth here. ... Probationary employees may be removed at any time during the probationary period without cause and without the right to file a grievance. (Amended 2/2/2000)”