Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 5.4.03

2. SUBJECT: ***Recruitment and Hiring – Part Time Employees***

3. POLICY: Recruiting and hiring practices of Part-Time employees are to be conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, physical handicap, disability or age.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is followed.

6. PROCEDURE:

   A. Recruiting:

      1. Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, Grant County Fire District 3's official application.
      2. Any applicant supplying false or misleading information is subject to immediate termination, if hired.

   B. Hiring:

      1. Filling part-time positions will be on an as needed basis. Minimum and maximum recommended numbers of positions may be established by the Board of Commissioners. Applications will be accepted only when a position needs to be filled.
      2. Residency within the District shall not be a condition for initial appointment or continued employment; provided, however, that the employee's selection of residence shall not interfere with the daily performance of his/her duties and responsibilities.
      3. Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants will be checked. Applicants with poor driving records, as determined by the District, may be disqualified for employment with the District.

4. Grant County Fire District 3 may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the District.
5. Part-time applicants may be required to successfully pass a medical examination, which may include testing for alcohol and controlled substances. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure their physical condition will not endanger the health, safety or well-being of other employees or the public. This physical examination will be paid for by Grant County Fire District 3.
6. A candidate may be disqualified from consideration if:
    a. Found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace).
    b. The candidate refuses to submit to a medical examination or complete medical history forms.
    c. If the exam reveals use of alcohol and/or controlled substances.