Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 5.4.02

2. SUBJECT: ***Recruitment and Hiring -Full Time Employees***

3. POLICY: Recruiting and hiring practices of Full-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, the Fire District's official application.
      2. Any applicant supplying false or misleading information is subject to immediate termination, if hired.

   B. Hiring:

      1. When a position becomes vacant and prior to any posting or advertisement of the vacancy, the District Fire Chief shall review the position, its job description and the need for such a position. The District Fire Chief will submit a request to fill the position to the Board of Commissioners. The position will be posted and/or advertised only after the Board of Commissioners has approved the request.
      2. Residency within the District shall not be a condition for initial appointment; however, 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. The District may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the District.
5. After an offer of employment has been made and prior to commencement of employment, the District will require persons selected for employment to successfully pass a medical examination, which may include testing for alcohol and controlled substances. This examination will be paid for by the District. 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. The offer of employment may be conditioned on the results of the examination.
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.