



# **Pine-Strawberry Fire District**

## **Employment Practices**

### **2.8**

**Subject: Promotions**

**Page: 1 of 3**

**Board Approval Date: 06/20/2024**

**Effective Date: 07/05/2024**

**Revision Approval Date: 04/17/2025**

**Revision Effective Date: 05/02/2025**

**Board Chair Signature & Date:**

*Chris Johnson* 4/17/2025

### **I. POLICY:**

It is the policy of the Pine-Strawberry Fire District to allow and encourage members to grow and develop within their career path through supported training, education, assignments, and promotion within the District without regard to race, sex, color, age, national origin, religious affiliation, or disability.

### **II. PURPOSE:**

The purpose of this policy is to establish and guide a fair and equitable process to select members to fill actual or anticipated promotional positions within the District's established position and rank structure.

### **III. SCOPE:**

- A. This policy applies to all operational members of the District.
- B. This policy does not apply to the selection of the Fire Chief, which is the responsibility of the Fire Board.

### **IV. DEFINITION:**

- A. Promotion is the advancement of a member from one position to another position in a higher classification, generally with new, additional, supervisory, or management responsibilities and at a higher pay scale.
- B. PQW refers to the Position Qualification Workbook (Task Book) which is the guiding document for minimum training and requirements to be eligible for acting positions or promotions.

C. Acting Eligibility Status refers to members who have completed the PQW and are eligible to act out of class.

D. Eligibility List is a list of candidates who meet a position's minimum requirements and have successfully completed a promotional exam for a given position. This list is published in rank order.

## **V. GUIDELINES / PROCEDURES:**

A. All PSFD members are encouraged to seek advancement opportunities and to obtain guidance from their supervisor and/or the Fire Chief.

B. Eligibility to compete for promotion should be determined by the member's ability to meet the requirements of the position, record of satisfactory performance in the member's current position (for at least the minimum required service time), and completion of the required PQW.

C. Promotional testing announcements shall be posted at least 6 months prior to the promotion testing and shall describe the position, requirements, and selection process.

- a. Promotional testing will be conducted every 2 years between the months of February and April.

D. The completion of a promotional testing will result in creation and publication of a promotional eligibility list containing the names of all successful candidates.

- a. Successful candidates will be listed in ranked order.
- b. Selection process scores will not be published.
- c. The promotional eligibility list is valid for a period of 2 years from the date of publication, and expires on April 30, unless exhausted earlier.

E. During promotional screening, testing, and candidate selection, management may consider work history, performance appraisal records, education, and job-related qualifications.

F. A promotional process may include written examinations, skills assessments, oral interviews, other processes, or any combination thereof.

G. Once an eligibility list has been established and a position becomes available, the position shall be offered to highest ranked (scoring) eligible member on the list.

- a. If a member has been placed on the eligibility list, is offered a promotion, and subsequently rejects the promotion, the member may remain on the eligibility list at the same ranked position.

- b. If the member declines promotion a second time, the member's name will be removed from the eligibility list.
- H. As related to direct appointment by the Fire Chief, if there is only one qualified applicant, the Fire Chief reserves the right to conduct a Chief's interview to determine suitability for promotion of that member.
  - a. At the Fire Chief's discretion, they may conduct an internal/external recruitment process.
  - b. The Fire Chief reserves the right to change some requirements of the position with adequate notice to members.
- I. When a member is promoted to a position within a higher classification, the member's pay shall be adjusted to the first step in the new position pay range.
- J. Upon promotion, the member shall serve a promotional probationary period of 180 calendar days.
- K. If a member does not satisfy the orientation or other probationary requirements of the position, they shall be returned to their original position.
  - a. Their salary shall be adjusted to the same level received prior to promotion.

## **VI. CAREER PATH TIMELINES AND REQUIREMENTS:**

The following are minimum requirements for appointment: meet current NFPA 1001 edition, Arizona FF 1 & II certification (or equivalent as determined by the Training Office and Fire Chief), Arizona EMT (or eligible for Arizona State certification), and successful completion of any other eligibility requirements and tests.

- A. Firefighter: Position Time Require (PTR): none: Work to be completed (WTC): All requirements listed above.
- B. Acting-Engineer: PTR: 1 year as FF: WTC: Completion of Engineer PQW.
- C. Engineer: PTR: 1 year as Acting-Engineer and on eligibility list.
- D. Acting-Captain: PTR: 1 year as Engineer or 2 years as Acting-Engineer: WTC: Completed Captain PQW.
- E. Captain: PTR: 1 year as Acting-Captain and on eligibility list.