



FOREST LAKES FIRE DISTRICT RECRUITING AND HIRING POLICY NUMBER 0003



Purpose

To establish policy guidelines for recruiting and hiring new employees or re-hiring former employees.

Definitions

The Board-Elected members of the Forest Lakes Fire District Board.

New Hire – Individuals who have never, to date, been associated with the Forest Lakes Fire District.

Re-hires – Individuals who have been employed in the past by the Forest Lakes Fire District, left the District's employ and are now seeking reinstatement.

On Duty Staff – Professional first responders, currently employed at other Arizona fire districts, who provide the primary support for the District.

Administrative Office Staff-Both Full time and part-time personnel currently employed by the Forest Lakes Fire District to manage and assist in the administrative operations of the District.

Green Waste Transfer Station employees-Those personnel hired by the Forest Lakes Fire District to oversee the operations the Green Waste Site.

Fire Department Volunteers-Citizens who provide assistance to the Forest Lakes Fire Department without any financial reimbursement.

Paid on Call – Paid volunteers, typically local to Forest Lakes, who provide back up support for the District's mission and activities.

Policy

Guidelines



FOREST LAKES FIRE DISTRICT RECRUITING AND HIRING POLICY NUMBER 0003



In the event of a resignation or termination of employment, it is not automatic that the position need be filled by a replacement. Chief Officers in concurrence with the Board should use the opportunity to assess whether the job functions can either be combined with other positions or eliminated entirely. If a replacement is required, the following will apply.

New Position

In conjunction with the Board, the Chief will develop a Position Description, which will include salary grade and range. ~~An Authorization to Hire form must be completed by the Chief and Board for all positions and must be signed by appropriate approval authority.~~

Recruitment

Recruiting activity cannot commence without the appropriately approved Authorization to Hire. In addition, the following will apply:

Job Posting: All positions will be posted at the location at which the opening exists without exception. Posting will be for at least five working days. When required by the job description due to emergency response requirements, the position will be offered locally first.

Outside Recruiting: No outside recruiting will commence without prior Board approval. Board must approve any want ads and/or use search firms.

Pre-Employment for On Duty Staff

Currently since all candidates being considered for On Duty Staff are already full time fire fighters with other districts they must include their documents verifying the successfully completion of:

Mandatory Drug Testing

Mandatory Fingerprinting

Physical Exam

Confirmation that they are “fit for duty”



FOREST LAKES FIRE DISTRICT RECRUITING AND HIRING POLICY NUMBER 0003



Pre-Employment for Paid on Call Staff

Paid on Call staff must successfully have passed and provided documentation for:

Documentation of a company-provided drug screen. Offers may not be made contingent on pending results. **Pre-employment Drug Screen:** No person may be employed without documentation of a company-provided drug screen. Offers may not be made contingent on pending results.

Reference Checks: With the assistance of the personnel representative, all prospective employees must have a thorough reference check. The company's employment application provides for the names, titles, and telephone numbers of past (not current) employers and those given as a reference. The employment application must be completed in full ("see resume" is not acceptable), including the signing of a waiver for release of this information.

Background Checks: The ~~location~~ Fire District personnel representative may initiate third-party investigations to include but not limited to criminal records on any applicant.



**FOREST LAKES FIRE DISTRICT
RECRUITING AND HIRING
POLICY NUMBER 0003**



Approved by the Forest Lakes Fire District Board on: _____.

John Hennessey, Clerk