

JOB ANNOUNCEMENT

A job announcement will be made for any full-time, regular vacant position within the District not subject to Civil Service and shall be initiated upon the request of the Fire Chief. The Fire Chief has the discretion to hire a part-time or seasonal employee without notice to newspapers. The announcement shall specify title and salary range, the nature of the duties performed, qualification requirements, the time and place to apply, and may include information regarding the selection process to be used. Job announcements for these positions shall be posted on appropriate bulletin boards, and published in such District publications; newspapers or newsletters as would be required were the positions subject to the District's Civil Service Rules.

APPLICATIONS

Appointment to positions not subject to Civil Service shall be made through an open competitive process based on merit and fitness. Promotional appointments not subject to Civil Service may be made exclusively from employees whenever it is determined that a sufficient number of employees are interested and qualified to compete through an internal selection process.

Applications for these positions shall be made available in the District's office. Applications will be accepted only for advertised openings. Applicants will complete the application form and any supplemental materials required by the District for these positions within the time period specified in the job announcement.

Applicants for employment shall furnish complete information requested as to education, special training, experience and skills, as well as a chronological list of prior employment, references, and other pertinent information. The Fire Chief shall make all appointments to such positions authorized by the Board.

ELIGIBILITY

At the time of application all applicants must meet the minimum qualifications for the position or demonstrate a reasonable assurance of meeting the minimum qualifications by the time of appointment.

SELECTION

Selection criteria and procedures for positions not subject to Civil Service will be based solely on job-related knowledge, skills, abilities, experience, education, training, and when appropriate, prior demonstrated performance, aptitude, and character. The Fire Chief shall design selection criteria based on

the classification specifications and job requirements. Based on the results of the selection process, applicants will be selected by the Fire Chief for an employment interview.

PROBATIONARY PERIOD

New and rehired employees in positions not subject to Civil Service shall serve a probationary period of twelve (12) months commencing on the first day of employment. Upon promotion, probation period is twelve (12) months.

Probation is part of the selection process used to confirm the initial employment decision and to reject those whose performance is not satisfactory. During this evaluation period, the employee and the District will have an opportunity to determine whether further employment with the District is appropriate.

The Fire Chief may extend the duration of the probationary period up to six (6) months if, in the Chief's sole discretion, it is determined that such an extension is appropriate. The employee or the District can terminate the employment relationship at any time during the probationary period for any reason. An employee who successfully completes the probationary period will be notified in writing that he or she has become a regular full-time employee of the District.

No employee will be deemed a "regular" employee and no longer a probationary employee until the District has so determined and notified the employee formally in writing.