

# *Silverton Fire District*

## *Board Manual*

### **POLICY 201: PERSONNEL**

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*Originated: January 10, 1989*

*Revised: August 10, 2021*

*Reviewed: November 8, 2022*

#### **PURPOSE**

This Board policy outlines the Board responsibilities as it pertains to the designation and, definition and ~~the funding~~ of District positions. This policy also describes the responsibility of the Chief/Administrator as it pertains to hiring personnel as well as determine pre-conditional hiring requirements.

#### **BOARD PERSONNEL GUIDELINES AND POLICIES**

The Silverton Fire District shall comply with Federal Equal Employment Opportunity (EEO) guidelines. If any portion of this policy is found to be in direct conflict with any Federal or State law, or applicable Civil Service regulation, at the time a position is being filled, that portion of the policy shall be void.

The Chief/Administrator of the Silverton Fire District shall be responsible for:

- Determining the qualifications required for each position, with consideration given to federal and state laws, which include: knowledge base, skill certification and physical ability.
- Administering the advertising for, interviewing and hiring of personnel for positions with firefighting duties, volunteer or otherwise, and other district employees as necessary to ensure the intentions of the Board of Directors are met. Vacancy announcements for exempt positions shall be advertised and posted on the official bulletin boards of the District and published externally to attract diverse, qualified candidates.
- Acting as personnel officer for the district, ensuring that during the hiring process, each new employee is made aware of district rules, ~~and~~ regulations and policies. ~~as determined by the Board of Directors.~~
- Writing, maintaining, and updating a job description for each paid and volunteer position.
- Performing background investigations on each employee as needed. The investigations shall include but not be limited to driving records and reference checks.

The district may require from the applicant, as a precondition of employment, a certificate from a physician that attests to the applicant's physical ability to perform the tasks associated with the position as well as a district sponsored physical performance exam. The district may require the applicant to submit to the following as conditions of employment:

- Employment reference check and verification of education information
- Driving record check, ~~if the position requires driving~~
- Pre-employment drug test if the position includes firefighting or EMT duties.
- A criminal history background check
- A credit history check

## *Silverton Fire District Board Manual*

If hired, the district will require the applicant to prove that he/she is legally authorized to work in the United States.

The district may keep a list of qualified applicants on file [as per Civil Service Rules for exempt and non-exempt positions](#). ~~and may select prospective employees from that list without going through the process of advertising that the position is open for a period of one year from the date of the most recent hire.~~

The district may not refuse employment to any individual because a family member is currently employed by the district unless it would place the individual being hired in a position that either might be exercising authority over the other.