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Stratmoor Hills Fire Protection District Policy

Number: CE-3

Date Issued: November 30, 2005

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Subject: CAREER GENERAL EMPLOYMENT

Purpose: The purpose of the following is to provide basic guidelines to ensure fair and impartial treatment of all career employees of the District

Procedure:

Section 1. Employment At-Will

- 1.1 Employment with the District is “at-will”. Any employee may be terminated with or without cause, a statement of reasons, or a hearing, just as any employee may resign at any time, for any reason. Nothing in this handbook is intended to modify the District’s at-will employment policy.

Section 2. Hiring Practices

- 2.1 No discrimination will be allowed against any person in job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, or any other aspect of personal administration based upon race, age, religion, color, handicap, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions will be made only on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform a specific job.
- 2.2 Initial employment with the District shall be based on ability and fitness as evidence by any combination of:
 - (a) Experience and training;
 - (b) Investigation of background, character and motor vehicle driving record;
 - (c) Physical Examination
 - (d) Performance testing and other requirements as necessary.

Section 3. Probation

- 3.1 This applies to all prospective and existing employees of the District.
- 3.2 Those who can be placed in an employee probationary period include the following:
 - New employees who have just passed through a hiring process for a permanent position
 - Current employees who are promoted to a position of higher responsibility
 - Current employees who have to be disciplined for various reasons
- 3.3 The length of the probationary period may be different for new hires in the various levels of positions in the District. It will not, however, extend beyond the limit set by legislation.
- 3.4 The probationary period may be extended for reasons that justify this action. The employee will receive formal notification in writing with the reason for the extension and clearly defined objectives.

New Employees

The probation period for new employees gives both the employee and the District enough time to find out if their employment relation will eventually work out to the benefit of both.

The probationary period for shift employees will be one (1) year but can be extended at the discretion of the Fire Chief. It is a “trial period” during which the employee is being evaluated as a suitable fit to the position and the District. The new employee will be given consistent feedback and coaching to have the chance to learn their new job and improve during the probationary period. At the end of the probation period (or possibly before that), the Fire Chief will determine if the employee should be retained by the District by appraising the following criteria:

- The skills, competencies and knowledge of the employee on the job
- The employee’s progress on given assignments
- Their reliability, trustworthiness and other relevant personality characteristics of the employee
- The employee’s relations and collaboration with subordinates, supervisors and peers

The above-mentioned criteria will be assessed with quantitative measures if applicable. Their progress will be documented whenever possible, and the recommendation to retain them will be made to the Board of Directors at the discretion of the Fire Chief.

Permanent employees

When an employee has completed their initial probationary period, they are granted permanent employment status. After that they may be placed on probation as part of a disciplinary procedure. The reason for the disciplinary action, ranging from low performance to policy violations, will determine the length of the probationary period. During this period, the employee is obliged to change their behavior, or they will be faced with more severe repercussions leading up to termination. The supervisor will help them as much as possible with guidance, feedback and training and will expect them to comply.

An employee may also be placed in a probationary period if they have been promoted to a position. The purpose of this is to ensure that the employee is able to complete their new duties. If they are deemed unsuitable, they may be allowed to be demoted or return to their previous position or other solutions may be found. Employment is not guaranteed, and the decision remains at the Fire Chief's discretion.

Section 4. Nepotism

- 4.1 The purpose of the following is to provide basic guidelines to ensure fair and partial treatment of all employees of the District and to eliminate favoritism and the appearance of favoritism in the workplace. It is the policy of the District not to employ or continue to employ a close relative of another employee or a Member of the Board of Directors under circumstances where:
- (1) One would directly or indirectly exercise supervisory, appointment, or dismissal authority over the other;
 - (2) One would directly or indirectly have authority over disciplinary action as to the other;
 - (3) One would audit, verify, receive, or be entrusted with money received or handled by the other in the course of employment; or
 - (4) One would have access to the employer's confidential information, including payroll and personnel records.

For purposes of this policy, a Board Member in all cases will be considered to have the authority or access described in (1) – (4), above, with respect to any employee or prospective employee of the District. Furthermore, for purposes of this policy, two persons are deemed to be close relatives if they descended from the same grandparent, are married to each other, are partners in a civil union, one person is a descendant of a parent of the spouse of the other person, or one person is a descendant of a parent of the partner in a civil union of the other person. The following are non-exclusive examples of “close relatives”: members of an individual's family, including wife, husband, son, daughter, mother, father, brother, sister, brother-in-law, sister-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece,

nephew, cousin, grandmother, grandfather, stepparent, stepchild, and descendants from step-children.

When employees of the District become related and their working relationship is prohibited by this policy, one employee will be required to transfer to another position, provided a position is available, or to resign. If neither affected employee voluntarily transfers or resigns, the District shall terminate or transfer one of the employees, in its discretion.

Section 5. Application or Resume

- 5.1 Each applicant for employment may be required to submit a written application or resume and other pertinent information regarding training and experience. The Fire Chief or the Board of Directors shall make appropriate inquiries to verify experience, character, and suitability of any applicant.

Section 6. Appointment

- 6.1 The position of Fire Chief shall be appointed by the District's Board of Directors.
- 6.2 The Board of Directors also has the exclusive authority to employ personnel that may be recommended for employment by the Fire Chief.