

POLICY: **Employment**  
EFFECTIVE DATE: **03/23/22**  
PAGE: **1 of 6**

#218

## POLICY

It is the policy of the District that all vacant and anticipated vacancies of positions are to be listed for recruitment; that all position vacancies must be listed for internal recruitment prior to any external recruitment; that internal applicants shall be given first consideration for position vacancies; and consideration of external candidates for employment may be made following priority consideration of internal candidates.

It is the policy of the District to only employ, hire, or retain employees authorized to work in the United States of America.

## SIGNIFICANT RESPONSIBILITIES

It is the responsibility of the **District Manager** and **Fire Chief** to publicly advertise all positions for recruitment and to prioritize consideration of internal candidates, who meet the application requirements.

It is the responsibility of all **employees** to advise interested applicants that they must submit their application to the **District Manager** or **Fire Chief** prior to being considered for District employment.

It is the responsibility of the **District Manager** or **Fire Chief**, along with “appropriate **fire officers**”, to conduct all recruitment and applicant examination processes [the term “appropriate fire officers” would mean that junior fire officers would not recruit and examine applicants for a more senior position].

The **District Manager** or **Fire Chief** together with the Personnel Officer shall jointly make an applicant recommendation to the Board of Directors.

The **Board of Directors** shall make the final applicant selection decision in consultation with the District’s attorney, if necessary.

## JOB POSTING PRACTICES

1. District employees who are interested in internal promotions, transfers, or voluntary demotions and who meet the minimum bona fide occupational qualifications (BFOQs), will be given priority consideration for position vacancies, provided they submit a completed application.

2. Internal applicants must complete the ***Internal Application Form 218-2*** and submit the form to the District Manager or Fire Chief within the time specified in the job listing. ***Internal Application Form 218-2*** may be obtained from the District's website or the District Manager, Fire Chief, Personnel Officer, or any fire officer.
3. The District Manager or Fire Chief, with the appropriate fire officers, will first consider the applications of qualified internal candidates who have applied during the internal recruitment process prior to review of external candidates' applications.
4. If an applicant selection decision is not made from among internal candidates who have applied during the internal recruitment process, external candidates will be considered.
5. Internal and external recruitment activities may occur at the same time; however, internal candidates who meet internal application procedure requirements will still have first consideration over external candidates.

#### RECRUITMENT PRACTICES

The District Manager or Fire Chief shall provide appropriate and reasonable notice of existing and/or anticipated position vacancies.

Recruitment efforts by the District Manager or Fire Chief, with the appropriate fire officers, will commence only if a position is authorized by the Board of Directors.

Internal recruitment is conducted by listing the position vacancy on the bulletin board located in each fire station.

#### APPLICATION PROCESS

1. The District Manager or Fire Chief, with appropriate fire officers, will review and examine all applications submitted for position vacancies to determine the applicants' qualifications relative to the position's BFOQs.
2. Applicants that meet the minimum BFOQs for a position vacancy will undergo an examination process, and the most qualified applicants will be referred for hiring consideration. The examination process may include, but is not limited to the following:
  - a. An oral interview;
  - b. Written or physical abilities test(s);
  - c. Any other bona fide selection method.

3. Examinations shall relate to matters which fairly test the aptitude, capacity, and fitness of the individual(s) examined to discharge the duties of the position(s). The examinations may take into consideration such factors as education, experience, aptitude, knowledge, or any other qualifications or attributes which are part of the determination of the overall fitness of the applicant.
4. Using ***Information Release Waiver Indemnity Form 218-3***, former employees applying for re-employment must authorize access to their District's personnel file, for review by the District Manager or Fire Chief, and the appropriate fire officers.
5. Application for employment shall be made only by ***Employment Application Form 218-1*** and shall be submitted to the District Manager or Fire Chief on or before any specified application closing date. Applications shall require information concerning education, work experience, references, and other pertinent information relating to employment. All applications shall be signed by the applicant and the truth of the statements contained therein certified by such signature (any ***Employment Application Form 218-1*** submitted electronically must be printed and signed before any offer of employment is extended to the candidate). Proof of education, experience, and other claims shall be required as appropriate.
6. No applicant shall be asked to complete an ***Employment Eligibility Verification Form I-9*** before an offer of employment has been accepted.
7. Applications for individuals who either declined employment or who were not selected for employment will be kept in an inactive file and retained for a period of two (2) years or for a period prescribed by applicable legislation, e.g., the Equal Employment Opportunity Act.
8. The District Manager or Fire Chief may close or extend recruitment and screening for a position vacancy, at any time. All applicants who applied for a position for which recruitment is closed early will be notified by the Personnel Officer that the position has been closed.

#### APPLICANT DISQUALIFICATION PRACTICES

1. The District Manager or Fire Chief, with the appropriate fire officers, may refuse to consider an applicant, or after examination, may disqualify an applicant if the applicant:
  - A. Does not meet the minimum BFOQs established for the vacant position;
  - B. Has a job-related physical or mental disability or limitation that will not permit them to effectively perform the job;

- C. Has a job-related criminal conviction, e.g., arson;
  - D. Has a record of poor work product or ethic, history of poor attendance, or has had unsatisfactory previous employment with the District;
  - E. Has falsified information on their application form;
  - F. Has failed to submit an application correctly;
  - G. Has failed to submit an application within the position's prescribed time limit;
  - H. Has an unfavorable interview or receives an unfavorable reference;
  - I. Has used or attempted to use political pressure, bribery, or other unfair means to secure an advantage in the selection process, as prescribed by the Code of Conduct;
  - J. Has inadequate training, education, work experience, or skill levels as compared to other applicants for the same position;
  - K. Has previously been dismissed from a District position for cause or has resigned while charges for dismissal for cause were pending; or
  - L. Is a member of the Board of Directors.
2. Applicants may not be automatically disqualified based on an applicant's previous bankruptcy filing.
  3. Applicants that are disqualified will be notified by the Personnel Officer that the application has been declined and the notification shall not include a reason.
  4. Applications, whether accepted or rejected, shall remain the property of the District and shall not be returned.

#### REFERENCE CHECKING PRACTICES

1. Reference checks will be conducted by the District Manager or Fire Chief or the Fire Chief's designees for the top candidates in contention for every vacant District position. Reference checks will be conducted on every individual before being employed with the District.

#### APPLICANT SELECTION PRACTICES

1. The District Manager or Fire Chief, together with the Personnel Officer, shall

recommend a final candidate to the District's Board of Directors.

2. Upon recommendation of a final candidate from the District Manager or Fire Chief and the Personnel Officer, the Board of Directors shall make the final application selection decision in consultation with the District's attorney, if necessary.
3. Written offers of employment shall be made as soon as possible after final application selection decision.
4. Written offers of employment will be extended to the chosen applicant by the Personnel Officer, that is, the applicant chosen by the Board of Directors.
5. Applicants that are not chosen for employment will be notified by the Personnel Officer that the application has been declined and the notification shall not include a reason.

#### EMPLOYEE ONBOARDING PRACTICES

1. No individual may begin work until a signed, written acceptance of the offer of employment is received from the new employee and placed in the new employee's personnel file.
2. Upon receipt of a signed acceptance of the offer of paid employment, the individual shall submit an **Employment Eligibility Verification Form I-9** to the District.
3. No individual may begin work as a new employee until the ***Personal Action Form 254-2*** has been completed and approved by the District President.
4. Within three (3) days of a paid employee's start date, the Personnel Officer shall use the employee's **Employment Eligibility Verification Form I-9** to verify via a federal work authorization program such as E-Verify, that the candidate is eligible to work in the United States.
5. No individual, whose position involves operating District-owned vehicles as a BFOQ, may begin work until the individual complies with the Operation of Vehicles Policy #542.

#### ONGOING EMPLOYMENT PRACTICES

A paid employee's eligibility to work in the United States must be re-verified by the Personnel Officer if information is gained that causes doubt of an employee's eligibility.

POLICY: **Employment**  
EFFECTIVE DATE: **03/23/22**  
PAGE: **6 of 6**

#218

RELATED POLICIES

Equal Employment Opportunities 206  
Employee Orientation 212  
Prohibited Employment Practices 266  
Demotions 312  
Promotions 354  
Transfers 372  
Life Insurance 448  
District Residency 496  
Dual Employment 518  
Employee Responsibilities 530  
Operation of Vehicles 542  
Applicant Complaints 606  
Employee Representation 630

STATUTORY REFERENCES

RSMo §§285.525-555  
RSMo §321.200.1  
U.S. Bankruptcy Code  
Immigration Reform and Control Act of 1988 (IRCA)

REVISION HISTORY

Revision Date	Author	Revision Details
March 23, 2022	Monte Olsen	Initial version