

## EQUAL EMPLOYMENT OPPORTUNITY

### **Purpose:**

To preserve an employment/membership environment free from all aspects of illegal discrimination.

### **Scope:**

This guideline applies to all personnel of the district and all applicants for employment and membership.

### **Policy:**

- A. The district will maintain a policy of nondiscrimination with regard to all personnel and applicants for employment and membership. There shall be no discrimination bias as a result of race, color, religion, sex, age, national origin, handicap, or any basis prohibited by statute. All aspects of employment and membership within the district will be governed on the basis of merit, competence, and qualifications. The district is the final judge of the suitability of all candidates for employment and membership.
- B. The district will comply with the applicable provisions of the Americans with Disabilities Act of 1990 by guaranteeing equal opportunity to individuals with disabilities. The district prohibits discrimination against “qualified individuals with disabilities” in all employment and membership practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment and membership. It also applies to recruitment, advertising, length of service, layoff, leave, fringe benefits, and all other employment and membership-related activities.

### **Admissions Requirements for EMT-Basic Classes Offered by and/or at the Burlington Fire Protection District:**

- A. All applications for admission to EMT-Basic courses offered by the Burlington Fire Protection District will be reviewed and accepted by the ALS Coordinator/Educational Institute Program Director and the course Instructor.
  - 1. Preference will be given to applicants who are members of the Burlington Fire Protection District.
- B. Students must be 18 years of age by the first day of class;
- C. Students must hold a high school diploma or GED or be currently enrolled in grades 9-12 with a minimum of GPA of 2.0 (proof must be provided in all cases);

- D. Must hold a valid CPR Provider card from the AHA, American Red Cross, ASHI or NSC;
- E. Not currently be subject to disciplinary action pursuant to KRS Chapter 311A;
- F. Class number will be limited to the first 30 qualified applicants.

**Admission Requirements for EMT Continuing Education Classes Offered by and/or at the Burlington Fire Protection District:**

- A. Must hold a valid EMT-B, EMT-FR or EMT-P license issued from either the State of Kentucky Board of Emergency Medical Services or the National Registry of Emergency Medical Technicians; or
- B. A medical professional needing re-certification in skills such as CPR, PEPP, ACLS, BTLS, etc; or
- C. Be a firefighter with the Burlington Fire Protection District or any fire department renewing the following skills:
  - 1. CPR;
  - 2. SAED;
  - 3. EMT assistance such as patient transporting and equipment familiarity;
  - 4. First Aid;
  - 5. Driver's Training

**Complaint Procedure:**

- A. Any employee, member, employment applicant, or membership applicant that feels they have been treated unfairly, or discriminated against in any way, or is aware of the possibility that someone else has been discriminated against, is required to notify a district representative in writing via the chain of command as follows:
  - 1. The employee or member's immediate supervisor; or
  - 2. The next higher level of management above the supervisor; or
  - 3. The Assistant Chief; or
  - 4. The Chief.
- B. Regardless of who receives the initial complaint, the Assistant Chief and the Chief are to be notified immediately. The Assistant Chief will investigate the complaint, provide consultation to the complainant, and attempt to resolve the concerns. If the complainant is not satisfied with the response to the complaint of alleged discrimination, they are entitled to utilize the formal grievance procedure, which allows for an appeal to the Board of Trustees-Review Committee.