

PROMOTION

Purpose:

To establish a policy and guideline relative to the promotion of career employees of the district to officer positions.

Policy:

The following guidelines have been established to follow in the promotion of career employees of the district. These guidelines shall apply only for promotions to the officer's positions of Lieutenant and Captain. The position of Assistant Chief and Chief will not require a written testing portion. The Board of Trustees reserves the right to promote to a position by altering or eliminating any part of the following guideline in the event that only one employee is eligible for the promotion. The Board of Trustees reserves the right to alter or eliminate any part of the promotion process in the event that the number of eligible and interested candidates equals the number of promotions to be made to a certain position. Such an alteration requires written documentation.

Guidelines:

- A. Vacant positions and qualifications for the positions will be posted on the bulletin board outside the Radio Room for a period of 20 days.
- B. Any employee meeting the qualifications for the position(s) and who is interested in the open position(s) shall submit a letter of interest to the Chief.
- C. Once candidates for the vacant position are set, a date and time for written testing will be set by the Chief. Each candidate will be responsible for obtaining the necessary study guides and materials for the written testing. Testing materials are: The Burlington Fire Protection District Policies and Guidelines Manual, IFSTA Company Officer and IFSTA IMS System, as well as any study guides for these books. A period of three months from the date the individuals are notified they are able to test will be given as a study period prior to the testing.
- D. A time limit for the written test shall be three hours. Written testing will be monitored by the Chief and/or someone of the Chief's choice.
- E. Testing will start promptly at the designated time per the district time clock. Any candidate arriving later than the designated start time will forfeit their right to test. Any candidate testing that is scheduled to work the day of the testing must find their own coverage, as testing is a voluntary thing. Each candidate testing will be issued a confidential identification number for testing purposes. Tests will be graded by the test monitor and reviewed by the Chief. Following grading, the grades will be

posted by the candidate numbers as soon as possible after testing. A minimum score of 70% will be required to continue in the promotional process.

- F. A list of eligible candidates will be created based on written testing scores.
- G. A review of training, certifications and job performance will be done by the Chief and a committee of three selected from the Board of Trustees (the Candidate Performance and Review Committee) for each candidate that passes the written testing.
- H. Each qualified candidate, following the passing of the written testing, will have an oral interview before a committee of five people made up of the following:
 - 1. The members of the Board of Trustee Candidate Performance and Review Committee;
 - 2. The Assistant Chief or 2nd highest ranking member of the district in the absence of the Assistant Chief;
 - 3. One Volunteer Officer.
- I. In the case of promotions to Assistant Chief or Chief, the oral interview committee will consist of the entire Board of Trustees and one Volunteer Officer.
- J. Following the review of performance and the oral interview, the Board of Trustees may adjust the eligibility list according to experience, education and job performance. The following points may be added to the written testing score:
 - 1. One percentage point will be added to the final written testing score for every five years of service completed with a maximum of four points allowed;
 - 2. One-half percentage point will be added for the possession of an Associates Degree in Administration, Management or Fire Science.
 - 3. One percentage point will be added for the possession of a Bachelor's Degree or higher in Administration, Management or Fire Science.Written documentation must accompany any addition of points for a candidate on the list.
- K. Dress for all parts of the promotional examination process will be work uniforms with short sleeve shirts issued by the district. Tee shirts are not acceptable.
- L. In the event that more than one promotion is made to the same officer's rank, the candidate with the highest overall score will be the senior officer for that class of promotions.
- M. The final list developed for each officer's position will remain in effect from the date of adoption of the list for a period of two years.