



SALT LAKE CITY FIRE DEPARTMENT

PROMOTION RULES

Effective: March 31, 2021



Overview:

Pursuant to Chapter 2.98 of the Salt Lake City Code, these promotion rules (these “Rules”) govern the competitive merit-based promotion processes for full-time non-appointed positions in the Salt Lake City Fire Department described herein. The purpose of these Rules is to establish clear guidelines for promotion processes, including the creation of lists of qualified candidates eligible for promotion to vacant positions.

In accordance with applicable law, Salt Lake City Corporation and the Salt Lake City Fire Department provide equal opportunity in promotion processes and do not discriminate on the basis of a candidate’s race, color, national origin, sex, religion, disability, sexual orientation, gender identity, or any other protected characteristic/status.

Purpose:

Beyond establishing clear guidelines for promotion processes, these Rules are intended to promote community-based values of equity, inclusivity, diversity, and equal opportunity through open, merit-based competition for promotion in the Fire Department. Diversity in the workforce is understood to include, but not be limited to, diversity in thought, in background, in race, in presentation and in culture. These Rules establish a foundation for equity-based promotion processes in the Fire Department.

Sworn Positions and Civilian (Non-Sworn) Positions:

Promotion processes for full-time non-appointed sworn positions will be conducted in accordance with applicable law, applicable memorandum(s) of understanding, and these Rules.

Promotion processes for full-time non-appointed civilian (non-sworn) positions will be conducted in accordance with applicable law, applicable memorandum(s) of understanding, and applicable Salt Lake City Corporation policies.

Eligible Candidates:

To be eligible to participate in a promotion process, a candidate must meet the minimum job qualifications (including years of service) for the vacant position and be in good standing with the Fire Department. For sworn positions, a candidate must also possess a current, valid Emergency Medical Services (EMS) certification and be in good standing with the Utah Bureau of Emergency Medical Services and Preparedness. In addition, a candidate seeking promotion to the rank of Captain must be a current sworn employee of the Fire Department with a minimum of ten (10) years of prior service as a sworn employee of the Fire Department, while a candidate seeking promotion to the rank of Battalion Chief must be a current sworn employee of the Fire Department with a minimum of two (2) years of prior service as a Captain in the Fire Department.

A candidate may be deemed to NOT be “in good standing with the Fire Department” if, at any time during the twelve-month period preceding the date on which the promotion process is announced, s/he has been:

- i) demoted;
- ii) suspended without pay for more than one regularly-scheduled shift (if the candidate is in the Operations Division); or

- iii) suspended without pay for more than two regularly-scheduled shifts (if the candidate is in a Support position).

If, as of the date on which the promotion process is announced, a candidate is appealing a demotion, a suspension without pay of more than one regularly-scheduled shift (if the candidate is in the Operations Division), or a suspension without pay of more than two regularly-scheduled shifts (if the candidate is in a Support position), s/he is eligible to participate in the promotion process. However, s/he cannot be selected for promotion unless, after all applicable appeals, her/his demotion or suspension is overturned.

Acting out of Class, Acting Capacity or Temporary Appointments:

When a member of the Fire Department acts out of class or serves in an acting capacity or temporary appointment, the requirements and time frames provided by applicable law, applicable memorandums(s) of understanding, and applicable Salt Lake City Corporation policies shall apply.

Notice of Promotion Process:

Notice of a promotion process will be posted via Salt Lake City Corporation's electronic job application system no later than thirty (30) calendar days prior to the date on which the process will commence and a candidate applying for promotion must utilize the City's electronic job application system.

For sworn positions, the Fire Chief or designee will also provide notice of each promotion process to sworn members of the Fire Department via e-mail. Additionally, the Human Resources Department will coordinate with the Fire Chief or designee in an effort to provide verbal notice of each promotion process to sworn members of the Fire Department.

The promotion process notice will include information about the examination modules to be utilized and the point ranges assigned to each examination module. The notice will also state if additional/supplemental points will be awarded based on job-related criteria such as, but not limited to, seniority, credentials, training, educational attainment, and experience. In addition, the notice will contain information pertaining to how a candidate may submit a request for an accommodation related to an examination module.

If additional/supplemental points will be awarded, the notice will include the criteria for receiving such points and the applicable point range(s) for such points. The Fire Chief or designee will consult with the Human Resources Department prior to determining whether to award additional/supplemental points in a promotion process.

Promotion Process:

For sworn positions, a promotion process will include examination modules. These modules may include – but are not limited to – all, some, or one of the following:

- **Interview** – An exercise designed to assess a candidate's communication skills, ability to interact with others, and demeanor.
- **Presentation Exercise** – An exercise designed to assess a candidate's ability to identify/evaluate a meaningful issue/concern facing the Fire Department and formulate potential solutions/propose policy changes designed to address/resolve the issue/concern.

- **Management Exercise** – An exercise designed to assess a candidate’s management skills/abilities in the context of internal interactions (i.e. with other members of the Fire Department and/or other Salt Lake City Corporation employees) and external interactions (i.e. with other individuals).
- **Tactical Exercise** – An exercise designed to assess a candidate’s knowledge and understanding of incident command via simulation of a practical operational situation.
- **Written Communication Exercise** – An exercise designed to assess a candidate’s writing skills (including sentence structure and use of punctuation) and ability to utilize word processing software to present information in a clear and concise manner.
- **Discussion Exercise** – An exercise designed to assess a candidate’s ability to participate in a group discussion about a pre-determined topic and respond to questions posed by other members of the group.
- **Written Knowledge Exercise** – An exercise designed to assess a candidate’s knowledge of/familiarity with the essential job duties/requirements of the position sought.

Scoring of Modules:

A promotion process will include a scoring system with point ranges assigned to each examination module utilized in the process. As noted, above, the promotion process notice will include information about the examination modules to be utilized, the point ranges assigned to each examination module and whether additional/supplemental points will be awarded.

A candidate’s final score will be obtained by adding the weighted, numerical score from each examination module and then adding any additional/supplemental points, if awarded, as outlined in the promotion notice.

Scoring Panel:

For sworn positions, the scoring panel for a promotion process will consist of up to five (5) individuals and may, but is not required to, include one or more of the following: The Fire Chief, a Deputy Fire Chief, an Assistant Fire Chief, a Battalion Chief, a Captain, a sworn member of another fire protection agency, or a civilian. The Fire Chief or designee, after consultation with the Human Resources Department, will select each member of a scoring panel.

After selection of the scoring panel, a member of the Human Resources Department will provide training pertaining to the scoring system to the panel members. A member of the Human Resources Department will also advise the panel members of their obligation to recognize and avoid personal bias in the scoring process, as well as provide information to the panel members regarding how to reduce and eliminate such bias.

Rank-Ordered List - Notification of Promotion Process Outcome:

For sworn positions, the Human Resources Department will compile and prepare a rank-ordered list (based on final numerical score) of all candidates who fully completed the examination modules. In addition, the Human Resources Department will provide written notice to each candidate who appears on the rank-ordered list of her/his individual ranking on the list. In accordance with applicable law and applicable memorandum(s) of understanding, a candidate will be permitted to review records pertaining to her/his application for promotion.

Duration, Extension, and Revocation of Rank-Ordered List:

For sworn positions, a rank-ordered promotion list will be valid for one (1) year from the date the list is certified by the Human Resources Department, unless the list is extended or revoked by the Fire Chief or designee during the period of the list's validity.

At any time during the period of a list's validity, the Fire Chief or designee may extend the rank-ordered promotion list for one (1) additional year by submitting a written request to and receiving approval from the Chief Human Resources Officer or designee. Likewise, at any time during the period of a list's validity, the Fire Chief or designee may revoke the list by submitting a written request to and receiving approval from the Chief Human Resources Officer or designee. If a promotion list is extended or revoked, the Human Resources Department will provide written notice to each candidate on the list.

Selection for Promotion:

For sworn positions, the Human Resources Department will provide written notice of the rank-ordered list to the Fire Chief or designee. The Fire Chief or designee may interview all or some of the highest-ranked five (5) applicants for each vacant position. The Fire Chief or designee, in his/her sole discretion, will select one of the candidates interviewed to fill the vacant position. If the Fire Chief or designee does not select the highest-ranked candidate to fill the vacant position, s/he cannot fill the vacant position until s/he has consulted with the Chief Human Resources Officer and provided to the Chief Human Resources Officer, in writing, his/her rationale for not selecting the highest-ranked candidate. In addition, if the highest-ranked candidate is not selected to fill the vacant position, s/he shall receive, upon written request, a meeting with the Fire Chief or designee at which the Fire Chief or designee will explain his/her rationale for not selecting the candidate. If the Fire Chief or designee denies the highest-ranked candidate's written request for a meeting, the candidate may, within ten (10) business days of the Fire Chief's or designee's denial of the candidate's request, submit a written appeal to a disciplinary appeals hearing officer regarding the Fire Chief's or designee's decision to not select the candidate for the vacant position.

Promotion Appeals Process:

If a candidate contends that a violation of the "Notice of Promotion Process," "Promotion Process," and/or "Scoring of Modules" provisions of these Rules resulted in s/he not being selected for promotion, the candidate may submit a written appeal to a disciplinary appeals hearing officer within ten (10) business days of the date the candidate is notified that s/he was not selected.

Probationary Period after Promotion:

An individual promoted to a vacant position shall serve a mandatory six (6)-month probationary period in the new position. If, at any time during the probationary period, the Fire Chief or designee determines the individual's performance in the new position is not satisfactory, the individual may be returned to their prior position.

Right of Return:

With the exception of the Fire Chief, an individual accepting an appointed position in the Fire Department, and who is subsequently released from that position for non-disciplinary reasons, has the right to return to the last non-appointed rank in the Fire Department s/he held prior to accepting the appointment. If no vacancy exists in the applicable non-appointed rank at the time the right of return is

exercised, the least-senior employee in that non-appointed rank shall accordingly be reduced in rank. To the extent further rank reductions are required, they shall be conducted in the same manner.

For purposes of calculating seniority in a non-appointed rank, service within the rank includes all time spent in higher ranks (including appointed positions). If the previously-held non-appointed rank no longer exists in the Fire Department, the individual shall be returned to the closest-equivalent existing rank.

Nothing in this section prohibits or otherwise restricts the ability of the Fire Chief, with the Mayor or designee's approval, to place an individual holding an appointed position in the Fire Department into another appointed position in the Department. If an individual is moved from one appointed position in the Fire Department to another, that does not eliminate or otherwise impede the individual's ability to exercise the right of return.

An individual who was not a member of the Fire Department at the time of her/his appointment to an appointed position has no right of return.

Seniority Calculation/Layoff Process:

The calculation of seniority for Fire Department members, as well as the layoff process pertaining to Fire Department members, will be conducted in accordance with applicable law, applicable memorandum(s) of understanding, and applicable Salt Lake City Corporation policies.