



# SALT LAKE CITY FIRE DEPARTMENT

## RECRUITMENT RULES

Effective March 31, 2021



### Overview:

Pursuant to Chapter 2.98 of the Salt Lake City Code, these recruitment rules (these “Rules”) govern the competitive merit-based recruitment 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 recruitment processes, including the creation of lists of qualified applicants eligible for hire to vacant positions.

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

### Purpose:

Beyond establishing clear guidelines for recruitment processes in the Fire Department, these Rules are intended to promote community-based values of equity, inclusivity, diversity, and equal opportunity based on open, merit-based competition in recruitment. 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 recruitment processes conducted in the Fire Department that are designed to attract and hire individuals who demonstrate the highest levels of character, ethics, professionalism, integrity, and commitment to public service.

### Sworn Positions and Civilian (Non-Sworn) Positions:

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

Recruitment 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 Applicants:

To be eligible to participate in a recruitment process, an applicant must meet the minimum qualifications/standards required by the Fire Department for the position sought.

### Notice of Recruitment Process:

Notice of a recruitment process will be posted via Salt Lake City Corporation’s electronic job application system no later than fourteen (14) calendar days prior to the date on which the process will commence and an applicant must utilize the City’s electronic job application system.

The Fire Chief or designee will also provide notice of each recruitment process to 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 recruitment process to members of the Fire Department.

The recruitment process notice will include information about the examination modules to be utilized and the point ranges assigned to each examination module. The notice will indicate a preference for

internal applicants. The notice will also state whether additional/ supplemental points will be awarded based on job-related criteria such as, but not limited to, seniority, credentials, training, educational attainment, and experience.

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 recruitment process.

### Recruitment Process:

A recruitment process will include examination modules. These modules may include – but are not limited to – all, some, or one of the following:

- **Background Investigation**
- **Physical Examination and Evaluation (including Drug/Substance Screen)**
- **Physical Fitness/Ability Test(s)**
- **Interview(s)**
- **Presentation Exercise(s)**
- **Management Exercise(s)**
- **Written Communication Exercise(s)**
- **Discussion Exercise(s)**
- **Written Knowledge Exercise(s)**

### Scoring of Modules:

A recruitment process will include a rating system which may be comprised of a combination of pass/fail modules and modules assigned a point range. As noted, above, the recruitment 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.

An applicant'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 recruitment notice. Additional points may be awarded in accordance with applicable law, applicable memorandum(s) of understanding, and applicable Salt Lake City Corporation policies.

### Scoring Panel:

For sworn positions, the scoring panel for a recruitment 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 Firefighter, 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.

### Notification of Recruitment Outcome - Rank-Ordered List:

For sworn positions, the Human Resources Department will compile and prepare a rank-ordered list (based on final numerical score) of all applicants who fully completed the examination modules. In addition, the Human Resources Department will provide written notice to each applicant 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, an applicant will be permitted to review records pertaining to her/his application for hire.

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

For sworn positions, a rank-ordered recruitment 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 recruitment 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 recruitment list is extended or revoked, the Human Resources Department will provide written notice to each applicant on the list.

### Selection for Hire:

For sworn positions, the Human Resources Department will provide written notice of the rank-ordered recruitment list to the Fire Chief or designee. The Fire Chief or designee may interview all or some of the highest-ranked ten (10) applicants for each vacant position. The Fire Chief or designee, in consultation with the Human Resources Department, will select one of the applicants interviewed for conditional hire contingent upon the applicant's successful completion of all non-scored examination modules.

Job offers will be conditional offers of employment based on a candidate's ability to successfully complete and pass pre-employment requirements. A conditional offer may be withdrawn if the applicant fails to comply with or successfully complete pre-employment requirements. Additionally, a conditional offer of employment may be withdrawn if the Department determines, based upon its evaluation of the results of a pre-employment examination, the applicant does not meet the requirements of the position.

### Removal from Recruitment List:

Human Resources may remove an applicant's name from the recruitment list for any of the following reasons:

1. Failure to satisfactorily complete any examination module
2. Failure to respond to a communication from the Fire Department or Human Resources Department within five (5) business days of the date the communication was sent
3. Declining an offer of employment (conditional or otherwise) for the vacant position sought
4. Upon a showing of good cause.

The Human Resources Department will also remove an applicant from the recruitment list upon her/his written request to be removed.

**Probationary Period for Sworn Positions:** The probationary period for applicants hired from a recruitment list will be one year unless provided otherwise by applicable law

**Rehire into Sworn Positions:**

An applicant who previously served in a sworn position in the Fire Department within the preceding three (3) calendar years may, in the sole discretion of the Fire Chief or designee and upon the written approval of the Chief Human Resources Officer or designee, receive preferential consideration for a vacant sworn position.

**Temporary Employees:**

The hiring of temporary employees will be conducted in accordance with applicable law, applicable memorandum(s) of understanding, and applicable Salt Lake City Corporation policies.