**Section 100 – Management & Administration**

|  |  |  |  |
| --- | --- | --- | --- |
| Human Resources – 101 | | | |
| S.O.P # 101.14 | **Recruitment Policy and Process** | | Page: 1 of 2 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**101.14.01 Purpose**

To establish a policy and process for employee recruitment.

**101.14.02 General**

Appointment and promotion to a District position of employment shall be based on merit and fitness. Selection of candidates for appointment shall be based on job related knowledge, skills, licensure, abilities, prior experience, training, education, aptitude and department cultural “fit”.

Recruitment for open positions may be accomplished by means of advertisements, screening of applications on file, referral through other EMS agencies or part time employees with service to the District.

**JEFFERSON COUNTY EMS DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**

All employment related decisions shall be made without reference to age, sex, race, color, religion, national origin or disability.

Offers of employment, including promotions, may, depending on the physical requirements of the essential functions of the particular job require the applicant(s) take an appropriate medical examination, and pre-employment drug screen. Information obtained as a result of medical examination will be limited to job related inquires, specific physical job requirements, consistent with business necessity and maintained in a separate, confidential file in the Chief’s Office.

Jefferson County EMS District shall apply these policies to all employment practices. Any violation of this policy should immediately be brought to the attention of an Officer or, if appropriate, to the Assistant Chief or Chief. If deemed necessary by the Chief or Assistant Chief a suitable investigation may be conducted in order to substantiate the facts surrounded the alleged violation. Based on information set forth in the investigation and any other reliable and substantial sources of information, disciplinary action to correct the violation may be taken as indicated by the facts of the case. A written record will be maintained containing the results of the investigation and maintained in a separate, confidential file in the Chief’s office.

**Applications**

All applications may be subject to investigation and verification prior to appointment. Driving status through the Department of Motor Vehicles may be verified. No more than three moving violations or two moving violations and one accident in the previous three years are allowed.

**Employee Selection**

Selection of regular full time employees and part time employees shall be approved by the Chief. Priority shall be given to those serving within the District. Applications shall be screen and evaluated for suitability of appointment on the basis of ability and qualifications. The screen process may review but is not limited to any of the following (no in order of priority) in considering applications.

* Written application
* Resume
* References, both personal and occupational
* Physical Fitness for the position
* License verification and driving record
* Job related performance evaluation
* Oral Interview
* Any other factor considered relevant to determining qualifications.