



MANAGEMENT POLICY

POLICY NUMBER:
101.04

SUBJECT:

Employment Lists

EFFECTIVE DATE:
2/22/2010

REVISED DATE:

I. Purpose

This policy defines the way the district manages employment lists and fills vacancies

II. Scope

The policy applies to all employees and applicants for employment with the Rio Verde Fire District.

III. Policy

Position vacancies in the District may be filled first by any employee who, by direction of the Fire Chief or designee, is being transferred or demoted into the class of that position. An At-Will position vacancy may be filled by appointment on the basis of merit and fitness demonstrated by examination or other method of competence. Persons appointed to At-Will positions must meet minimum qualifications as determined by the Fire Chief with approval of the Board of Directors.

IV. Procedure

A. Employment lists

1. If there are no employees to be transferred or demoted to a class, the Fire Chief shall utilize names from lists established for that class in the following order:

- a) Layoff lists
- b) Promotional lists
- c) Reinstatement lists
- d) Recruitment lists (open competitive recruitments)

B. Duration of lists

1. Layoff lists

- a) One (1) year from effective date of layoff

2. Promotional lists

- a) One (1) year or until the employee is promoted or separates from District employment, whichever comes first, or until fewer than three (3) candidates remain on the list. A promotion list may be extended one (1) time not to exceed six (6) months, upon the request of the Fire Chief with approval of the Board of Directors. Requests for extension must be made prior to the expiration date of the original list.

3. Reinstatement lists

- a) One (1) year from the effective date of reinstatement.

4. Recruitment lists

- a) One (1) year or until fewer than three (3) candidates remain on the list. A recruitment list may be extended one (1) time not to exceed six (6) months, upon the request of the Fire Chief with approval of the Board of

Directors. Requests for extension must be made prior to the expiration date of the original list.

5. Insufficient Candidates

a) If the Fire Chief determines that there are an insufficient number of candidates on existing lists, he/she may initiate a recruitment to fill a vacancy. Recruitment of qualified candidates from within the district will have first priority. If the Fire Chief determines that there is an insufficient number of qualified employees for the class of vacancy, an open competitive recruitment may be initiated.

6. Fire Chief Selection

a) The Board of Directors holds the responsibility for the recruitment and selection of the Fire Chief