



MANAGEMENT POLICY

POLICY NUMBER:
101.08

SUBJECT:

Selection, and Appointment

EFFECTIVE DATE:
4/27/2010

REVISED DATE:

I. Purpose

This policy defines the way the District manages selection and appointment of candidates.

II. Scope

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

III. Policy

A. Selection of Candidates

1. The selection process shall start with the top three candidates and progress down the list.
2. The Fire Chief or Designee may interview and select any person on an established list regardless of placement on the list.

B. Notification of Candidates

1. The Fire Chief or Designee shall notify all candidates identified for a selection interview of the date, time, and place of the interview.
2. Candidates who fail to report for an interview shall be removed from that list.
3. Any candidate that fails to report for an interview may be reinstated on the list provided the candidate presents to the Fire Chief adequate justification for the failure to attend the interview.

C. Appointing Authority

1. The Fire Chief or designee shall appoint successful candidates to vacant positions.
2. The Board of Directors shall appoint successful candidates to the position of Fire Chief.
3. The District shall notify the successful candidate of the date, time, and place at which the candidate must report to commence work.
4. The Fire Chief or Designee shall make arrangements for orientation of new personnel.

D. Provisional Appointment

1. In the absence of an employment or promotional list, the Fire Chief or designee may make a provisional appointment of a qualified candidate to a position.

E. Temporary Appointment

1. The Fire Chief or designee may select an applicant from an established employment list for a temporary appointment.
 - a) A temporary appointment shall be for a period of ninety (90) days or less.

- b) The Fire Chief or designee may approve a onetime temporary appointment extension for a period of an additional ninety (90) days.
- c) Upon completion of a one hundred and eighty (180) day temporary employment assignment period, the District shall terminate the temporary assignment.