

**CITY OF AUBURN HILLS  
FIRE DEPARTMENT  
PERSONNEL GUIDELINE**

<b>SUBJECT:</b> Employment Processing Procedures Paid Call Personnel	<b>NUMBER:</b> 122
<b>EFFECTIVE DATE:</b> May 1, 2003	<b>REEVALUATION DATE:</b> May 1, 2004

<b>AMENDS:</b> October 1, 2000	<b>DISTRIBUTION:</b> All Personnel	<b>NUMBER OF PAGES:</b> 5
-----------------------------------	---------------------------------------	------------------------------

**PURPOSE:**

This guideline will provide for consistent and thorough pre employment processing for all persons employed by the City of Auburn Hills Fire Department as paid-call firefighters.

**GUIDELINE:**

All applicants are to complete the City of Auburn Hills employment application. Upon return of the completed employment application the attached paid-call firefighter employment information shall be given to the applicant.

All completed employment applications shall be forwarded to the Human Resources Department for review. If the applicant appears to be a viable candidate for the position of paid-call firefighter, application processing will be started and the application will be placed into an active file for future processing. If the application is denied, a formal letter notifying the applicant will be mailed by the Human Resources Department and the application will be placed into an inactive file for a one (1) year period.

Employee applications will be processed in three phases consisting of the following:

**Phase I**

1. Completion of City employment application
2. Written general aptitude examination
3. Structured interview
4. Conditional offer of employment
5. Accommodation of disability notification
6. Employment physical examination and drug screen release & waiver

7. Driving record verification authorization
8. Authorization for release of Information

## **Phase II**

### **Part A**

1. Driving record verification
2. Name Search

### **Part B**

1. Physical examination with drug screen
2. Physical agility testing

## **Phase III**

1. Final offer of employment
2. Departmental orientation

## **PHASE I EMPLOYMENT PROCESSING:**

Applicants will be notified of **Phase I** employment processing by the Assistant Chief of Operations in writing ten (10) days prior to the scheduled date. On the scheduled date, the completed employment application will be reviewed for accuracy and to ensure completeness. The written general aptitude examination will then be administered and scored. If the applicant received a final score of twenty seven (27) or more correct, the applicant will then proceed with the completion of the structured interview. Applicants who successfully complete the Phase I employment process shall sign and date an accommodation of disability form, employment physical examination release and drug screen waiver form, and authorization for release of information.

The completed **Phase I** employment packets for both successful and non-successful candidates shall be forwarded to the Fire Chief for review. The next business day following **Phase I** processing the Fire Chief will review the completed packets. Those applicants who are eligible for a conditional offer of employment shall immediately be referred to the City Manager for his/her signature. Applicants who have failed any portion of **Phase I** employment processing shall be notified by the Human Resource Department, in writing and their application placed into an inactive file for one (1) year.

## **PHASE II EMPLOYMENT PROCESSING:**

### **Part A.**

A driving record verification will be completed through the Michigan Department of Secretary of State for all applicants continuing through phase II processing. Applicants with less than five (5) points will proceed to the background investigation consisting of a name search through CLEMIS. All contacts appearing on record through the name search will be researched and verified. If further follow-up is necessary the entire application packet shall be forwarded to the Chief of Police.

### **Part B.**

Applicants continuing through **Phase II** processing will be notified by the Human Resource Department (HRD) in writing to complete their pre-employment physical examination and drug screen at one of the City designated medical facilities. After receiving written verification from the medical facility that the applicant is fit for duty without restrictions and that the drug screen was negative they will be scheduled for the next physical agility test. Each applicant shall be notified in writing of the date, time, and location of the agility test by HRD. The notification should include directions to the test facility and the manual explaining what the test will consist of.

Applicants that did not successfully complete any portion of **Phase II** employment processing shall be notified in writing with a copy of the letter attached to their application by HRD. Their application shall be immediately placed into the inactive file for a period of one (1) year.

## **PHASE III EMPLOYMENT PROCESSING:**

Final appointment letters for applicants successfully completing **Phase I and II** employment processing shall be submitted to the City Managers office for approval and signature. Packets forwarded to the City Managers office shall be assembled consisting of final offer of employment letter, completed employment processing form, conditional offer of employment, results of physical examination and drug screen. Upon return from the City Manager, department orientation packets shall be assembled in the following order:

### **Phase 3 A. (Human Resource)**

- Employee's Michigan withholding exemption certificate (MI-W4)
- Employee's Federal withholding allowance certificate (Form W-4)
- Employment eligibility verification form I-9
- State of Michigan New Hire Reporting Form
- Pension application information packet
- Direct Deposit Form

- Letter for scheduled **Phase 3 B** orientation given to Recruit
- Review of 457 Plan Information

**Phase 3 B. (Fire Department Orientation)**

- VFIS beneficiary designation for accident and sickness guideline
- Employee information emergency contact form
- Employee shift commitment letter
- Employee Hepatitis B vaccination form
- City and Fire Department guideline and procedures manuals, City Safety Manual, and acknowledgment forms.
- City of Auburn Hills Fire Department identification card
- Incident Command Tags completed
- Uniform order form issued
- City of Auburn Hills Internet use acknowledgment form.
- Personal vehicle registration form and inspection form.
- Department mission statement
- Department organizational structure
- City map
- Time card
- Department roster
- Field training manual (District Chief or Field training officers are to be assigned prior to and be present for orientation)
- Issue Training Schedule
- Equipment issue and form completion
- Alpha pager acceptance form
- Review of the following polices
- Field Training Program PP-134
- Benefits for Paid Call Firefighters PP-134
- Accidents, Employee Injury Reporting SP-302
- Universal Precautions Protocol SP-306
- Harassment 80.02
- Work Place Safety from Substance Abuse 130.03

Applicants approved to complete **Phase III** employment processing are to be notified in writing of the scheduled date and time of the orientation process by Human Resources at **Phase 3 A** . The orientation process must be completed before an employee can be assigned to active duty with Auburn Hills Fire Department. The orientation process shall be an organized and structured process, and shall follow the order as outlined in this guideline for **Phase III B** employment processing.

The next business day following the employee orientation process the employee personnel file medical file and training file are to be assembled. All forms designated to be forwarded to the Payroll Department shall be copied. The originals are to be forwarded to the Payroll Department and the copies returned to the employee processing packet. All completed forms that indicate a copy be returned to the employee shall be copied, and the original returned to the employee packet with the copy forwarded to the employee. The employee physical examination, drug screen results, and hepatitis "B" vaccination form shall be placed into the employee medical file. The remaining employee packet shall be placed into the employee personnel file.