

Greenfield Fire Territory
General Orders

General Order: 6.03
Title: Lateral Hiring Process
Issued:
Effective Date: Revised 01/01/08, 01/01/14, 06/11/19, 5/10/2022

I. Purpose:

To establish a fair process by which candidates are selected for employment with the Greenfield Fire Territory.

II. General:

The City of Greenfield is an Equal Opportunity Employer.

III. Procedure:

All career and part-time (Reserve) firefighters for the City of Greenfield Fire Territory will be selected for hire after passing the following evaluations:

1. A written "General Knowledge" test
 2. A "Physical Agility" test
 3. Ladder Climb
 4. An "Oral Board Interview"
 5. Background Investigation
 6. Physical with a Drug Test
 7. Chief's Interview
- A. At the completion of these tests a list generated based on the combined overall scores of these evaluations will be taken to the Board of Public Works and Safety for approval.
 - B. All career firefighters shall be required to pass a pension physical and meet or exceed the standards as set forth by the 1977 Pension Fund.
 - C. All part-time firefighters will be required to take and pass the Fire Department physical as approved by the Chief or Department, as approved by the Board of Public Works and Safety.
 - D. All firefighters shall submit to the yearly physical examination provided by the department to maintain a fit and ready force. Also shall submit to random drug testing.
 - E. Candidates who successfully complete the hiring process and receive job offers from the Fire Chief must successfully complete an academy, where they will be assigned to work 0800-1600 Monday through Friday, and prior to being assigned to a shift.
 - F. Candidates who are ultimately hired as Career Firefighters will serve a one year probationary firefighter term from the date of hire. During the probationary period, a Firefighter's employment is at-will and they may be released from employment by the Greenfield Fire Territory without reason and without a hearing before the Board of Public Works and Safety.

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G. The fire department may choose to hire a lateral transfer Firefighter/EMT or Firefighter/Paramedic from another career fire department, who is also already a member of the 1977 Police & Fire PERF. Any employee hired as a lateral transfer shall do a background investigation, drug testing and oral board interview portion of the hiring process. Paramedic applicants will also have a testing exam component to the lateral transfer process.

1. A lateral transfer employee will be considered a probationary member of the department for one year after their hire date. As a probationary member of the department, a lateral transfer employee may be dismissed without cause and without a hearing. After the probationary year is satisfactorily completed, the transfer member will become a full merit member of the department.
 2. While serving as a probationary member of the department, the lateral transfer employee shall receive credit for his or her actual years of service as a career firefighter with their prior department, up to five years credit, or up to a senior firefighter for salary purposes, in addition to paramedic or other stipend pay.
 3. The lateral transfer employee will also be given credit for past years of service as a career firefighter from their previous department, up to 15 years credit, for purposes of Vacation day accumulation. The transfer employee will start off with up to 3 12 vacation days and will then fall in line with normal accrument per General Order # 5.04. The employee will add vacation time to their approved start time with accumulated years of service. *For example if they start with 12 vacation days they earn three more in year 5.*
 4. The lateral transfer employee's actual date of hire at Greenfield Fire Territory will be used for purposes of determining seniority within the department.
- H. Any firefighter who leaves Greenfield Fire Territory in good standing to join another career fire department, may return to Greenfield Fire Territory as an employee under the same provisions for lateral transfer employees.

By Order of,

Fire Chief
Greenfield Fire Territory

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