

## Promotions

### 1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion within the ranks of North Whatcom Fire & Rescue.

#### 1002.1.1 DEFINITIONS

**Date of Hire** - An employee's initial date of hire is the agreed upon first day of employment. This date is used to determine the length of service, schedule performance evaluations, calculate the end of the probationary period, and determine seniority.

**Probationary Period** - The first year of employment is a probationary period for all employees. During this time, the employee will be evaluated on performance, and NWFR may terminate employment for any or no reason. Non-represented personnel will be evaluated quarterly and represented personnel will be evaluated daily, weekly, and monthly. After the one-year probationary period non-represented personnel are considered at-will and either party may discontinue employment at any time. After the one-year probationary period represented personnel are subject to the terms of the labor agreement.

**Continuous Service** - Continuous service is the period of uninterrupted employment since the initial date of hire. Authorized leaves do not interrupt continuous service, however, they may affect the employee's seniority, benefits, vacation and/or sick leave accruals. Continuous service begins with the most recent date of hire and will end upon termination of employment.

### 1002.2 POLICY

The North Whatcom Fire & Rescue determines promotions and transfers in a nondiscriminatory manner. It is the policy of the North Whatcom Fire & Rescue to utilize the promotional testing criteria, study materials, and testing instruments available from authenticated and validated local, regional, and nationally recognized best practices in the fire service. This policy will establish the required and desirable qualifications for promotion and transfer within the ranks of the District based on these criteria.

Nothing in this policy is intended to supersede any contract language related to promotional requirements that may exist in a collective bargaining agreement.

### 1002.3 GENERAL REQUIREMENTS

The following conditions will be used in evaluating members for promotion and transfer:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition which aids in their performance
- (c) Demonstrates the following traits:
  1. Emotional stability and maturity
  2. Stress tolerance

Promotions

---

- 3. Sound judgment and decision-making ability
- 4. Personal integrity and ethical conduct
- 5. Leadership
- 6. Initiative
- 7. Adaptability and flexibility
- 8. Ability to conform to organizational goals and objectives in a positive manner

**1002.4 TEMPORARY ASSIGNMENTS**

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

**1002.5 PROMOTIONS**

An employee is considered for promotion on the basis of performance in their current position as well as qualifications for and potential performance in the position considered. Promotions will normally be announced through a job posting. The promotion process may include an application, interview and/or assessment center. No employee is obliged to accept a position if offered. Upon promotion, an individual's position classification and salary adjustments will change on the first day of the new position.

Specifications for promotional opportunities are on file with North Whatcom Fire & Rescue.

**1002.6 TRAINING RECORDS**

It is the responsibility of the Training Captain to maintain a training file on each member of the District. Any relevant training certificate or certification document submitted to the District by a member should be permanently retained in the member's training file.

**1002.7 SIGNATURE APPROVAL**

Approved:



Chairman, Board of Commissioners

North Whatcom Fire and Rescue

Date:

