

WATERMARKWAYNE TOWNSHIP FIRE DEPARTMENT MERIT COMMISSION MINUTES

Date: November 1, 2023

Karen Burke called the meeting to order at 5:01 pm.

Roll Call

Karen Burke - Present
Mark Scutchfield – Not Present
Brendan Cannaday - Present
Derrick Blackwell – Present

Pledge of Allegiance

Swearing In

Trustee Jeb Bardon swears in Merit Commissioner Carrie Hutt
(Carrie Hutt is the Republican Wayne Township Trustee (Jeb Bardon) pick)

Approval of Minutes

Motion to approve the October 4, 2023, minutes; Brendan Cannaday moved to approve, and Derrick Blackwell seconded, all in favor.

Notification of Discipline

None to review

Close Session

Karen Burke closes the session.

Public Meeting

Karen Burke opens the Public Hearing at 5:05 pm. Asks for questions or comments about Chapter 3 amendments to the Wayne Township Fire Department Merit Commission Administrative Procedures.

There were no questions or comments from the public.

Karen Burke closes the Public Hearing at 5:06 pm.

New Business

Karen Burke asks for a motion to adopt Chapter 3 amendments as written (Copy of redline changes attached). Brendan Cannady motions to accept Chapter 3 amendments, Derick Blackwell seconded, all in favor motion carries.

The January 2024 meeting will be held on January 10, 2024, at 5:00 pm.

Old Business

None

Good of the Order

Chief Reed stated that a training session will be held before or immediately following the January 10, 2024, meeting for the three new Merit Commissioners. Karen Burke asked to attend the training session for a refresher, and Chief Reed agreed.

Brendan Cannady comments that cleaning up the Merit Book was an outstanding job and thanks those involved in the cleanup.

The meeting adjourned at 5:12 pm.

Next Meeting

December 6, 2023, @ 5 pm
6450 W. Ohio
Indianapolis, IN 46214

Chapter Three | Selection Process

CHAPTER THREE

LAST ADOPTED: XXXX, 2023
(Aug. 5, 2015; June 10, 2015)

~~SELECTION PROCESS~~
~~Latest Rev: August 5, 2015~~

~~SELECTION PROCESS~~
~~Latest Rev: June 10, 2015~~
(was Chapter 3 prior to October 6, 2010)

**Wayne Township Fire Department Merit Commission
Administrative Procedures**

~~1.~~ **1. POLICY STATEMENT:** Wayne Township Fire Department is dedicated to the concept of equal employment opportunities, ~~and~~ throughout the entire development of the Selection Process, ~~it~~ is our intent to:

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~~A.~~ Provide the fairest, most comprehensive format to determine a candidate's appointability utilizing all possible resources available to this department at the present time, thereby insuring the employment of the most qualified of those individuals applying.

~~B.~~ ~~B.~~

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~~A.~~ Provide a foundation for determining appointability that through review, revision, and reconstruction, should remain a viable procedure indefinitely.

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~~B.~~ ~~C.~~ Insure that this procedure relates entirely and specifically to the skills, knowledge and abilities required of Wayne Township Career Firefighters.

~~C.~~ ~~D.~~ Provide an Equal Employment Opportunity to all individuals applying for employment with this department without regard to ~~race, religion, color, sex, disability, national origin, marital status, military status, sexual orientation, or ancestry~~ ~~race, sex, creed, or color.~~

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~~2.~~ **2. EQUAL OPPORTUNITY STATEMENT:** The Wayne Township Fire Department is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of ~~race, religion, color, sex, disability, national origin, marital status, military status, political affiliation, sexual orientation, or ancestry~~ ~~race, color, sex, religion, creed, national origin, ancestry, handicap~~ as defined by law, nor does it discriminate on the basis of ~~handicapped status~~ ~~disability~~ in the admission or access to, or treatment or employment in, its programs or activities. ~~The Department also; nor does not~~ discriminate on the ~~basis of political affiliation or~~ on the basis of age ~~against individuals whose age is between 40 and 65;~~ except when age, sex, or ~~physical requirements~~ constitutes a bona fide occupational qualification necessary for proper and efficient administration or as ~~provided~~ ~~required~~ by law.

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~~3.~~ **3. OVERVIEW OF SELECTION PROCESS**

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~~A.~~ The Fire Chief or his designee shall serve as the Hiring Coordinator and shall report such person to the Merit Commission before starting a new process.

~~B.~~

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~~B.~~ This written procedure shall serve as a framework for ~~producing a the~~ Selection Process, which ~~shall comply~~ with EEO and ADA laws, the ~~requirements of the~~ statutory merit system, ~~and the~~ and Indiana ~~State p~~ension ~~r~~requirements.

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~~C.~~ ~~The results of the Selection Process shall ;provide ;and which results in~~ a ranked eligibility list of the best-qualified persons for the position of probationary firefighter.

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~~E.~~

~~F.~~ ~~D.~~ The Selection Process shall include, ~~at~~ a minimum, the following components:
1) For establishment of the eligibility list:

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~~b)~~ ~~a)~~ General Advertisement

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~~e)~~ ~~b)~~ Information Card and Packet Distribution

~~e)~~ ~~c)~~ Written Examination

**Wayne Township Fire Department Merit Commission
Administrative Procedures**

e) d) Application Distribution to those who successfully pass written examination

- f) e) Application Return
- g) f) Structured Oral Interview
- h) g) CPAT

2) Prior to appointment as Probationary Firefighter:

- a) Psychological Evaluation
- b) Pension Physical Examination
- c) Background Investigation

e)

E. The Candidate Physical Agility Test shall consist of pass/fail components designed to assess the presence of basic capabilities that must be present before hire in order for a candidate to succeed in training and employment.

~~D.~~

~~E.~~ F. Four of the components for establishment of the eligibility list shall result in numerical scores, and shall be weighted toward the final ranking as follows:

- | | |
|----------------------------------|-------------|
| 1) Written General Aptitude Test | -40% |
| 2) Certifications | 10% |
| 3) Structured Oral Interview | 50% |
| <u>4) CPAT</u> | Pass / Fail |

4)

F. G. Unless specifically indicated, this written procedure shall not be construed as limiting the authority of the Merit Commission or Wayne Township Fire Department Administration to select, update and modify as appropriate the specific forms and evaluation tools used within each component.

4. SUMMARY OF SELECTION PROCESS

A. Objective: To develop a Selection Process that is objective, fair, identifies the most qualified of the candidates completing the process, and meets all statutory requirements.

1) Considerations to meet objective:

- a) Selection Process must include several parts and types of tests/evaluations in order to test for the variety of aptitudes needed by firefighters.
- b) Each part of the Selection Process must be based upon essential functions identified in a job-task analysis, and/or upon statutory requirements.

b)

B. Eligibility: To be an eligible Applicant, a candidate must:

- 1) Satisfy certain required under Indiana law.
- 2) Provide satisfactory proof of the date and place of the applicant's birth.
- 3) Pass the general aptitude test required under IC 36-8-3.2-3 or IC 36-8-3.2-3.5. The general aptitude test shall:
 - a) reflect the essential functions of the job;
 - b) be conducted according to procedures adopted by the commission; and
 - c) be administered in a manner that reasonably accommodates the needs of applicants with a disability.

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Wayne Township Fire Department Merit Commission
Administrative Procedures

The results of the general aptitude test shall be filed with the commission. If the commission finds that the applicant lacks the proper qualifications, it shall reject the applicant.

B. Basis for Tests in Selection Process:

1) IC 36-8-3.2 "Employment Standards for Firefighters" at a minimum, test for the following:

- a) acrophobia
- b) claustrophobia
- c) muscular strength
- d) muscular endurance
- e) cardiovascular endurance
- f) musculoskeletal flexibility

2) IC 36-8-3.5 "Police and Fire Merit Systems" establishes minimum requirements, including age, ability to work in the United States, high school graduate, no felonies

- e) must pass general aptitude test
- d) candidates shall be rated (ranked)
- e) tests may include mental alertness, character, habits, reputation
- f) Commission establishes passing score
- g) candidate must pass physical agility test
- h) must be of good character and pass required examinations to be eligible for appointment

3) IC 36-8-8 "1977 Police Officers' and Firefighters' Pension and Disability Fund"

- a) must pass medical examination
- b) must pass psychological examination

4) Civil Rights Act of 1964, Title VII, commonly referred to as "EEO law"

- a) No illegal discrimination on basis of race, color, religion, sex, or national origin

5) 29 USC 791, Rehabilitation Act of 1973, Title V

- a) Affirmative action for employment of individuals with handicaps in cases of employers receiving federal money

6) 42 USC 12101, Americans with Disabilities Act of 1990

- a) eliminate discrimination against persons with disabilities
- b) widen impact of Rehabilitation Act
- e) any tests used in selection that have disparate impact against persons with disabilities must be shown to be job-related and a business necessity
- d) make reasonable accommodations when practical, without changing essential functions
- e) cannot do medical testing or ask medical-based questions until conditional offer of employment is made

7) Civil Rights Act of 1991, Title I

- a) Increases liabilities and damages
- b) Prohibits discriminatory use of test scores (no adjustments based upon race, etc.)
- e) limits affirmative action (no reverse discrimination)

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5. INITIATION OF SELECTION PROCESS

5.

A. The Selection Process shall be initiated upon the notification by the Chief to the Merit Commission that a new eligibility list is needed. ~~and the approval by~~ the Merit Commission does not need to vote to proceed with a new Selection Process. Generally, each eligibility list lasts for two years, and a new Selection Process will be started upon the expiration of the previous list. However, if a list is exhausted prior to the two-year period, and the Chief anticipates the need to hire more firefighters, the Selection Process may be started as soon as the old list is exhausted. Conversely, if the old list is exhausted or expires, and the Chief anticipates that there will NOT be a need for new firefighters in the foreseeable future, the Selection Process will not be initiated until the Chief identifies the need and ~~requests the approval of~~ notifies the Merit Commission of his/her intent to establish a new list.

A.

B. If it is apparent to the Chief that the eligibility list will expire prior to the date that another recruit class can begin, the Chief may request that the Merit Commission approve initiation of a new Selection Process within six months prior to the expiration date of the existing eligibility list in order that a new eligibility list can be approved immediately upon expiration of the old list, or as soon after expiration of the old list as possible.

B.

C. ~~Once the Chief has notified the~~ Merit Commission of the need for a process, ~~shall notify the Chief of approval for initiation of the Selection Process.~~ The Chief shall then notify the Hiring Coordinator who shall then be responsible for the actual administration of the process, and throughout the process shall bring reports of progress and results of testing to the Merit Commission meetings for the ~~C~~ommission's input, certification and approval.

6. ADVERTISEMENT

A. PURPOSE : The ~~p~~urpose of ~~a~~Advertisement is to:

- 1) Clearly initiate the Selection Process.
- 2) Provide public notice of the initiation of a new Selection Process.
- 3) Attract as many potential ~~applicant~~Applicants as possible, ~~including outreach to minorities.~~
- 4) Specify date, time, and location of application distribution.

4)

B. METHODOLOGY

1) Upon initiation of the Selection Process, general advertisement shall occur in a minimum of two newspapers; ~~at least one newspaper shall be a minority publication.~~ The Department shall strive to advertise in as many publications as possible to attract many viable, diverse candidates.

~~1) — 2) Other forms and more extensive advertisement may be done this is a minimum.~~

- 2) The advertisement shall be as brief as possible, but descriptive of the position requirements, ~~equal opportunity policy,~~ and the dates, times, and location of application distribution.

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**Wayne Township Fire Department Merit Commission
Administrative Procedures**

- 3) The advertisement shall run for a minimum of two consecutive weekends, up to a maximum of three full weeks and four consecutive weekends.
- 4) The first weekend of advertisement shall precede the first day of application distribution by no less than one day and no more than 10 calendar days.
- 5) In addition to paid advertisements, notification letters shall be sent to any persons remaining on the previous eligibility list and any persons who had during the previous two years contacted the department in writing of their interest in employment.
- 6) Written notification will be sent to corporation personnel via payroll dept.

⇒

7. INFORMATION CARD AND PACKET DISTRIBUTION

A. PURPOSE

- 1) The purpose of the information card and packet distribution is to:
 - a) Provide initial information on the prospective ~~applicant~~ Applicants.
 - b) Provide initial information to prospective ~~applicant~~ Applicants regarding the minimum requirements, Selection Process components, eligibility list, and probationary year.
 - c) Provide ~~applicant~~ Applicant the opportunity to ask questions and receive further information regarding the department, position, and process.

⇒

B. METHODOLOGY

- a) Information cards may be filled out online at the Wayne Township website (www.waynefire.org) or may be filled out at the fire department headquarters via computer or hand written. Cards filled out at fire department headquarters must be done Monday through Friday during normal business hours (8am until 5pm).
- b) The prospective ~~applicant~~ Applicant may download an information packet from the fire department web-site or pick one up in person at the fire department headquarters Monday through Friday during normal business hours (8am until 5pm).
- c) The prospective ~~applicant~~ Applicant may download an information packet from the fire department's website or be provided with the opportunity to receive information regarding the minimum requirements for qualification, the steps in the Selection Process, and the expectations of the position.

⇒

C. The following information is to be included in the application packet:

- 1) Minimum qualification requirements, which include:
 - a) Age within limits as established by state and federal law at the time of application; the ~~applicant~~ Applicant must provide satisfactory proof of the date and place of his/her birth. (IC 36-8-3.5-12(a))
 - i. ~~Applicant~~ Applicants under the ~~lower legal age age of 18 limit~~ may apply if the ~~required~~ legal age will be attained by the date of establishment of the eligibility list. ~~(Age 18)~~
 - ii. ~~If law establishes an upper age limit, Applicants just under the upper age who are 39 years old limit~~ may apply, but will be removed from the process/ list if ~~he/she they~~ are not employed prior to reaching ~~the upper age limit~~ 40 years old. ~~(Age 36)~~
 - b) High school diploma or its equivalent (GED) at the time of application. ~~(IC 36-8-3.5-12(a)).~~

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**Wayne Township Fire Department Merit Commission
Administrative Procedures**

- c) Ability to read and write legibly, speak, understand, and otherwise communicate in the English language. ~~(Essential functions)~~
 - d) Valid driver's license or beginner's permit at the time of application, and maintain it throughout employment. ~~(Essential function)~~
 - e) Be legally able to work in the United States.
 - f) ~~No applicant cannot be appointed, reappointed, or reinstated if there exists a~~ felony convictions on his/her record ~~(IC 36-8-3.5-12(b)).~~
 - g) ~~As a general rule, the applicant M~~ must not have been dishonorably discharged from the military service. ~~(Merit requirement)~~
 - h) ~~The applicant M~~ must possess the physical abilities to perform the tasks required of a Wayne Township Firefighter. Essential physical capabilities shall be evaluated through the C.P.A.T.
 - i) ~~Applicants M~~ must assist and cooperate with the Wayne Township Fire Department in obtaining past employment records, medical records, and personal history information that includes driving records and criminal history. Failure to cooperate may be considered cause for disqualification. If it is found that any requested information has been falsified, the ~~applicant~~ Applicant will be eliminated from further consideration, or if employed by the time the falsification is discovered, may be grounds for immediate discharge. ~~(Merit requirement)~~
 - j) ~~The applicant M~~ must possess excellent vision, hearing, and general health, free from chronic illnesses or conditions that would interfere with the essential functions of firefighting, or cause imminent safety problems during emergency operations. Applicant Applicants selected for the eligibility list must, prior to appointment, successfully pass a thorough medical examination as ~~described by the Board of Trustees of the Police and Fire Public Employee Retirement Fund, and performed by a physician designated by the department. (State law)~~ required by state law.
 - k) ~~Applicants selected for the eligibility list M~~ must be of sound and stable mind, and prior to appointment must successfully pass a psychological examination by a psychologist designated by the department. ~~(State law)~~
- 2) A description of the Selection Process and probationary year.
 - 3) Minimum standards as appropriate.
 - 4) Brief position description.
 - 5) Brief description of benefits.
 - 6) All necessary application forms.
 - 7) A written procedure detailing how to complete the application forms and deadline and location for application return.
 - 8) Any other information deemed pertinent to the initial stage of application.

8. WRITTEN TESTING

A. PURPOSE:- The purpose of the written general aptitude test is to:

- 1) Provide one component of a comprehensive, recordable Selection Process that meets statutory requirements.
- 2) Assess the basic intellectual abilities necessary for the function of firefighter.

2)

B. STRUCTURE:- The written general aptitude test shall consist of multiple choice, matching, and/or true-false questions written in a test booklet. There may be a study guide of

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Wayne Township Fire Department Merit Commission Administrative Procedures

written information distributed to each ~~applicant~~Applicant in advance of the test. The ~~applicant~~Applicant shall answer the questions by marking on a form designed for computer grading (optical scanning).

~~B.~~

~~C.~~ C. SCOPE:- The written general aptitude test shall consist of an established test designed to assess an ~~applicant~~Applicant's general aptitude for service as a member of the department. The test will be designed such that no prior fire-fighting knowledge or experience is necessary. It will test for the essential functions identified in a job-task analysis, including:

- 1) Ability to read
- 2) ~~2~~Basic mathematic skills
- 3) Basic language, spelling, grammar skills
- 4) Ability to hear and respond to verbal instructions
- 5) Ability to respond appropriately to written instructions
- 6) Ability to function under stress and time constraints
- ~~7)~~ Ability to recall information

~~7)~~

D. SCORING AND TABULATION

- 1) The total number of points possible will be determined by the specific test selected for use in a given Selection Process.
- 2) The written test is used primarily as a tool for achieving a score for establishing ranking of ~~applicant~~Applicants. The Merit Commission has established the passing point as 75%. In other words, the ~~applicant~~Applicant must demonstrate ability to read sufficiently to gain a score, but there is not a significantly high cut score which must be passed.
- 3) The total points earned shall bear a weight factor of 40% in the overall eligibility scoring.
- 4) Results of the written test shall be computer graded and analyzed by an impartial computer test grading service.
- ~~5)~~ The Hiring Coordinator shall be ultimately responsible for appropriately weighting and entering the scores from the written test into the total eligibility scoring.

~~5)~~

E. GENERAL RULES FOR WRITTEN TEST

- 1) The ~~applicant~~Applicant must be prompt; tardiness or failure to appear shall result in elimination.
- 2) The written test shall be given at a date, time and location chosen to best meet administrative requirements as well as the general best interest of the ~~applicant~~Applicant population.
- 3) Unless the size of the application population prohibits it, the test shall be given to all ~~applicant~~Applicants at the same time in the same location. If this is impossible, every effort shall be made to administer the test to all ~~applicant~~Applicants under as similar conditions as possible.
- 4) Upon completion of the written test the ~~applicant~~Applicant shall be informed of the next component of the process. Results of the written testing shall be considered confidential and part of the Selection Process record. The Hiring Coordinator shall report such results only to the Merit Commission; and ~~to~~ the Wayne Township Fire Department upper administrative staff.

9. APPLICATION DISTRIBUTION AND RETURN

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**Wayne Township Fire Department Merit Commission
Administrative Procedures**

A. PURPOSE:- The purpose of application distribution is to:

- 1) Provide a reasonable and specific period of time for ~~applicant~~Applicants to obtain, complete, and return applications.
- 2) Provide initial information to prospective ~~applicant~~Applicants regarding the minimum requirements, Selection Process components, eligibility list, and probationary year.
- 3) Provide ~~applicant~~Applicants the opportunity to ask questions and receive further information regarding the department, position, and process.

4)

B. METHODOLOGY

- 1) Application distribution shall occur for no less than 1 business day and no more than 40 business days. The dates of application distribution shall be included in the advertisement.
- 2) Only those who successfully passed the written exam will receive an application.
- 3) During the application distribution and return phase, the ~~applicant~~Applicant is encouraged to ask questions and receive guidance and clarification regarding the Selection Process and the requirements of the job.
- 4) The deadline for return of applications shall be no less than one week and no more than three weeks after the last day of application distribution.
- 5) Applications must be completed as directed and returned prior to the deadline, or the ~~applicant~~Applicant is eliminated from the Selection Process.
- 6) Upon return of the completed application the ~~applicant~~Applicant shall be advised of the date, time and location of the next component.

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10. STRUCTURED ORAL INTERVIEW

A. PURPOSE:- The purpose of the Structured Oral Interview is to:

- 1) Provide one component of a comprehensive, recordable Selection Process.
- 2) Standardize elements of inquiry to provide a consistent, equitable interview.
- 3) Provide for continuity in the interview process.
- 4) Evaluate each ~~applicant~~Applicant's responses to questions designed to measure behavioral characteristics essential for optimum performance as a Wayne Township Firefighter.

4)

B. STRUCTURE:- The oral interview board shall consist of a minimum of two Wayne Township Fire Department Merit Firefighters or qualified members of other departments. Although the membership of the interview board may change from one selection to another the same individuals shall if at all possible interview all ~~applicant~~Applicants in a particular process. If there are over 150 ~~applicant~~Applicants to interview, two boards may be used to be respectful of the interviewer's time.

B-

C. SCOPE:- The Structured Oral Interview is designed to measure personality characteristics which are important within the profession of firefighting/emergency services. The specific characteristics to be measured are based upon a job-task analysis and may include:

- 1) Ability to express thoughts verbally in a clear, understandable manner
- 2) Ability to speak clearly and audibly
- 3) Ability to follow verbal directions

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**Wayne Township Fire Department Merit Commission
Administrative Procedures**

- 4) Ability to compare and contrast information and combine details to reach a conclusion
- 5) Ability to handle sensitive public contacts with tact
- 6) Ability to comfort victims
- 7) Willingness to work in unpleasant conditions
- 8) Willingness to work in hazardous situations
- 9) Ability to maintain personal cleanliness

9)

D. SCORING AND TABULATION

- 1) The total possible points shall be determined by the number of characteristics chosen to be measured.
- 2) The total points earned in the interview shall bear a weight factor of 40% in the overall eligibility scoring of the ~~applicant~~ Applicant.
- 3) Each characteristic measured shall be evaluated either as superior, acceptable, or unacceptable by comparing the ~~applicant~~ Applicant's response with the anchors written for each of the above categories.
 - a) Each oral interview board member will assign points to the ~~applicant~~ Applicant's responses as follows:
 - i. SUPERIOR 7-9 POINTS
 - ii. ACCEPT ABLE 4-6 POINTS
 - iii. UNACCEPTABLE 1-3 POINTS
 - b) Each board member will determine the actual points awarded to the ~~applicant~~ Applicant's response from the above defined ranges by evaluating how closely the response parallels the pertinent anchors.
 - c) Each board member will tabulate the points he/she awarded to each of the characteristics measured and the sum will serve as the total points awarded to that ~~applicant~~ Applicant by that specific board member.

~~D.~~ — The total scores of the board members will be added together and the sum divided by the number of board ~~m~~members to arrive at an average score. This average score will represent the total points that the ~~applicant~~ Applicant earns from participation in the structured oral interview.

E. METHODOLOGY

~~E.~~ — 1)

All ~~applicant~~ Applicants completing all prior components will be eligible to participate in the Structured Oral Interview.

~~1)~~ — 2)

The same board members will evaluate all ~~applicant~~ Applicants.

~~2)~~ — 3)

Each board member shall be given written and verbal instructions as to the methodology, scoring, ~~and~~ purpose and principles of the structured oral interview prior to engagement in the process.

~~3)~~ — 4) A

Any materials distributed to board members shall be treated as confidential information. No discussion of content will be allowed beyond the specific board members engaged in the process.

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**Wayne Township Fire Department Merit Commission
Administrative Procedures**

~~4)~~ ~~5)~~

~~5)~~ An instructional meeting involving all board members will be held prior to the interviews to explain the process in detail and answer any pertinent questions.

~~6)~~ 6) The Hiring Coordinator shall schedule all interviews and insure ~~applicant~~Applicant notification.

- a) ~~Applicant~~Applicants will be allotted 20 minutes for the individual interview.
 - i. Failure of an ~~applicant~~Applicant to appear at the scheduled interview time shall result in the elimination of that ~~applicant~~Applicant from any further employment consideration during that specific Selection Process.
 - ii. An ~~applicant~~Applicant experiencing circumstances beyond his/her control which prevents appearance at the scheduled time may, upon notice to the Chief at earliest possible time prior to the scheduled interview, be rescheduled for an interview.
 - iii. Rescheduling of interviews will be entirely dependent upon viability of the individual extenuating circumstances and convenience of the board members.
- 7) Both responses to specific questions and observable characteristics throughout the interview shall be used to evaluate an ~~applicant~~Applicant.
- 8) Each ~~applicant~~Applicant within a specific Selection Process shall be asked the same questions and evaluated on the same observable characteristics.
- 9) Different questions and observations may be used in different Selection Processes; however, no questions or observable characteristics shall be changed or altered within a single Selection Process.
- 10) Each board member shall alternate reading the characteristic measurement questions. One member will serve as moderator to answer ~~applicant~~Applicant's questions and read the opening and closing statements.
- 11) Each board member will record the points awarded to the ~~applicant~~Applicant on their individual recording sheet. Each board member's total score will be transferred to the ~~applicant~~Applicant's oral interview summary sheet where final tabulations and computations will be completed.
- 12) After the last oral interview question has been answered, the moderator will read the closing statement to each ~~applicant~~Applicant.
- 13) Structured Oral Interviews shall be tape recorded for future reference and verification.
- 14) Individual recording sheets and summary sheets shall be given to the Hiring Coordinator for final tabulation, filing, and ranking of ~~applicant~~Applicants.
- 15) Upon completion of the Structured Oral Interview the ~~applicant~~Applicant shall receive written notification regarding the establishment of the eligibility list. Results of the Structured Oral Interview shall be considered confidential and part of the Selection Process record. The Hiring Coordinator shall report such results only to the Merit Commission, and to the Wayne Township Fire Department upper administrative staff.

11. CPAT / ESSENTIAL FIRE FIGHTING TESTING

A. The physical component of the ~~applicant~~Applicant selection process is the CPAT, designed to evaluate whether or not an ~~applicant~~Applicant has the physical capabilities to perform job tasks required of firefighters.- THIS TEST IS NOT EASY and requires high levels of cardiopulmonary endurance, muscular endurance and muscular strength.- If not already engaged in high-level fitness, EACH ~~APPLICANT~~APPLICANT SHOULD BEGIN

PHYSICAL FITNESS TRAINING IMMEDIATELY.- A CPAT training booklet ~~has been~~will be provided to assist ~~you~~with your fitness training.

B. The physical agility test must:

- 1) not discriminate on the basis of sex;
- 2) reflect the essential functions of the job; and
- 3) at a minimum includes testing the following:
 - (A) Fear of heights (acrophobia).
 - (B) Fear of confinement (claustrophobia).
 - (C) Muscular strength.
 - (D) Muscular endurance.
 - (E) Cardiovascular endurance.
 - (F) Musculoskeletal flexibility.

~~A.~~

~~4)~~ C. The following is a list and description of the eight separate events included in the CPAT. **APPLICANT/APPLICANTS WEAR A 50-POUND BODY VEST THROUGHOUT THE ENTIRE SERIES OF EVENTS.**

- ~~a)~~ 1) There are 85 feet of walking distance between each event.
- ~~b)~~ 2) The eight events are done in succession and must be completed within a total time of 10 minutes and 20 seconds.
 - i. Stair Master Climb (for 3 mins. ~~&~~ 20 secs.) - ~~A~~applicant wears additional 12.5 pound weights on each shoulder. (~~T~~total of 75 pounds of extra weight)
 - ii. Hose Drag - ~~A~~applicant drags a 1 3/4 in. ~~"~~ hoseline 10 ~~f~~0 feet, then kneels and pulls it another 5 ~~f~~0 feet.
 - iii. Equipment Carry - ~~A~~applicant lifts and carries a chain saw (approx. 28 lbs.) and a rescue saw (approx. 32 lbs.) for 150 feet and then, one at a time, replaces them in the tool cabinet.
 - iv. Ladder Raise and Extension - ~~A~~applicant lifts a 24-foot ground ladder and walks it up until stationary against the wall.- Then the ~~applicant~~Applicant extends and lowers the top fly of a pre-positioned 24-foot extension ladder.
 - v. Forcible Entry - ~~A~~applicant uses a 10-pound sledgehammer and strikes a measuring device until a buzzer signals.
 - vi. Search Maze - ~~A~~applicant crawls on hands and knees through a darkened, 64-foot tunnel maze that is approximately 3 feet high and 4 feet wide and includes two 90-degree turns.
 - vii. Victim Rescue - ~~A~~applicant grasps a 165-pound mannequin by handles on the shoulders and drags it 70 feet, making a 90-degree turn at the 35foot mark.
 - viii. Ceiling Breach and Pull Down - ~~A~~applicant uses a 6-foot pike pole to push and pull an overhead weighted device. -Each set consists of three pushes and five pulls. -~~Applicant~~Applicant completes four sets.

12. CERTIFICATIONS

- A. Points shall be awarded for the following for a maximum of 10% of the total score

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**Wayne Township Fire Department Merit Commission
Administrative Procedures**

- 1) Honorable discharge from the military _____ 4 points
- 2) Paramedic certification _____ 4 points
- 3) College degree (Associate Degree or higher) _____ 2 points

13. ELIGIBILITY LIST

A. PURPOSE:- The purpose of the eligibility list is to:

- 1) Meet the statutory merit system requirement of maintaining for two years a list of persons eligible for appointment as probationary firefighter.
- 2) Provide a ranked order of ~~applicant~~ Applicants based upon scores achieved through Written Testing, Structured Oral Interview, and Certifications.
- 3) Allow for final evaluation of ~~applicant~~ Applicants in order of ranking and as positions for Probationary Firefighters open during the term of the list.

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B. STRUCTURE:- The eligibility list shall consist of a written list of names and final scores belonging to ~~applicant~~ Applicants eligible for final evaluation for appointment to the department as probationary firefighters, arranged in ranked order from highest to lowest. The list shall be presented to and certified by the Merit Commission.

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C. SCOPE:- The eligibility list shall include the names and scores of only those persons who successfully pass all phases and requirements of the Selection Process up to the establishment of the eligibility list.

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D. SCORING AND TABULATION

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- 1) The Hiring Coordinator shall be responsible for calculating, checking, and ranking all scores.
- 2) Scores of the components of the Selection Process shall be earned and weighted as follows:
 - a) Written General Aptitude Test: Number of possible points determined by selected test ~~=~~ 40% of Total
 - b) C.P.A.T. ~~=~~ Pass / Fail
 - c) Certifications ~~=~~ 10% of Total
 - d) Structured Oral Interview: Number of possible points determined by components selected ~~=~~ 50% of Total

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4)

E. METHODOLOGY

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1) Throughout the Selection Process, the Hiring Coordinator shall calculate and record scores on individual score sheets.

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2) Upon completion of the structured oral interview, the Hiring Coordinator shall check all scores and calculations at least one more time, rank the scores, and produce the rank-ordered eligibility list.

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2) 3)

**Wayne Township Fire Department Merit Commission
Administrative Procedures**

The Hiring Coordinator shall present the eligibility list to the Merit Commission for certification.

~~3)~~ ~~4)~~

Upon Merit Commission certification, the Hiring Coordinator shall notify in writing all persons on the eligibility list, and inform the ~~applicant~~ Applicants of their individual ranking.

~~4)~~ ~~5)~~

~~5)~~ Copies of the eligibility list shall be distributed to the Merit Commission, Wayne Township Trustee, and Administrative Chief Officers.

14. CONDITIONAL OFFER ~~(Added by the Commission October 6, 2010)~~

A. When a vacancy occurs in the Department, the Commission, upon written request from the Chief, shall extend conditional offers to A applicants on the eligibility list. The first four (4) consecutive requests to fill vacancies shall be filled by the appointment of the ~~applicant~~ Applicant with the highest score on the eligibility list. The next request to fill a vacancy shall be filled by an applicant on the eligibility list selected, at the sole discretion of the Chief, ~~on the eligibility list.~~ The process shall continue on a rotating basis so that at least eighty percent (80%) of the appointed ~~applicant~~ Applicants are selected based on having the highest score and no more than twenty percent (20%) are selected at the discretion of the Cehief. If an ~~applicant~~ Applicant declines a conditional offer from the Department, that ~~applicant~~ Applicant will be removed from the eligibility list.

B. All appointments are probationary for a period not to exceed one (1) year. If the commission finds, upon the recommendation of the department during the probationary period, that the conduct or capacity of the probationary member is not satisfactory, the commission shall notify the member in writing that the member:

- 1) is being reprimanded;
- 2) is being suspended; or
- 3) will not receive a permanent appointment.

A. If a member is notified that the member will not receive a permanent appointment, the member's employment immediately ceases. Otherwise, at the expiration of the probationary period the member is considered regularly employed.

15. BACKGROUND CHECK

A. PURPOSE : The purpose of the background check is to:

- 1) Investigate the past employment record, moral character, and driving and criminal records of an applicant to ensure compatibility with the needs of the position of Probationary Firefighter.
- 2) Eliminate from employment consideration individuals with known histories which would be contrary or detrimental to the best interests of the Department and/or the citizens of Wayne Township.

~~2)~~

B. STRUCTURE : The background check may include written, telephonic, and/or in-person interviews.

~~B.~~

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**Wayne Township Fire Department Merit Commission
Administrative Procedures**

C. SCOPE : The background check will include at least:

- 1) Investigation of criminal record;
- 2) Investigation of driving record;
- 3) Investigation of past work record; and
- 4) Contacts to personal references.

4)

D. METHODOLOGY

- 1) A list containing name, ~~sex~~gender, birth date, social security number and driver's license type of ~~applicant~~Applicants shall be sent to a law enforcement agency or investigation specialist for investigation of driving record and criminal record.
- 2) The Hiring Coordinator and/or designee(s) shall contact by phone, in writing, and/or in person all persons listed as ~~p~~Personal ~~r~~References by ~~applicant~~Applicants in order to gain information regarding the ~~applicant~~Applicant's interpersonal relations and character.
- 3) The Hiring Coordinator and/or designee(s) shall contact by phone, in writing, and/or in person, the previous employers of the ~~applicant~~Applicant, in order to gain information regarding work record.
- 4) The ~~applicant~~Applicant may be eliminated from employment consideration if any of the following are found:
 - a) Driving record indicating repeated and serious driving offenses, including a~~current~~ history of recklessness, suspended license(s) ~~(s)~~~~(current)~~, etc.
 - b) Criminal record indicating conviction of felony.
 - c) Work record indicating repeated and ongoing disciplinary problems, unresolved and un-improving attendance/tardiness problems, marginal or unacceptable performance, etc.
 - d) Unresolved abuse of alcohol, controlled substances, or prescription drugs.
 - e) Evidence of falsification of application.
 - f) Any other serious defect of character or record that could be detrimental to the effective performance of a public employee.
- 5) Results of investigations shall be recorded on a background investigation form.

16. PSYCHOLOGICAL EVALUATION

A. PURPOSE:- The purpose of the psychological evaluation is to:

- 1) Meet ~~the one~~ requirements of state law. ~~of the Indiana State Public Employee Retirement Fund, and of the Merit System Statute.~~
- 2) Determine the mental status of an ~~applicant~~Applicant to help ~~en~~assure selection of ~~applicant~~Applicants are of sound and stable mental character, and possessing psychological characteristics necessary and desirable for the position of firefighter.

2)

B. STRUCTURE:- The psychological evaluation shall be performed by a psychologist selected by the department. The psychologist shall use such written, interpretive, and interview techniques as he/she deems necessary and appropriate for evaluation of the ~~applicant~~Applicant.

C. SCOPE:-

The psychologist shall render a written opinion regarding evaluation, as much as possible, of the following characteristics of the ~~applicant~~Applicant (these characteristics are essential according to job- task analysis and/or statute)

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- 1) Interest and aptitude for the position of firefighter.
- 2) Ability to work as part of a team, contribute a fair share to group effort, live harmoniously with others, and treat all persons with dignity and respect.
- 3) Ability to follow direction, learn quickly, and accept criticism.
- 4) Presence or absence of any psychological pathology.
- 5) Tolerance of and reaction to stress; ability to work effectively under time pressure, calm distressed/distraught victims, analyze problems and act fast under stress, tolerate disgusting sights and smells, work effectively in adverse and/or dangerous conditions, and risk physical illness or injury.
- 6) Respect for authority, individual differences, and property and ownership of others.
- 7) Ability to maintain sense of humor and to handle sensitive public contacts with tact.

7)

D. SCORING-: Although the psychological evaluation does not result in a numerical score, any finding in the psychological profile of active neurosis or psychosis, or psychological characteristics incompatible with the requirements or the function of firefighter shall result in elimination of the ~~applicant~~ Applicant from employment consideration.

~~E.~~

F. **E.** METHODOLOGY

- 1) As a position for probationary firefighter opens, ~~applicant~~ Applicants will be sent in order of rank on the eligibility list for final evaluation for the position.
- 2) The ~~applicant~~ Applicant shall be given written and/or telephone notice of date, time and location of the appointment.
- 3) Refusal of the evaluation, failure to appear, or election to withdraw from eligibility shall be cause for elimination of the ~~applicant~~ Applicant from employment consideration.
- 4) The Hiring Coordinator shall meet with the psychologist to discuss the results of the evaluation and receive the psychologist's written report.

17. PRE-EMPLOYMENT PHYSICAL EXAMINATION

A. PURPOSE

- 1) The purpose of the pre-employment physical examination is to:

~~a) Meet one-the requirements of the Indiana State Public Employee Retirement Fund, and of the Merit System Statute state law.~~

~~2) b)~~

Accurately determine the baseline physical health of the ~~applicant~~ Applicant and ensure the physical health of the ~~applicant~~ Applicant is adequate to safely perform the functions of firefighter.

~~3) c)~~

Provide that such tests comply with PERF requirements.

4)

B. STRUCTURE-: The physical examination shall be performed by a medical doctor licensed in the State of Indiana and chosen by the department. The physician shall perform, order, and evaluate the results of all physical tests required by the Indiana State Public Employee Retirement Fund Board and shall render opinion of suitability of the ~~applicant~~ Applicant for employment as a firefighter based upon the guidelines provided by the Public Employee Retirement Fund.

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**Wayne Township Fire Department Merit Commission
Administrative Procedures**

~~B.~~

C. SCORING-: The physical examination does not result in a numerical score, but does result in a professional opinion regarding the acceptability of an ~~applicant~~Applicant according to specific written guidelines. Any finding which has been identified by PERF as cause for elimination shall eliminate the ~~applicant~~Applicant from employment consideration. Furthermore, any finding of a physical condition that is TEMPORARILY disabling for the position of firefighter shall result in return of the ~~applicant~~Applicant to the eligibility list until such a time as the condition is resolved and a position is available for the ~~applicant~~Applicant, or the eligibility list expires, whichever is first.

~~C.~~

~~D.~~ D. METHODOLOGY

- 1) The ~~applicant~~Applicant shall receive written and/or telephonic notice of the date, time and location of the appointment for the pension physical examination, and, details pertinent to preparation for the examination.
- 2) Refusal of the evaluation, failure to appear, or election to withdraw from eligibility shall be cause for elimination of the ~~applicant~~Applicant from employment consideration.
- 3) The department physician shall send results and interpretation of the examination to the Hiring Coordinator, with a completed PERF examination form.
- 4) The physical examination shall be performed as close to the projected date of appointment to the department as possible.

18. FINAL APPROVAL AND APPOINTMENT

A. Upon completion of all testing and examinations, the Hiring Coordinator shall report findings and recommendations to the local Pension Board and the Merit Commission.

~~A.~~

B. The local Pension Board shall review the results of the psychological and physical examinations and certify to the state PERF board the acceptability of the ~~applicant~~Applicant based upon the PERF board guidelines.

~~B.~~C.

The Merit Commission shall review the results of the background investigation, the recommendations of the Pension Board based upon psychological and physical examinations, and the Selection Process and rule upon the acceptability of the ~~applicant~~Applicant for the position of probationary firefighter.

~~C.~~D.

Upon favorable recommendation of the Pension Board and the Merit Commission the ~~applicant~~Applicant shall be appointed to the department as a Probationary Firefighter as outlined in I.C. 36-8-3.5-12.

~~D.~~E.

Details of notification of the ~~applicant~~Applicant regarding appointment, date, time and location for report to duty, uniform issue, etc., shall be handled by the Hiring Coordinator.

~~E.~~F.

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F. If an applicant is offered employment from the eligibility list and refuses that offer, the applicant shall be removed from that eligibility list. ~~(Added by the Commission October 6, 2010)~~

19. USE OF LIST BY OTHER DEPARTMENTS

→ The Township may, by mutual agreement, allow other fire departments to offer employment to applicants on the Wayne eligibility list. Applicants that are offered employment by other fire departments on the basis of the Wayne eligibility list will be notified of that fact, in writing, at the time the offer is made. If an applicant is offered employment by another fire department, based on the Wayne eligibility list, and if the applicant is employed by that other fire department, the applicant will be removed from the Wayne eligibility list. If the applicant is not employed by the other department, for any reason, including refusing the offer, the applicant will remain on the Wayne eligibility list.

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20. LATERAL HIRING

A. POLICY: The Department, with notification to the Merit Commission, may choose to fill a vacant position with a lateral entry Firefighter/EMT-B or Firefighter/EMT-P in the following instances:

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- 1) Vacancy(s) where a joint academy is not scheduled;
- 2) Retirement(s);
- 3) Disability retirement(s);
- 4) Resignations or Terminations.

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B. REQUIREMENTS: The Commission requires the following criteria when this process is used:

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- 1) Valid CPAT card.
- 2) Three (3) years prior experience as a full time/ career firefighter in a similar department.
- 3) Completed Wayne Township Employment Application.
- 4) State of Indiana Driver's License.
- 5) Minimum State of Indiana EMS certification at EMT-B level or above.
- 6) State of Indiana Firefighter II certification or above.
- 7) Successful completion of Department Work Performance Evaluation.
- 8) Successful completion of Department incumbent firefighter physical with Aerobic Capacity Test.
- 9) Successful completion of psychological testing.
- 10) Oral interview.
- 11) Pass pre- and post-offer background checks.

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C. CONDITIONS OF EMPLOYMENT

1. Candidate must have successfully completed all the requirements set forth in the policy and the appendix.
2. Candidate will be a "probationary employee" for a period not to exceed one (1) year from the date of hire.

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3. Candidates enrolled in PERF, or its equivalent in another state, will receive one year of service for every three (3) years of service for the purposes of competing in the promotional process.

~~Added by Merit Commission May 13, 2009~~

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