Hiring Policy

Sylvania Fire-EMS shall establish and maintain a list of eligible applicants for both full-time and part-time firefighter/EMT positions. Sylvania Township is committed to a policy of fully complying with all applicable federal, state and local laws, rules and regulations prohibiting discrimination on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status. Equal Employment Opportunity applies to all personnel practices, including (but not limited to) recruitment, hiring, training, promotion, termination, leaves of absence, compensation, discipline, evaluation, benefits, transfers, educational assistance, and social and recreational activities.

Sylvania Fire-EMS may utilize outside agencies to administer and evaluate the entry level examination, the Firefighter Mile, background investigation, physical examination, psychological examination and interview and recruit training.

Hiring of any firefighter/EMT, either full-time or part-time shall consist of five (5) phases:

I. Recruitment
II. Eligibility, Registration & Testing
III. Background Investigation & Chief's Interview
IV. Fire Chief's Recommendation for Conditional Offer of Employment
V. Recruit Training and One Year Probation

Sylvania Fire-EMS Hiring Phases

Phase I Recruitment

Advertisement

When there is a need to establish an Active Hiring List, Sylvania Fire-EMS shall advertise job availability for full-time firefighter/paramedic and part-time firefighter/EMT positions. The advertisement shall run in local and area newspapers, and other media as deemed appropriate, and shall be posted on the Sylvania Township website for a period of two (2) weeks.

Phase II Eligibility, Registration & Testing

Eligibility

All applicants for employment with Sylvania Fire-EMS must meet the following pre-employment requirements:

1. **Employment Eligibility** – All applicants must be legally authorized for employment in the United States at the time of registration.
2. **Age** – All applicants must be at least eighteen (18) years of age at the time of registration and less than 41 years of age at the time of employment.

3. **Education** – All applicants must have a High School Diploma or High School General Education Development Certificate (GED). Copies of diplomas or certified copies of school transcripts will need to be submitted during the eligibility verification process.

4. **Driver’s License** – All applicants must have a current, valid driver’s license at the time of registration. If appointed, this license must be maintained for the duration of their employment.

5. **State of Ohio Certifications** – Applicants eligible for **full-time employment** must possess, at a minimum, a current State of Ohio Paramedic certification or a current National Registry Paramedic certification at the time of appointment.

   Applicants eligible for full-time employment who do not possess a current State of Ohio Firefighter II certification, at the time of appointment, will be required to obtain this certification within one year of their appointment.

   Successful applicants for full-time employment will be required to maintain their State of Ohio Paramedic certification through the rank of Captain, or as designated by the fire chief, and their State of Ohio Firefighter II certification for the duration of their employment.

   Applicants eligible for **part-time employment** must possess, at a minimum, a current State of Ohio Emergency Medical Technician certification (paramedic preferred) or a current National Registry Emergency Medical Technician certification (paramedic preferred) and, at a minimum, a current State of Ohio FFI certification (FFII preferred) at the time of registration.

6. **English Language** – All applicants must be able to read, write, speak, understand and otherwise communicate fluently in the English language.

7. **Tobacco Products** – Due to the acknowledged hazards arising from exposure to environmental tobacco smoke, increased medical costs, and safety factors, it shall be the policy of Sylvania Township to provide a tobacco free environment for all employees. The smoking of any tobacco product, the use of “spit” tobacco and any form of smokeless tobacco is prohibited as a condition of employment with Sylvania Township.

**Registration & Entry Level Examination**

Sylvania Fire-EMS offers registration and full examination services for the position of firefighter/paramedic and firefighter/EMT through National Testing Network, Inc. To complete an application and schedule an exam, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select Fire and sign up for Sylvania Fire-EMS. A registration fee of $50.00 will be collected at the time of registration.
National Testing Network is a service provided to conduct entry level examination in a standardized, professional environment. National Testing Network does not replace Sylvania Fire-EMS’s responsibility and decision making in the examination process. All applicant results are provided to Sylvania Fire-EMS where the final decisions are made.

What to expect at the [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) website:

- The initiation of the application process.
- A summary of all information related to the Sylvania Fire-EMS Firefighter/Paramedic and Firefighter/EMT positions, including minimum requirements, salary and benefits.
- Detailed information about the examination process for the entry level examination.
- An opportunity to take online practice exams at [www.fireteamtest.com](http://www.fireteamtest.com).
- The opportunity to schedule your own examination at a time convenient to you. (Exams are offered multiple times a week, including Saturdays.)
- An opportunity to take high quality job simulation exams in a standardized, fair testing environment.

Upon completion of the entry level examination, all applicants’ scores are automatically forwarded to Sylvania Fire-EMS.

Firefighter Mile

National Testing Network provides convenient, professional administration of its proprietary firefighter physical ability test, the Firefighter Mile, which serves as an alternative to the CPAT. Results are available for verification by any Network department or via a candidate printed letter. Each Firefighter Mile registration includes one orientation session, which may last between thirty (30) minutes and one (1) hour.

The cost to the applicant for the FFM is $95.00. **Sylvania Fire-EMS does not provide vouchers for this test.**

Sylvania Fire-EMS will accept National Testing Network Firefighter Mile results that are not more than one year prior to our registration closing date. IF YOU HAVE COMPLETED THE FFM AT A TESTING CENTER OTHER THAN NTN, you must contact Sylvania Fire-EMS to confirm that we will accept your FFM results.

Active Eligibility List

Those applicants who successfully pass both the entry level examination and the Firefighter Mile will be placed on a preliminary eligibility list. Sylvania Fire-EMS will contact applicants on the preliminary eligibility list to invite them to continue to participate in the other stages of the department hiring process.

A hiring packet and instructions for verification of certifications and education will be sent to the applicants on the preliminary eligibility list.
Applicants who return their application and any required certification and education documents by the required due date will be placed on the “Active Eligibility List”. The Active Eligibility List, consisting of applicants who have successful completed Phase I & Phase II of the hiring process, may have points added to their passing, entry level examination score as follows:

- One (1) point for the successful completion of an NFPA based Firefighter II certification training program;

- One (1) point for the successful completion of an Associate’s degree in Fire Science, Emergency Medical Management or a related field or two (2) points for the completion of a Bachelor's degree in Fire Science, Emergency Medical Management or a related field, for a maximum of two (2) points.

- One (1) point for honorable military service (DD214 must be submitted)

This Active Eligibility List will be certified by the Sylvania Township Board of Trustees and will remain active for a period of two (2) years and will be utilized to hire personnel as needed.

All applicants on the Active Eligibility List are encouraged to notify Sylvania Fire-EMS of any changes in certification and education status that may qualify the applicant for full-time employment.

**Phase III Background Investigation & Chief’s Interview**

**Background Investigation**

When a vacancy occurs in the department, the chief shall, at a minimum, select the top five (5) applicants from the Active Eligibility List to undergo a comprehensive background investigation.

Note: Two vacancies would warrant the selection of, at a minimum, ten (10) to fifteen (15) applicants.

The background investigation may include the following:

a. Criminal history  
b. Driver’s history  
c. Civil records search  
d. Professional license search  
e. Education verification  
f. Employment verification  
g. Registered sex offender search  
h. The Office of Inspector General’s List of Excluded Individuals/Entities (LEIE) search.

A satisfactory background investigation is a mandatory prerequisite for appointment. Background investigations shall be conducted in accordance with the Sylvania Fire-EMS Background Investigation Policy (Attached Exhibit A).
Chief's Interview

Applicants who pass the background investigation must participate in an oral interview. The interview board will utilize the same criteria of questioning for all applicants. The board shall consist of personnel designated by the fire chief and the Human Resources Director.

Phase IV  Fire Chief's Recommendation for Conditional Offer of Employment

Fire Chief’s Recommendation

The fire chief shall select the applicant deemed most appropriate from the list of interviewees to fill the position. The fire chief shall recommend a Conditional Offer of Employment to the Sylvania Township Board of Trustees, subject to the following conditions:

1. Negative drug, alcohol and nicotine tests;
2. Satisfactory physical examination;
3. Satisfactory psychological examination and interview.

Applicants who receive a Conditional Offer of Employment will be required to sign a pre-employment agreement with Sylvania Township. Please see the attached examples, Exhibits B & C.

Drug, Alcohol & Nicotine Testing

Upon approval of the Township Board of Trustees, the applicant will be required to submit to drug, alcohol & nicotine testing and must obtain negative results in order to continue with the Physical Examination & Psychological Examination & Interview.

Physical Examination

Upon confirmation of negative drug, alcohol & nicotine test results, the applicant may be scheduled for a physical examination, which will meet the requirements outlined in NFPA 1582, Standard on Medical Requirements for Firefighters and Information for Fire Department Physicians, current edition.

Psychological Examination & Interview

Upon confirmation of negative drug, alcohol & nicotine test results, the applicant may be scheduled for a psychological examination & interview, which will meet the requirements outlined in NFPA 1582, Standard on Medical Requirements for Firefighters and Information for Fire Department Physicians, current edition.
Phase V  Recruit Training & One Year Probationary Period

After successful completion of the drug, alcohol & nicotine testing, the physical examination and the psychological examination & interview, the applicant shall be hired as a probationary employee of Sylvania Township, Lucas County, Ohio as a member of Sylvania Fire-EMS as a full-time, Step 1 Firefighter/Paramedic or as a part-time, Step 1 Firefighter/EMT.

Recruit Training

Newly appointed employees will move forward in two different paths as determined by their existing State of Ohio certifications.

- If the newly appointed full-time or part-time employee has State of Ohio Firefighter II certification, he/she will complete a Sylvania Fire-EMS recruit training process as outlined by the fire chief and training captain.

- If a newly appointed full-time or part-time employee does not have State of Ohio Firefighter II certification, he/she will attend NFPA based firefighter II training and complete a Sylvania Fire-EMS recruit training process as outlined by the fire chief and training captain.

One Year Probationary Period

The employee will remain on probationary status for one (1) year and will be subject to all rules and regulations of Sylvania Fire-EMS and the Township of Sylvania, Ohio. All new hires will be required to successfully complete the training curriculum within their probationary period. The Sylvania Fire-EMS chief reserves the right to extend the employee’s probationary period at his discretion.
EXHIBIT A

SYLVANIA FIRE-EMS
BACKGROUND INVESTIGATION POLICY

Originally Adopted: October 20, 2015
Amended: June 6, 2017
Resolution No.: 17-065
Effective Date: June 6, 2017

Sylvania Fire-EMS recognizes that the reputation of our organization for honest and quality service depends upon the personal integrity, good judgement and common sense of our personnel. To maintain that reputation all personnel will be subject to a reasonable and prudent background investigation, including a reference check.

All applicants for employment shall be asked to submit to a comprehensive background investigation, which may include any of the following: criminal history, driver’s history, civil records search, professional license search, education verification, employment verification, registered sex offender search and the Office of Inspector General’s List of Excluded Individuals/Entities (LEIE) search.

Such applicants must sign a release of information request, which will include the applicant’s name (including maiden name and any aliases), present and previous addresses, driver’s license number, social security number, phone number and date of birth.

Applicants will be required to disclose any criminal conviction (as defined by 42 U.S.C. 1320a-7(i) and state law), and any action taken by the government to exclude the individual from participation in federal health care programs. Applicants who have been recently convicted of a criminal offense related to health care or who are listed as debarred, excluded or otherwise ineligible for participation in federal healthcare programs (as defined in 42 U.S.C. 1320a-7b(f)) may not be considered for employment.

Applicants will also be required to disclose any conviction of a felony within the past five years, any conviction of a misdemeanor within the past two years, or if they are presently, formally charged with committing a criminal offense.

A criminal records check includes obtaining fingerprint impressions and forwarding them to the superintendent of BCII at the time the criminal records check is requested. The superintendent of BCII will also be asked to obtain information from the federal bureau of investigation as a part of the criminal records check. If an applicant fails to provide the requested fingerprint impressions he/she shall not be appointed or employed as a permanent full-time or part-time paid firefighter for Sylvania Fire-EMS.

A driver’s history shall be conducted on applicants whose job duties and responsibilities require a valid operator’s license or for the individual to operate Township owned property. This check will be done by
name and driver’s license number through the Bureau of Motor Vehicles or other Township approved method.

All background investigation requests will be individually assessed by the Lucas County Prosecutor’s Office, as the Township’s Law Director, by the process outlined below, but only when an applicant has been determined to be a finalist for employment.

The background investigation documentation shall go to the Lucas County Prosecutor’s Office for review. Further, the information obtained through the background investigation shall not be shared with Sylvania Township’s Human Resources Department, or the Department Director or Division Supervisor conducting the hiring process unless deemed necessary by the Prosecutor’s Office. All records shall be maintained by the Prosecutor’s Office in a confidential, secure manner.

If the background investigation reveals a conviction or adverse conduct, the Prosecutor’s Office shall review:

a. The nature and gravity of the offense or conduct;

b. The time that has passed since the offense, conduct, and/or completion of the sentence; and;

c. The nature of the job sought to determine if the conviction would preclude the candidate’s employment with Sylvania Township.

This individualized assessment includes providing the candidate with an opportunity to respond and present the following on his or her behalf:

- Information that he/she was not correctly identified in the criminal record, or that the record is otherwise inaccurate;
- The facts or circumstances surrounding the offense or conduct;
- The number of offenses for which the individual was convicted;
- The applicant’s age at the time of adverse conduct, conviction, or release from prison;
- Evidence that the individual performed the same type of work, post-conviction, with the same or a different employer, with no known incidents or criminal conduct;
- Rehabilitation efforts (i.e. education/training)
- Employment or character references and any other information regarding fitness for the particular position; and
- Whether the individual is bonded under a federal, state, or local bonding program.

The applicant shall be given ten working days to provide this additional information to the Law Director. The Law Director will consider the information provided in mitigation and make a determination as to whether the conviction precludes the candidate’s prospective employment because it is job related and consistent with business necessity.
EXHIBIT B

PRE-EMPLOYMENT AGREEMENT FOR FULL-TIME FIREFIGHTER/PARAMEDIC

Whereas: This agreement between (Name) and Sylvania Township is made in anticipation of employment with Sylvania Fire-EMS as a Full-Time Firefighter/Paramedic;

Whereas: Sylvania Fire-EMS has extended an offer of employment to (Name);

Now Therefore Be It Resolved: (Name) has accepted the offer of employment under the terms and conditions as stated below:

1. The Township will hire (Name) as a full-time firefighter/paramedic on or about (Date) at a starting rate of pay of $ XX.XX per hour.

2. (Name) attests that he/she is a non-tobacco user, which includes cigarettes, cigars, chewing or pipe tobacco or any other tobacco product regardless of the frequency or method of use.

3. (Name) agrees that he/she will participate and successfully complete any psychological or physical testing required for employment with Sylvania Fire-EMS, including drug, alcohol and nicotine testing.

4. (Name) will be required to successfully complete Recruit Training prior to being scheduled to work on a platoon schedule.

5. (Name) understands that if they do not possess State of Ohio Firefighter II certification at the time of hire, they will be required to obtain such certification within the first year of employment. Said NFPA based training will be paid for by Sylvania Fire-EMS and will be conducted on Township time.

6. (Name) acknowledges and agrees to make a one (1) year commitment to Sylvania Fire-EMS. In the event there is a voluntary resignation or termination of employment within the first year, a reimbursement of $750.00 is required to cover a portion of post offer expenses.

7. (Name) acknowledges that the Township has the right to withhold the $750.00 reimbursement referred to in “6.” above from final paycheck(s), in the event it is not paid on or before the last date worked.

____________________________________
Employee Signature

____________________________________
Chief Ramm’s Signature

--------------------------------------------------------------------------------------------------------------------------
Date

--------------------------------------------------------------------------------------------------------------------------
Date
EXHIBIT C

PRE-EMPLOYMENT AGREEMENT FOR PART-TIME FIREFIGHTER/EMT

Whereas: This agreement between (Name) and Sylvania Township is made in anticipation of employment with Sylvania Fire-EMS as a Part-Time Firefighter/Emergency Medical Technician or Part-Time Firefighter/Paramedic;

Whereas: Sylvania Fire-EMS has extended an offer of employment to (Name);

Now Therefore Be It Resolved: (Name) has accepted the offer of employment under the terms and conditions as stated below:

1. The Township will hire (Name) as a part-time firefighter/EMT or a part-time firefighter/paramedic on or about (Date) at a starting rate of pay of $XX.XX per hour.

2. (Name) attests that he/she is a non-tobacco user, which includes cigarettes, cigars, chewing or pipe tobacco or any other tobacco product regardless of the frequency or method of use.

3. (Name) agrees that he/she will participate and successfully complete any psychological or physical testing required for part-time employment with Sylvania Fire-EMS, including drug, alcohol and nicotine testing.

4. (Name) will be required to successfully complete Recruit Training prior to being scheduled to work on a part-time basis.

5. (Name) understands and acknowledges that as a part-time employee for Sylvania Fire-EMS, he/she is expected to work, on average, twenty-four (24) hours per pay period, with at least twelve (12) of those hours worked between 0700 – 1900 hours.

6. (Name) acknowledges and agrees to make a one (1) year commitment to Sylvania Fire-EMS. In the event there is a voluntary resignation or termination of employment within the first year, a reimbursement of $500.00 is required to cover a portion of post offer expenses.

7. (Name) acknowledges that the Township has the right to withhold the $500.00 reimbursement referred to in “6.” above from final paycheck(s), in the event it is not paid on or before the last date worked.

____________________________________  _________________________
Employee Signature                    Date

____________________________________  _________________________
Chief Ramm’s Signature                 Date