

SHAKOPEE FIRE DEPARTMENT **POLICY NO. 4: PART-TIME OFFICERS**

The Fire Department shall have the following part-time positions:

Assistant Chief
Deputy Chiefs
Captains
Lieutenants
Engineers
SCBA Coordinators

The number of firefighters holding each position shall be established in the annual operating budget of the Department.

Part-time positions, shall receive an annual salary, to be paid in twelve monthly increments. The salary level for each position shall be set annually by the City Council and is in addition to the hourly pay received for attendance at fire calls, drills and Department business staff meetings.

Part-time positions shall be selected hired to serve a two-year term corresponding to two calendar years, and can be extended by the fire chief, without going through the hiring process.

In the case where an of a part-time selected employee hired positions employee resigns or is removed from his or her position, the selection hiring process shall be followed to name a replacement to fill out the remainder of the unexpired term. In cases where an officer part-time position becomes vacant with less than six months remaining on the term, the Chief shall have the authority to appoint a qualified individual to fill the position for the remainder of the term without following the formal selection hiring process.

SELECTION HIRING PROCESS

Notice that applications are being accepted for part-time positions shall be posted in each fire station and announced at a regular business staff meeting of the Department. The application deadline shall be no sooner than ten business days following the posting of the notice.

Individuals Firefighters interested in applying for a part-time position shall be required to submit a letter of application stating their name, position applying for and qualifications to hold that position. The job description of each position shall be made available to any firefighter upon request.

Interview panels shall may be formed by the fire chief to conduct oral interviews of the applicants meeting the minimum qualifications for each position.

The full Department shall select one firefighter from each station to serve on the interview panels. In order to be eligible to serve on the interview panel, a firefighter must have five years of service with the Department and must not be seeking a part time position. The interview panel for Assistant Chief shall consist of the Chief, Assistant City Administrator and the two firefighters selected by the full Department.

The interview panel for Deputy Chief shall consist of the Chief, Assistant Chief, and the two firefighter selected by the full Department.

The interview panel for Captains, Lieutenants, Engineers, and SCBA Coordinators shall consist of the Assistant Chief, Deputy Chiefs and the two firefighter selected by the full Department.

The recommendations of the interview panels shall be forwarded to the Fire Chief for approval.

The Fire Chief will make recommendations to the City Council for final appointment to each position.

Adopted by City Council, Resolution No. 6903, May 5, 2009.

Commented [JS1]: Policy is superseded by the new employee handbook and no longer needed