

ST. TAMMANY FIRE PROTECTION DISTRICT # 1



Equal Opportunity Employment

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at St. Tammany Fire Protection District 1 will be based on non-discriminatory considerations. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, creed, color, religion, sex, age, national origin, disability, public assistance status, or other statutorily protected criteria.

Employment

Immigration and Employment Eligibility

St. Tammany Fire Protection District 1 is required to employ only United States citizens and aliens who are authorized to work in the United States. District 1 does not unlawfully discriminate on the basis of citizenship or national origin but follows all local, state and federal regulations regarding eligibility for employment. The Immigration Reform and Control Act of 1986 requires each new employee to complete the Employment Eligibility Verification Form I-9 and provide documentation (such as a social security card, driver's license or "green card") establishing identity and employment eligibility. Former employees who are rehired must also complete an I-9 if they have not completed one within the past three years, or if their previous I-9 is no longer retained or valid.

Any employee who has questions or concerns about immigration laws, employment eligibility or compliance with the law may utilize the Chain of Command or contact the PMI Human Resources Department at (800) 259-4126 without fear of reprisal.

Applications for Employment

Basic Requirements

Applicants must meet the following basic requirements in order to complete and file an application with District 1:

- Be at least 18 years of age and no older than 40 years of age at the time of the application.
- Have a current valid state-issued driver's license.
- Have a high school diploma or GED.

In addition to these basic requirements, other requirements may be imposed upon an applicant by the class descriptions for the specific position he/she seeks. Applicants are encouraged to familiarize themselves with those class descriptions.

Accompanying Documentation

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All applicants must submit the following documentation with their completed application:

- Copy of valid driver's license.
- Copy of high school diploma or GED.
- Copy of Social Security card.

Residency Requirement

Louisiana Civil Service Law requires that applicants for promotional or competitive examinations (other than entry-level) must be United States citizens. Employees that falsify information and/or documents relating to their residency or to improperly gain admittance to civil service examinations shall be terminated.

Employment Reference Checks

As a matter of practice, District 1 will check employment references for any applicant that District 1 is considering employing. Misrepresenting or falsifying information may exclude a candidate from further consideration for employment. If false or misrepresented information is discovered after an individual has begun their employment, his/her employment may be terminated.

Background Check

All applicants will be subject to a thorough background check including criminal, driving, and employment history.

Minimum Civil Service Score

All applicants for competitive, classified civil service positions shall be required to pass the appropriate civil service examination and obtain a minimum score of seventy-five percent (75%); however, the minimum required score may be changed at the discretion of the Fire Chief upon the recommendation of the Interview Committee chair person based upon the number of available applicants. Currently, the Interview Committee reviews all applications with a test score of 85% or higher. After the criterion has been exhausted, the test score may be lowered in 5 point increments. If no applicants meet the criteria after the test score has been lowered to 75%, a new test may be called for.

TABE Test

All applicants that receive an offer of employment from District 1 will subsequently be required to take the TABE (Test of Adult Basic Education) survey exam, Level 7-A or 8-A. A battery score of 12.0 is required.

Medical Exam

All applicants that receive an offer of employment from District 1 will subsequently be required to pass a medical examination administered by the fire department physician in accordance with

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NFPA 1582 prior to beginning work or any training program. The medical examination administered by the fire department physician shall include an alcohol and drug screen.

Volunteer candidates shall be required to provide a statement from a licensed medical physician stating that they are physically capable of performing the rigorous activities of the fire and rescue service prior to beginning the Volunteer Recruit Training Program. Upon successful completion of the training program, volunteer candidates shall then be required to pass a medical examination administered by the fire department physician in accordance with NFPA 1582 prior to beginning active service with the department.

The medical examination administered by the fire department physician shall include an alcohol and drug screen.

Prospective full-time employees shall be required to complete a psychological evaluation as well as a physical agility evaluation such as the Candidate Physical Ability Test (CPAT) or equivalent.

Working Test Period

All new employees are hired on a probationary or "working test" basis pursuant to Civil Service Law. This allows the employee time to become familiar with his/her work, understand District 1's operations, and generally learn more about District 1. It also allows District 1 to evaluate how well new employees are able to perform their jobs.

The duration of the probationary or "working test" period shall be one year. After this probationary or working test period, District 1 may confirm the employee in his/her position pursuant to Civil Service Law.

During the first three months of the working test period, new employees are only eligible for those benefits that are required by law, such as workers' compensation insurance. After satisfactory completion of the first three months of working test period, employees are eligible for regular full-time or part-time employment status with respect to benefits. Employees should refer to the specific benefits program for the details on eligibility requirements.

Orientation and Job Training

District 1 will always endeavor to hire the most qualified applicants. The selection will be based on qualifications, skill, training, personality, temperament, etc. As an Equal Opportunity Employer, District 1 will not discriminate on the basis of sex, religion, disability, race, color, creed, age, veteran status, or national origin. The same actions apply to the hiring of any handicapped person unless the handicap (bona-fide occupational qualification) would directly affect job performance.

Pursuant to the American with Disabilities Act ("ADA") and state law, District 1 will provide reasonable accommodations to qualified individuals with a known disability as required by law. For additional information on the ADA, please refer to the notices posted on District 1 premises.

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Employment Classification and Categories

For purposes of federal and state wage and hour laws, every employee must be designated as either non-exempt or exempt, based on their specific job. The designation is based on specific criteria and is not subject to change without written notification from PMI.

Non-exempt employees are entitled to overtime pay under the provisions of federal and state laws. Their rate of compensation is calculated on an hourly basis.

Exempt employees are excluded from certain provisions of federal and state wage and hour laws and their compensation is calculated on an annual basis.