
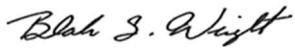




NORTHERN WAKE FIRE DEPARTMENT
STANDARD OPERATING PROCEDURES

TITLE: Promotion Eligibility and Process	SECTION/TOPIC: GENERAL ADMINISTRATION
NUMBER: 100-17	ISSUE DATE: 4/20/2023
REVISION DATES:	APPROVED BY: Gary Vickerson  <hr/> PRESIDENT – BOARD OF DIRECTORS Blake S. Wright  <hr/> FIRE CHIEF

I. PURPOSE

- A. This policy establishes a procedure for the equitable and uniform determination of promotional eligibility and administration of promotional process within the Northern Wake Fire Department (NWFD).

II. SCOPE

- A. This Standard Operating Procedure applies to all employees, Full-Time and Part-Time, of the organization that meets the requirements as laid out by this procedure.

III. DEFINITIONS

- A. **Applicant** – A NWFD employee who applies for a promotion within the NWFD.
- B. **Application** – A packet that includes all required documentation, resumes, certifications, and completed forms to be submitted to the Northern Wake Fire Department Administration requesting participation in the promotional process.
- C. **Assessment Center** – a series of evaluations using job related exercises and/or processes to assess an applicant’s level of proficiency for a position.
- D. **Assessment Center Coordinator** – Designee selected by the Fire Chief to lead and facilitate a promotional process.
- E. **Assessor** – A evaluator selected by the Fire Chief to gauge a promotional applicant’s performance during an Assessment Center.

- F. **Candidate** – An applicant who meets all requirements to be accepted into a promotional process for promotion.
- G. **Closing Date** – the last possible date to submit an application for consideration in a specific promotional opportunity.
- H. **Eligibility Requirement(s)** – the minimum criteria required for an employee to apply for a promotional opportunity.
- I. **Promotional List** – a list of eligible applicants from which promotions may be made as vacancies occur.
- J. **Qualified Personnel** – applicants that successfully complete all steps of the assessment center process and are deemed qualified for the position to which they applied.
- K. **Reading List** – Sources for written and oral testing.
- L. **Time-In-Grade (TIG)** – Credit given for service within the Northern Wake Fire Department.

IV. PROCEDURE

- A. It is the policy of NWFD to make promotions according to merit and to make the appropriate investigation and examination to ensure fair and equal consideration of all candidates without regard to race, creed, color, sex, national origin, age, religion, labor, or political affiliation.
- B. It is the policy of NWFD to ensure that all vacancies are filled in accordance with this policy, thereby providing employees a pathway to plan for promotion and an opportunity for upward mobility within the organization.
- C. For every open position, there shall be a minimum of 2 qualified applicants per open position.
- D. In cases where there is no internal employee interest for promotion, not enough qualified internal candidates or lack of internal interest, the Fire Chief has the authority to advertise employment from outside of the department for any rank. If the position is opened outside of NWFD, upon request, the Fire Chief will provide a written justification for opening the position to the outside.

E. Promotional processes are necessary due to either a vacancy or the creations of new position(s) within the fire department.

I. Process Schedule:

1. Master Firefighter(s): Available when meeting eligibility requirements (Reference SOP 200-4).
2. Lieutenant(s): Annually in Fall, or as needed.
3. Captain(s): Annually in Fall, or as needed.
4. Chief Officer(s): As Needed

II. In all promotional processes, the Fire Chief will assign an appropriate fire department Officer of higher rank than the promotion process's intended position, to coordinate and manage the process for consistency with this policy and alignment with department expectations and serve as the Assessment Center Coordinator.

F. Applications

- I. Each applicant must submit a Cover Letter and Resume for Promotion by the closing date indicated in the NWFD Job Announcement.
- II. Photocopies of the employee's college transcript (if applicable, must be submitted with the employee's application.
- III. Only proof of certifications that are listed as job requirements should be submitted with the employee's application through either copy or transcript. NOTE: These certifications should be in one attachment. Additional certifications may be listed on an application or resume but hard copies should not be attached unless they're part of a transcript.
- IV. Summary transcripts from issuing agencies (such as OSFM) will be accepted in lieu of certification copies.
 1. Photocopies of official transcripts and/or certifications must be able to be reasonably verified.
 2. If the Assessment Center Coordinator is unable to reasonably verify the document by telephone or written correspondence, some or all the educational credit may be denied.
- V. After review, personnel who did not submit proper documentation will be eliminated from the process and receive notification via email, that their application was not accepted.

G. The constructs of SOP 200-7 "Employment of Relatives" will be used as a guide and considered when a promotion of an employee may place them

into a direct supervisory role over a relative. In cases where there is an actual or potential conflict, efforts will be made promote the employee when they are eligible and assign them appropriately to avoid conflicts with SOP 200-7.

- H. To allow for preparation, all personnel of the department will be informed of the planned promotional process and its general expectations, as well as the reading list, and will be provided no less than 30 days ahead of the first day of the planned promotional process.
- I. All candidates will be provided a single final composite score for their promotional process. The scoring approach for each promoted rank is described later in this document- see Sub-Section L. When rounding is needed in any promotional score, all scoring will be rounded to the nearest 1/100'ths (.01 decimal position). Example: a score of 65.225 would be rounded to 65.23.
- J. When a promotional process yields multiple candidates in a rank, a Promotional List of candidates will be created and last for one (1) year.
 - I. Promotional List:
 - 1. The Fire Chief will receive a list of qualified personnel. Of these qualified personnel, the Chief will determine the order of the final promotional list from the following:
 - a. Applicants' assessment center performance
 - b. Applicants current and past job performance
 - c. Departmental needs
 - 2. With written justification, the Fire Chief may remove or exclude an individual from the promotional list for reason including, but not limited to:
 - a. Job performance
 - b. Assessment center performance
 - c. Disciplinary action(s)
 - d. Conduct unbecoming of a member of the Northern Wake Fire Department.

3. The Promotional List will be good from January 2nd of the upcoming year, until January 1st the following year, or until the list is exhausted.
 - a. If a promotional list is exhausted, the Fire Chief will make the determination, based on organizational need, to run additional promotional process to fill vacancies.

K. Time in Grade (TIG)

- I. All candidates will receive credit for time served with the organization in totality(TIG).
 - a. Example:
2 Years FF2 + 1 Year FF3 + 2 Years LT= 5pts
- II. For each full six (6) months of continuous service completed in their current classification, the candidate shall receive one-half (1/2) or .5 of a point up to a maximum of ten (10) points. These ten points will be added to the candidate's final promotional composite score.
- III. FMLA, Military Leave, Special Leave and Worker's Compensation does not affect continuous service. Continuity of service is affected by unauthorized absences or leaving and returning from department employment.
- IV. Time in classification/grade will be with NWFD and not another department.

L. Promotional Eligibility and Criteria

- I. Promotional eligibility, for all ranks, will at a minimum meet the time in classification/grade, certification, education, and/or the equivalent criteria established for the intended rank in the current edition of the Wake County Compensation Guidelines.
- II. A candidate must not have received a written warning, final written warning, or suspension in the previous 12 months prior to the first day of the promotional testing process. The above referenced forms of discipline are defined in SOP 200-19 "Disciplinary Actions."
 1. If any of the above listed disciplinary actions are under appeal on the day/date when the promotional testing process is announced, the candidate will be eligible to prepare for and participate in the promotional process.
 2. If the promotional process is completed before the appeal is resolved, the vacant position will be held open until any appeals are completed. If the discipline is upheld following

the appeal, the candidate will be removed from the process or final candidate list. If the discipline is overturned, the candidate will be eligible for the process and promotion.

- III. All candidates shall have a minimum performance evaluation rating of "Standard" on their previous years or most recent annual performance evaluation.

L. Promotional Process and Scoring

I. Master Firefighter

a. The promotional process for Master Firefighter will consist of a Progressive Pumping Practical Test.

b. Master Firefighter Scoring Components:

i. Practical Test = 100%

II. Lieutenant

a. The promotional process for Lieutenant will consist of a Written Test and a Practical (pumping) Test.

b. Lieutenant Scoring Components:

- i. Written Test = 40%
- ii. Practical Test = 40%
- iii. Scene Size Up = 10%
- iv. Time in Grade = 10% (up to 10 added points)

c. Lieutenant Scoring example:

Component	Actual Score	Converted Score
Written Test	82	32.8
Practical Test	75	30
Size Up	60	6
Composite (avg.)		68.8
Time in Grade	5.5 years	+ 5.5
Total Promotional Score		74.30

III. Captain

- a. The promotional process for Captain will consist of a Written Test and an Assessment Center.
 - i. Written Test
 - ii. Assessment Center
- b. Scoring
 - i. Written Test = 45%
 - ii. Assessment Center = 45%
 - iii. Time in Grade = 10% (up to 10 added points)

Captain Scoring example:

Component	Actual Score	Converted Score
Written Test	78	35.1
Assessment Center	85.25	38.36
Composite (avg.)		73.46
Time in Grade	5.5 years	+ 5.5
Total Promotional Score		78.96

IV. Battalion Chief

- a. The promotional process for Battalion Chief will consist of:
 - i. Assessment Center
 - ii. Chief's Interview
- b. Scoring:
 - i. Assessment Center = 75%
 - ii. Chief's Interview = 15%
 - iii. Time in Grade = 10% (up to 10 added points)

c. Battalion Chief Scoring example:

Component	Actual Score	Converted Score
Assessment Center	80.25	60.19
Chief's Interview	90	13.50
Time in Grade	5.5 years	+ 5.5
Total Promotional Score		79.19

V. SPECIFIC ELIGIBILITY REQUIRMENTS

- A. Master Firefighter;
 - a. Reference SOP 200-4 Position Classification

- B. Lieutenants;
 - a. Reference SOP 200-4 Position Classification

- C. Captain;
 - a. Reference SOP 200-4 Position Classification

- D. Battalion Chief;
 - a. Reference SOP 200-4 Position Classification