	UNIFIED FIRE AUTHORITY ORGANIZATIONAL MANUAL	
	Affiliation: Human Resources Policies	
	Title: **Paramedic Lateral Process** Number: **900 - 090**	
	Approved: 7/28/2026	By: Fire Chief Dominic Burchett
	Last Reviewed: 5/25/2025	By: HR Director Kiley Day

REFERENCES

UFA Policy and Procedure – General Human Resources Definitions
UFA Policy and Procedure – EMS Skills Evaluation and Remediation
UFA Policy and Procedure – Filling of Job Vacancies
UFA Policy and Procedure – New Hire Requirements and Process
UFA Policy and Procedure – Merit Probation (New Hire)
UFA Policy and Procedure – Insurance Eligibility
UFA Policy and Procedure – Preference for Entry Level Examinations
IFSAC Member Directory
Utah Bureau of EMS (BEMS)_Personnel Licensure

PURPOSE

To outline the steps and qualifications necessary for a potential candidate, who is currently employed by a pre-hospital non-firefighting or first-responder firefighting agency as a Paramedic, to apply and participate in a new hire examination or Firefighter Paramedic only hiring process, to be considered as a Paramedic Lateral candidate and be eligible for compensation as such. To further allow part-time UFA paramedics the ability to receive additional preference points towards being hired full-time for UFA.

POLICY

1.0 Paramedic Lateral Hiring Process

1.1 Candidates must meet the minimum requirements for hire as stated in UFA Policy and Procedure – Firefighter and Paramedic Hiring Process.

1.2 Candidates who are currently employed as a full-time paramedic for a pre-hospital or first responder non-firefighting agency are eligible to participate.

1.3 Candidates who are currently employed or have been employed for at least twelve (12) consecutive months in the last eighteen (18) months as a full-time Firefighter Paramedic for a firefighter first responder agency are eligible to participate.

1.3.1 Candidates must possess the following minimum qualifications:

- Firefighter I & II Certification

- Utah Paramedic License

or

- National Registry Paramedic, BLS, ACLS, and PALS certification at the time of application, and Utah paramedic license prior to a final job offer
- Haz Mat Awareness and Operations certification

1.3.1.1 Candidates must have received their Firefighter I & II and Haz Mat Awareness and Operations, from an International Fire Service Accreditation Congress (IFSAC) member entity or a Pro Board Accredited Certification.

1.3.2 Candidates must obtain or complete the following certifications and training within the timeframes specified below:

1.3.2.1 Candidates must receive their Apparatus Driver Operator (ADO) Pumper certification from an International Fire Service Accreditation Congress (IFSAC) member entity or a Pro Board Accredited Certification before the end of their probationary period.

1.3.2.2 Candidates must complete the NWCG Wildland minimum training requirements (Firefighter Type II) during orientation.

1.4 Candidates who are currently employed as a part-time paramedic for UFA are also eligible to participate.

1.4.1 Part-time UFA paramedics will receive preference points as described in paragraph 2.3 and are not required to participate in the evaluation process.

1.4.2 Part-time UFA paramedics are not eligible to receive any credit for time as described in paragraph 3.1 unless they are also employed as a full-time paramedic for a pre-hospital, or first responder (firefighting or non-firefighting) agency and may then receive credit through that employment.

1.4.2.1 Part-time UFA paramedics employed as a full-time Firefighter Paramedic for a firefighter first responder agency must also meet the requirements of paragraph 1.3.1 to receive credit for time.

1.5 Interested and qualified candidates are required to complete the application process established by the Human Resources Division.

2.0 Candidate Paramedic Skills Evaluation Process

2.1 Paramedic Lateral candidates must successfully pass an evaluation process conducted by the Emergency Medical Services (EMS) Division in accordance with policy 500-030 EMS Skills Evaluation and Remediation

2.1.1 Current part-time UFA paramedics have previously been evaluated by UFA's EMS Division and therefore are not required to participate in an additional evaluation process.

2.2 The EMS Division will notify the Human Resources Division of the candidate's evaluation results, and the Human Resources Division will notify the candidate.

2.3 Candidates who pass the evaluation process will receive ten (10) Paramedic Lateral preference points in conjunction with UFA Policy and Procedure - Preference for Entry Level Examinations. These points are added to the candidate's written examination score. Candidates whose score, with preference points added, is above or tied with the passing score, will be permitted to continue through the remaining portions of the process in accordance with UFA policy.

2.3.1 Candidates who do not pass the evaluation process are still eligible to continue through the New Hire Firefighter Testing process as an entry level paramedic but do not receive Paramedic Lateral preference points or receive any credit for time as described in paragraph 5.0.

3.0 Additional Candidate Evaluation

3.1 Paramedic Lateral candidates who are currently employed or have been employed for at least twelve (12) consecutive months in the last eighteen (18) months as a full-time Firefighter Paramedic for a firefighter first responder agency will be given one attempt to successfully pass a firefighter skills assessment.

3.1.1 Candidates who do not pass the firefighter skills assessment are still eligible to continue through the New Hire Firefighter Testing process as an entry level paramedic.

3.2 All candidates must pass a physical agility test and will participate in an oral board assessment.

4.0 Staffing shortages within the firefighter specialty rank of Paramedic may on occasion require a dedicated hiring of firefighter paramedic employees. If it is in the best interest of Unified Fire Authority (UFA), the Fire Chief may choose to initiate an interim Firefighter Paramedic hiring process.

4.1 Candidates who are currently employed or have been employed in the last eighteen (18) months as a full-time Firefighter Paramedic for a firefighter first responder agency are eligible to participate.

4.2 Interested and qualified candidates are required to complete the application process established by the Human Resources Division.

4.3 The written exam may be waived for a dedicated hiring process of Firefighter Paramedic Lateral candidates. When this occurs, seniority will be determined by oral board scores. In the event of a tie, the Human Resources Director will conduct a blind name draw to break the tie.

4.3.1 In mixed recruit camps involving both Special Hire Firefighters and Entry Level Firefighters and Paramedics, Special Hire Firefighters will be ranked first for the purposes of determining seniority.

5.0 Credit for Time

5.1 Candidates successfully hired through the Paramedic Lateral process will receive credit for time employed by a pre-hospital or first responder (firefighting or non-firefighting) agency in the manner described below:

5.1.1 Credit for time with a *pre-hospital or non-firefighting* first responder agency, *as a full-time Paramedic*, will be given for pay purposes only. Individuals will be placed in the Paramedic I pay step on the Firefighter Pay Plan, from pay step 1 to 10 (the top step), that corresponds with their years of credited service (recognized as a percentage of years, rounded up to the nearest half-month, so that three years and six months is 3.5 years, six years and eight-and-one-half months is 6.71 years, etc.) as indicated in the table below. Once placed in the appropriate pay step, the employee will continue from that step forward, with regard to annual increases on the anniversary of their date of hire, and promotional increases, (e.g. Paramedic I to Paramedic II or Paramedic to Captain).

0 – .99 years of credited	Step 1 Firefighter Pay
1-1.99 years of credited	Step 2 Firefighter Pay
2-2.99 years of credited	Step 3 Firefighter Pay
3-3.99 years of credited	Step 4 Firefighter Pay
4-4.99 years of credited	Step 5 Firefighter Pay
5-5.99 years of credited	Step 6 Firefighter Pay
6-6.99 years of credited	Step 7 Firefighter Pay
7-7.99 years of credited	Step 8 Firefighter Pay
8-8.99 years of credited	Step 9 Firefighter Pay
9 + years of credited service	Step 10 Firefighter Pay

5.1.2 Credit for time with a *firefighting* first responder agency, *as a full-time Firefighter EMT/AEMT or full-time Firefighter Paramedic*, will be given for pay purposes and for meeting the qualifications for advancement to Paramedic II in accordance with UFA Policy. Individuals will be placed in the Paramedic I or II on the Firefighter Pay Plan, from pay step 1 to 10 (the top step), that corresponds with their years of credited service (recognized

as a percentage of years, rounded up to the nearest half-month, so that three years and six months is 3.5 years, six years and eight-and-one-half months is 6.71 years, etc.) as indicated in the table above. Once placed in the appropriate pay step, the employee will continue from that step forward, with regard to annual increases on the anniversary of their date of hire, and promotional increases, (e.g. Paramedic I to Paramedic II or Paramedic to Captain).

5.1.2.1 In order to qualify for Paramedic II through the Paramedic Lateral Process, individuals must have:

- Five years of full-time employment as a Firefighter with any level of EMS licensure
- A minimum of three of those years as a full-time Firefighter Paramedic
- Approved Fire Inspector I and Fire Instructor I certification

5.1.2.2 As an example of how credited service is applied toward meeting the qualifications for advancement to Paramedic II, an individual with the following qualifications (Instructor I certification and four years as a full-time Firefighter, one year and three months of which was as a full-time Paramedic) would be eligible to advance to Paramedic II one year and nine months from the date of hire and upon attaining approved Inspector I certification.

5.1.3 The candidate's previous years of credit-eligible service will be obtained from the candidate's previous employer and verified and documented by the Human Resources Division.

5.1.4 The candidate will be provided with written notification, typically as part of the employment offer, that indicates all years of credit-eligible service along with specific details regarding the designated pay step and if applicable, the remaining requirements necessary to advance to Paramedic II. A copy will be kept in the employee's personnel file.

5.2 The credit for time **does not** apply to, or affect, the employee's seniority date or service date, and is therefore not recognized for benefits associated with those dates (i.e. promotional time requirements, station bids, vacation draws, seniority points for examinations, reductions-in-force, etc.). Individuals hired through the Paramedic Lateral process will also be required to complete a one-year probation as outlined in UFA Policy and Procedure - Merit Probation (New Hire).

6.0 Individuals selected through the hiring process will be required to successfully pass a background investigation, medical examination, new-hire drug test, and other requirements, as outlined in UFA Policy and Procedure - New Hire Requirements and Process.

7.0 Candidates offered a position will be required to successfully complete either a full (typically 16-weeks) recruit camp, or an orientation (typically 4-weeks), and will be

accountable for all requirements to function as a paramedic for UFA as outlined in UFA Policy and Procedure – EMS Skills Evaluation and Remediation policy.

7.1 Career firefighters working for a firefighting first responder agency as a full-time Firefighter Paramedic may be offered the opportunity to attend the orientation (typically 4 weeks).

7.2 Candidates working for a pre-hospital or non-firefighting first responder agency will be required to successfully complete a full recruit academy (typically 16-weeks).

Replaces policy dated: June 10, 2025.