	UNIFIED FIRE AUTHORITY **ORGANIZATIONAL POLICY MANUAL**	
	Affiliation: Human Resources Division Policies	
	Title: **Preference for Entry Level Examinations** Number: **900 - 040**	
	Approved: 10/21/2026	By: Fire Chief Dominic Burchett
	Last Reviewed: 8/12/2026	By: HR Analyst Sylvia Cardenas

REFERENCES:
UFA Policy and Procedure – General Human Resources Definitions
UFA Policy and Procedure – Firefighter and Paramedic Hiring Process
UFA Policy and Procedure – Paramedic Lateral Process
UFA Policy and Procedure – Filling of Job Vacancies
UFA Policy and Procedure – Establishment, Maintenance and Duration of Hiring and Promotional Registries
Utah Code Annotated 71A-2-102 Veteran's Preference

DEFINITIONS:
Disabled Veteran – Means an individual who has served on active duty in the armed forces, who has been separated or retired under honorable conditions and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits or pension because of a public statute administered by the federal Department of Veteran's Affairs or a military department.

Preference Eligible - Means any individual who has served on active duty in the armed forces for more than 180 consecutive days; or members of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized; disabled veterans with any percentage of disability; purple heart recipients or retired members of the armed forces who retired below the rank of major or its equivalent.

Preference Eligible Spouse - Means the current spouse of a preference eligible veteran.

Season - Means the wildland firefighting season as determined by the UFA Wildland Division each year. It typically runs from May to October.

Veteran - Means an individual who has served on active duty in the armed forces for more than 180 consecutive days or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated or retired under honorable conditions; or any person incurring an actual service-related injury or disability whether or not that person completed 180 days of active duty.

PURPOSE:
To provide a system for individuals to earn preference points towards full-time employment with Unified Fire Authority (UFA) as entry level Firefighters or Paramedics.

PROCEDURE:

1.0 WILDLAND PREFERENCE: A wildland firefighter for UFA is entitled to preference points awarded in the following manner:

1.1 For each full season of satisfactory employment, the candidate will receive two and one-half wildland preference points (2.5).

1.2 The maximum number of wildland preference points a candidate may earn is ten (10).

1.3 The maximum number of wildland preference points a candidate may earn for any one year is two and one-half points (2.5).

1.4 To receive credit, candidates must have satisfactorily completed one complete season as a wildland firefighter (or one year of employment as another category of eligible employee) in the three years preceding the current written examination date (considered to be the last session offered).

1.4.1 If a former employee returns to UFA employment, as long as he or she meets the requirement of completing one complete season/year as required above, whether that be within the window of three years preceding the date of the written examination, or in the year following his or her return to employment, he or she will have access to any preference points earned, up to the maximum limits established, during times of previous employment.

As an example, if an employee satisfactorily completed the 2015 wildland season and worked all of 2016 as a part-time firefighter and then resigned and returned to employment for the 2020 wildland season, as soon as he or she satisfactorily completed the 2020 season he or she would be able to claim 7.5 points for the following testing process (2.5 points for the 2020 season, 2.5 points for the 2015 wildland season and 2.5 points for 2016 as a part-time firefighter).

1.5 To claim preference point credit, candidates must indicate during the registration application process that they are applying for Wildland preference points as well as indicate what years of service they are claiming.

1.5.1 Human Resources will verify the candidate's UFA Wildland employment history and applicable season(s) with the Wildland Division Chief. Preference points will be awarded for each season verified as satisfactorily completed in accordance with this policy.

2.0 PART-TIME EMS PREFERENCE (formerly Paid-Call Firefighter or Event EMT):

A Part-time EMS employee is entitled to preference points awarded in the following manner:

2.1 To be eligible for one and one quarter (1.25) preference points, a part-time EMS employee must work a minimum of 144 hours within a six-month

period (January 1 to June 30 or July 1 to December 31) and be in good standing with Unified Fire Authority. The maximum accrual per calendar year is two and one half (2.5) preference points.

2.2 The maximum number of Part-time EMS preference points a candidate may earn is ten (10).

2.3 To receive credit, candidates must have satisfactorily completed one complete year as an employee in the three years preceding the current written examination date (considered to be the last session offered).

2.3.1 If a former employee returns to UFA employment, as long as he or she meets the requirement of completing one complete season/year as required above, whether that be within the window of three years preceding the date of the written examination, or in the year following his or her return to employment, he or she will have access to any preference points earned, up to the maximum limits established, during times of previous employment. For an example, please refer back to paragraph 1.4.1.

2.4 To claim preference point credit, candidates must indicate during the registration application process that they are applying for Part-Time EMS preference points as well as indicate what years of service they are claiming.

2.4.1 Human Resources will verify the candidates UFA Part-Time EMS employment history with the Staffing Division. Preference points will be awarded for each year verified as satisfactorily completed in accordance with this policy.

Note: The positions of Paid-Call/Part-time Firefighter and Event EMT were eliminated January 1, 2018. Preference points for individuals who worked as Paid-Call Firefighters or Event EMTs for UFA prior to January 1, 2018, or as Part-time EMS employees, between January 1, 2018, and December 31, 2018, (Implementation Date of this Change) will be awarded in accordance with the policy in effect at that time.

3.0 OTHER EMPLOYMENT PREFERENCE: A full-time merit employee, or a part-time employee working an annual average of twenty or more hours per week, is entitled to preference points awarded in the following manner:

3.1 For each year of employment, the candidate will receive two and one-half other employment preference points (2.5).

3.1.1 The accumulation of year(s) to determine preference points will be counted up until the closing date of the recruitment. Credit is given for full years only.

3.2 The maximum number of other employment preference points a candidate may earn is ten (10).

3.3 To receive credit, candidates must have satisfactorily completed one complete year as an employee in the three years preceding the current written examination date (considered to be the last session offered).

3.3.1 If a former employee returns to UFA employment, as long as he or she meets the requirement of completing one complete season/year as required above, whether that be within the window of three years preceding the date of the written examination, or in the year following his or her return to employment, he or she will have access to any preference points earned, up to the maximum limits established, during times of previous employment. For an example, please refer to paragraph 1.4.1.

3.4 To claim preference point credit, candidates must indicate during the registration application process that they are applying for Other Employment Preference points as well as indicate what years of service they are claiming.

3.4.1 Human Resources will verify the candidate's Other Employment Preference employment history with their immediate supervisor. Preference points will be awarded for each year verified as satisfactorily completed in accordance with this policy.

4.0 VETERANS' PREFERENCE: Preference eligible veterans are entitled to preference points awarded in the following manner:

4.1 Preference eligible veterans shall receive preference points equal to five percent of the total possible score.

4.2 Preference eligible disabled veterans or Purple Heart recipients shall receive preference points equal to ten percent of the total possible score.

4.3 The current spouse of a preference eligible veteran is entitled to the same preference as the veteran.

4.4. To receive credit, candidates must:

4.4.1 submit proof of discharge (copy of DD214) with their test registration form, or application, following the instructions provided.

4.4.2 provide proof of service-connected disability if they are claiming disabled veteran's preference.

4.4.3 provide a signed statement affirming their marital status if they are claiming spouse veteran's preference.

4.4.4 submit the documents described above no later than three (3) working days following the date of the last written examination session offered.

5.0 PARAMEDIC PREFERENCE

5.1 Candidates who pass UFA's Paramedic skills evaluation will receive ten (10.0) paramedic preference points. Refer to UFA Policy and Procedure, Paramedic Lateral Process for additional information.

5.2 The maximum number of paramedic preference points a candidate may earn is ten (10).

5.3 To claim preference point credit, candidates must indicate during the registration application process that they are applying for Paramedic preference points.

6.0 AWARDING PREFERENCE FOR FIREFIGHTER OR PARAMEDIC EXAMINATIONS

6.1 Candidates who are eligible for preference points shall receive a written (first phase) examination score that is equal to their examination score plus all applicable preference points.

6.1.1 If a passing (cut-off) first-phase examination score is established during an entry-level examination process, candidates receiving an adjusted examination score, with all applicable preference points added, that is above or tied with the passing score will be permitted to continue with the remaining portions of the process.

6.1.2 Once the passing score has been determined and applied, all preference points, with the exception of Veterans' Preference, will be deducted from the score. This adjusted score, with only Veteran's Preference points remaining, will be used in the calculation of the final examination score for ranking purposes.

6.2 Candidates may receive preference points from multiple categories, (i.e. 5 Veteran's Preference points and 10 Wildland Preference points or 5 Wildland Preference points and 7.5 Part-time EMS Preference points, etc.) as long as they meet the eligibility criteria for each category that they are claiming.

6.3 If a candidate has been terminated for cause from Unified Fire Authority, he or she will no longer be eligible to claim any type of preference points, with the exception of Veterans' Preference.

Replaces policy dated April 4, 2022