

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL POLICY MANUAL	
	Affiliation: Human Resources Division Policies	
	Title: New Hire Requirements and Process	
	Number: 900 - 100	
	Approved: 2/22/2024	By: Fire Chief Dominic Burchett
	Last Reviewed:	By: HR Director Kiley Day

REFERENCES:

[UFA Policy and Procedure – General Human Resources Definitions](#)
[UFA Policy and Procedure – Health Standards & Medical Examinations](#)
[UFA Policy and Procedure – Drug and Alcohol Testing/Drug Free Workplace](#)
[UFA Policy and Procedure – Merit Probation \(New Hire\)](#)
[UFA Policy and Procedure – Filling of Job Vacancies](#)
[UFA Policy and Procedure – Firefighter and Paramedic Hiring Process](#)
[UFA Policy and Procedure – Paramedic Lateral Process](#)
[UFA Policy and Procedure – Entry Level Firefighter and Paramedic](#)
[UFA Policy and Procedure – Confidentiality of Personnel Records](#)
[UFA Policy and Procedure – Social Media for Personal Purposes](#)

DEFINITIONS:

Prospective Employee - means any person who has been offered a position with the Unified Fire Authority.

Public Safety Employee - Firefighter (including a wildland firefighter), paramedic, part-time EMS, bomb technician, or other employee directly involved in the protection of public safety or emergency response or who has access to controlled substances. Public safety employees may be either firefighter or non-firefighter employees and may also be either merit or temporary employees.

PURPOSE:

To establish and explain the process used to move a candidate through various pre-employment checks and background investigation steps to the point of prospective employment, a contingent employment offer, and new employee status.

POLICY:

1.0 Contingent Offer of Employment Requirements

- 1.1 A background investigation will be conducted for any candidate being considered for hire in accordance with applicable policies. The depth of the investigation differs between public safety and non-public safety positions and within the public safety designation. The investigation also differs between part-time and full-time positions. For non-public safety positions, the investigation may vary depending upon applicable laws and the duties of the position. The complete list of

components that may be utilized for the different categories of employees is outlined in Appendix A to this policy.

- 1.2 Background investigation material will be collected primarily by the Human Resource Division and the Special Enforcement Division, but under the direction of these Divisions, hiring supervisors may also collect and review information, such as conducting reference checks, reviewing public social media, or reviewing the information provided in personal history questionnaires.
- 1.3 All information collected concerning pre-employment background investigations will be returned to and maintained by the Human Resource Division separately from the official personnel file. The Human Resource Division will share the appropriate investigation material with the applicable individual(s) making the hiring decision ("hiring supervisor(s)") to facilitate the decision-making process. The background report and all supporting documentation will be maintained in accordance with the established records retention schedule.
- 1.4 The background investigator will summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to advance the candidate onto the next steps of the hiring process. The report and all supporting documentation will be included in the candidate's background investigation file.
- 1.5 A candidate's background will be assessed on a case-by-case basis, using a totality-of-the circumstance listed in Appendix B.
- 1.6 Candidates will not be advanced who have pled guilty, no contest, or been convicted of a crime of moral turpitude (including but not limited to crimes involving dishonesty, breach of ethics, breach of public trust, etc.) or other offense relevant to the position for which the candidate has applied.

2.0 Additional Contingent Offer of Employment Requirements

- 2.1 Medical Examination – Prospective employees for public safety positions will complete a medical examination in accordance with UFA Policy and Procedure – Health Standards and Medical Examinations.
 - 2.1.1 The Human Resources Division will coordinate with the Contracted Medical Services Provider to schedule a time for the examination and notify the candidate.
 - 2.1.2 The Contracted Medical Services Provider will notify the Human Resources Division and the Safety Officer of the medical examination results.
- 2.2 Drug Testing - Prospective employees for all full and part-time positions will complete a new-hire drug test in accordance with UFA Policy and Procedure – Drug and Alcohol Testing/Drug Free Workplace.

- 2.3 Psychological Evaluation – Prospective full-time employees for public safety positions will complete a psychological evaluation in accordance with UFA Policy and Procedure – Health Standards and Medical Examinations.
- 2.3.1 If it is determined that a prospective employee is “not qualified” as part of the psychological evaluation, they will be prohibited from reapplying or applying for other positions within UFA for two years from the date of the initial hiring notice for which they received the evaluation.
- 2.4 The prospective employee will receive a final job offer if they pass the requirements listed in paragraphs 2.1, 2.2, and 2.3.
- 2.5 If the background, medical, psychological evaluation, or any other subsequent investigation determines the prospective employee is not suited for employment or discloses any misrepresentation on the application form or any other provided information, the prospective employee may be refused employment or, if already employed, may be terminated.
- 2.5.1. UFA may use the information obtained or received in the background investigation or psychological evaluation in future hiring processes to evaluate suitability for the position.

3.0 New Hire Paperwork and Pay

- 3.1 All new hire employees must complete the required documents as established by the Human Resource Division. Such documents include but are not limited to, IRS form W-4, Employment Eligibility I-9 Form, contact information forms, Utah State Retirement eligibility and enrollment forms, and program enrollment forms for all lines of insurance.
- 3.2 [Employment Eligibility Verification](#) - Unified Fire Authority is required to determine if prospective employees for all full and part-time positions are legally permitted to work in the United States.
- 3.2.1 Prior to the commencement of employment, the Human Resource Division will examine the prospective employee’s citizenship documentation to ensure the prospective employee is legally permitted to work in the United States. The Human Resources Division must examine either a document, which establishes the person’s identity and work status, as provided below, or one that establishes work status authorization and one that establishes identity.
- 3.2.1.1 Documents that establish both work status and identity are defined by the U.S. Citizenship and Immigration Services: a division of the Department of Homeland Security. A list of acceptable documentation can be found on the [Employment Eligibility I-9 Form](#) provided by the Department of Homeland Security.

- 3.2.2 The Human Resources Division will inspect the documents provided and determine whether they appear to be genuine.
- 3.2.3 The Human Resources Division will copy the documents provided and place the copied documents in the UFA I-9 file.
- 3.2.4 The Human Resources Division will complete the verification process by entering information into the E-Verify system.
- 3.2.5 Any UFA employee who is aware of a person or an entity which contracts or subcontracts with the UFA and who hires employees in violation of the Federal Immigration and Reform and Control Act will immediately inform the UFA Chief Legal Officer and Fire Chief.
- 3.2.6 Any UFA employee who has a change in work status, such as revocation of a work permit or expiration of a work visa, will immediately inform the Human Resources Division.
- 3.3 The salary for a sworn full-time firefighter employee will coincide with the appropriate step in the Firefighter Pay Plan in relation to the individual's level of EMS licensure and in accordance with UFA Policy and Procedure – Entry Level Firefighter and Paramedic, UFA Policy and Procedure – Paramedic Lateral Process, and UFA Policy and Procedure- Firefighter Lateral Process.
- 3.4 The grade for a full-time new hire merit non-firefighter (civilian) employee will be set by the Human Resources Division. The Division Chief or other hiring supervisor may negotiate a starting salary for the employee between the entry of the designated pay range on the Civilian Pay Plan and 15% above the designated pay range minimum with approval from the Section Chief. A starting salary higher than 15% above the designated pay range minimum requires a recommendation from the Section Chief and approval from the Fire Chief.
- 3.5 The grade for a part-time employee will be set by the Human Resources Division. The hourly rate for a new hire part-time employee may be set by the Division Chief or other hiring supervisor but must be within the appropriate pay range and pay range guidelines as established on the applicable Pay Plan (e.g., Civilian, Part-time EMS Employees or Seasonal Wildland).
- 4.0. All new hire full-time merit employees must be hired into a probationary status in accordance with UFA Policy and Procedure - Merit Probation (New Hire).

Replaces policy dated: August 24, 2024

Appendix A Background Investigation Components

The focus of the background investigation is to identify whether the values of the candidates match those established within the organization. Minimally, those conducting the background investigation should employ a comprehensive screening, background investigation, and selection process that assesses cognitive, and physical abilities and includes review and verification of the following in each of the three categories listed below:

FULL-TIME PUBLIC SAFETY POSITIONS

- UFA Background Questionnaire
- Pre-employment Personal History Questionnaire
- Criminal History Records Check
- Reference Check of professional references (e.g. previous employers, supervisors, and coworkers) and personal references (e.g. neighbors, friends, relatives) **
- Credit Check
- Driver License Records Check
- EMS License Records Check
- Office of Inspector General Exclusion List
- Public Online and Social Media Review

PART-TIME PUBLIC SAFETY POSITIONS

- UFA Background Questionnaire
- Pre-employment Personal History Questionnaire
- Criminal History Records Check
- Reference Check of professional references (e.g. previous employers, supervisors, and coworkers) and personal references (e.g. neighbors, friends, relatives) **
- Office of Inspector General Exclusion List
- Driver License Records Check
- EMS License Records Check
- Public Online and Social Media Review

FULL-TIME AND PART-TIME NON-PUBLIC SAFETY POSITIONS

- Criminal History Records Check
- Reference Check of professional references (e.g. previous employers, supervisors, and coworkers) and personal references (e.g. neighbors, friends, relatives) **
- Office of Inspector General Exclusion List
- Public Online and Social Media Review

** As investigations are conducted, the number and type of references contacted for each candidate may be expanded or reduced based on the results obtained.

Appendix B Disqualification Guidelines

The Fire Chief will not recommend the hiring of an individual as a firefighter for the following reasons:

- The individual has been convicted of a felony crime or a crime for which you would be required to register per Utah Law.
- The individual has been convicted of a DUI within two (2) years of your application; or convicted of two (2) DUI's regardless of the time limit.
- The individual has been convicted of Domestic Violence or Domestic Assault.
- The individual has been dishonorably discharged from any Military Service.
- A conviction with any of the drugs in the following categories will be disqualifying within four (4) years of the date of application.
 - Hallucinogens (i.e., LSD, PCP, peyote, mescaline, psilocybin mushrooms, etc.)
 - Narcotics (i.e., heroin, morphine, opium, codeine, methadone, etc.)
- A conviction with any of the drugs in the following categories will be disqualifying within one (1) year of the date of application:
 - Cannabis substances (i.e., marijuana, hashish, hash oil, etc.)

Other areas of concern include, but are not limited to, the following:

- Previous employment history; medical history; driving history.