

Scotts Valley Fire Protection District	Policy: 1502
Subject: Promotions	Dated: November 13, 2002

Policy 1502: Promotions

- Unless the Board of Directors otherwise specifically provides, all open positions and vacancies in officer and supervisor ranks shall be filled by promotion from within the district.
- In order for any employee to take a promotional examination or to make application for a higher rank, the employee shall have completed all probationary requirements of the lower rank.
- All requirements of a position shall have been met prior to applying for the position.
- Any person promoted to or appointed to any supervisor rank shall be in a probationary status for one (1) year after the date of such promotion or appointment.
- Promotional eligibility lists shall be established by promotional examinations, and shall be effective for a period of one (1) year, but may be canceled or extended by the Board of Directors at any time. Any person qualified for promotion who passes the promotional examination shall be placed on the promotional eligibility list. Any such person on such list is eligible for promotion to the rank for which the list was established.
- The list will be brought before the Board prior to expiration at which time the Board could consider extending the list for a period to be determined by the Board. The Board may, at its discretion, extend the list or determine that the list will terminate as otherwise defined in this policy.
- In the absence of an eligibility list, the fire chief may make a temporary appointment of one step in rank without Board approval. Time served during a temporary appointment shall not be credited towards the probationary time requirement of the higher rank.
- An employee temporarily appointed shall be subject to a competitive examination. Examinations shall be given within six (6) months following a temporary appointment.

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Board Chairperson: <u><i>R. Clark Jr.</i></u>	Fire Chief: <u><i>M. P. Murray</i></u>

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- Favoring the promotion of personnel from within the district to fill vacant officer and supervisor positions, the Board may grant, upon request of the chief, a waiver of the "*time in service*" requirements established by these policies, and may permit such individual members of the district as are otherwise qualified, and as are designated by the chief, to make application for, be tested for, and be appointed to a vacancy in the district, provided that no such waiver of the "*time in service*" requirements shall be granted unless there are no district personnel otherwise qualified and willing to fill the vacant position.
- Minimum qualifications for each position shall be set forth in these policies.