

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL MANUAL	
	Affiliation: Human Resources Policies	
	Title: Firefighter Lateral Process Number: 900 - 080	
	Approved: 12/05/2023	By: Fire Chief Dominic Burchett
	Last Reviewed: 12/05/2023	By: HR Director Kiley Day

REFERENCES

[UFA Policy and Procedure – 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](#)
[UFA Policy and Procedure – Insurance Eligibility](#)
[UFA Policy and Procedure – Preference for Entry Level Examinations](#)
[UFA Policy and Procedure – Firefighter and Paramedic Hiring Process](#)
[UFA Professional Development Plan](#)

PURPOSE

To outline the steps and qualifications necessary for a potential candidate, who is currently employed by a first-responder firefighting agency as a full-time firefighter Emergency Medical Technician (EMT) or Advanced Emergency Medical Technician (AEMT), to apply and participate in a new hire examination or special Firefighter only hiring process, to be considered as a Firefighter Lateral candidate and be eligible for compensation as such.

POLICY

1.0 Firefighter 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 or have been employed for at least twelve (12) consecutive months in the last eighteen (18) months as a full-time Firefighter for a firefighter first responder agency are eligible to participate.
 - 1.2.1 Candidates must possess the following minimum qualifications:
 - Firefighter I & II Certification
 - Utah EMT or AEMT Licensure
 - Haz Mat Awareness and Operations certification

1.2.1.1 Candidates who have not received their Firefighter I & II and Haz Mat Awareness and Operations certifications from an International Fire Service Accreditation Congress (IFSAC) member entity must obtain IFSAC certification for these courses within one year of hire.

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

2.0 Candidate EMT Skills Evaluation Process

2.1 Individuals hired as EMTs or AEMTs, will have their skills assessed by the EMS Division (Patient Assessment and EMT-B) interventions). Individuals hired as AEMTs will be compensated at the AEMT rate on the Firefighter Pay Plan in place at the time of hiring but will be required to pass an AEMT assessment conducted by the EMS Division, or they will revert to the corresponding Firefighter/EMT pay rate.

2.1.1 Candidates who fail any of the skills are considered to have failed the entire evaluation process.

2.1.2 Firefighter lateral candidates will only be allowed one attempt to pass the 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.

3.0 Additional Candidate Evaluation

3.1 Firefighter Lateral candidates who are currently employed or have been employed in the last eighteen (18) months as a full-time Firefighter 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 firefighter.

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

4.0 Candidates who pass the evaluation process will be permitted to continue through the remaining portions of the process in accordance with UFA policy.

4.1 Candidates who do not pass the evaluation process are still eligible to continue through the New Hire Firefighter Testing process as an entry level firefighter but do not receive any credit for time as described in paragraph 6.0.

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

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

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

5.3 The written exam portion may be waived for a dedicated hiring process of Firefighter 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.

6.0 Credit for Time

6.1 Candidates successfully hired through the Firefighter Lateral process will receive credit for time employed by a first responder agency in the manner described below:

6.1.1 Credit for time with a *firefighting* first responder agency, as a *full-time Firefighter*, will be given for pay purposes only. Individuals will be placed in the Firefighter 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. Firefighter I to Firefighter II or Firefighter to Specialist).

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

6.1.2 Credit for time with a *firefighting* first responder agency, as a *full-time Firefighter EMT or AEMT*, will be given for pay purposes in accordance with UFA Policy. Individuals will be placed in 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. Firefighter to Specialist).

6.1.3 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.

6.1.4 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 Firefighter II. A copy will be kept in the employee's personnel file.

6.2 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 Firefighter Lateral process will also be required to complete a one-year probation as outlined in UFA Policy and Procedure - Merit Probation (New Hire).

7.0 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.

8.0 Candidates offered a position will be required to successfully complete an orientation (typically 4-weeks) and will be accountable for all requirements to function as a firefighter EMT or AEMT for UFA as outlined in [UFA Policy and Procedure – EMS Skills Evaluation and Remediation policy](#).

9.0 As a condition of continued employment with UFA, candidates offered a position will be required to successfully complete the following during their probation period:

- Apparatus Driver Operator (ADO) Pumper certification.
- Completion of current NWCG Wildland minimum training requirements.

Replaces policy dated: May 3, 2023