

	<b>Policies</b>	
	<b>Title:</b> <b>Application for Employment and the Hiring Process</b>	<b>2.2.1</b>
	<b>Approved By:</b> UPRAD Board of Directors	<b>Effective Date:</b> 4/04/2006

## Application for Employment

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Ute Pass Regional Ambulance District (UPRAD) strives to recruit and hire employees who are the best qualified individuals for employment as determined by the service position descriptions. Decisions regarding recruitment, selection, and placement of employees are based on job-related criteria.

It is the responsibility of management personnel to maintain adequate staffing to provide essential services.

Employees who desire to apply for a particular position must submit a résumé in writing and/or other requested information to the District Manager by the posted position closing date. Employees are also encouraged to make written recommendation of other individuals for available positions. Persons outside UPRAD desiring employment either as part-time or full-time employees may make application at any time. All positions are filled on an “as needed” basis.

### Minimum Qualifications for Employment:

- High school graduate or equivalent.
- Currently possess the required skills, certifications, and/or licensure for the desired position.
- No felony convictions.

### Further Minimum Qualifications for Clinical Positions:

- Must be at least 21 years of age.
- Hold a valid Colorado drivers license.
- Meet the functional requirements of an Emergency Medical Technician as defined by the Colorado Department of Public Health and Environment.

### Procedure:

When UPRAD determines a need to fill a vacant position, management will review or create applicable position descriptions before posting or advertising occurs. UPRAD may use outside sources for applicants in addition to internal position posting(s). Sources utilized to attract qualified personnel include but are not limited to employment agencies, help wanted advertisements, the Internet, and industry journals.

The procedure for screening and selecting employees may be as follows:

- Review of the submitted applications which must be completed in their entirety with all requested supporting documents regarding the position for which the person is applying. Incomplete applications will not be considered.
- Once it has been determined that the applicant is eligible to continue in the hiring process for employment, an invitation for interview will be made to the applicant.

- UPRAD clinical hiring process may consist of written and practical testing, physical assessment, and/or interviews conducted by a hiring committee which may be comprised of the Physician Advisor, District Manager, Supervisors, Board Members, and other employees of UPRAD.
- The decision whether to hire an applicant shall be made by the UPRAD Board after receiving a recommendation from the District Manager.
- Following a decision to hire and the applicant acceptance, medical examination(s), background check(s), and drug screening(s) may be arranged as determined by existing standards.
- The preliminary decision to hire the applicant is contingent on the outcomes of the medical examination, background investigations, and drug screenings.
- UPRAD reserves the right to change any or all of the hiring processes to meet the needs of the service.

Seniority and time in grade may be a consideration in management decisions regarding employee promotion, scheduling, education, etc. Seniority is defined as total time of employment with UPRAD.

“Time in grade” is defined as total time in a particular position.

Former employees who left UPRAD in good standing and are re-hired shall be considered a new employee from the date of re-employment unless the break in service is less than 180 days. In these cases, the employee shall retain accumulated service and benefit eligibility minus the time absent.

UPRAD representatives should exercise caution against making promises of guaranteed employment during the recruitment, hiring, and orientation process. The hiring of an employee does not create a contractual relationship between the employee and UPRAD. No document shall be called a contract unless in fact a formal employment contract is drafted specific to an individual. UPRAD cannot and therefore does not guarantee employment to any employee since condition of the position or service may change.

Discovery of false information on an application may result in immediate rejection of the applicant. If the applicant has already been hired, employment may be terminated on discovery of the falsification.