

## ARTICLE 15

### PROMOTIONAL PROCEDURES

Section 1. The purpose of this provision is to establish an orderly and impartial plan to select qualified individuals for promotion to positions in the bargaining unit.

Section 2. Administrative Policy-Methods and procedures set forth are intended to provide assistance to the recommendations and judgment exercised by the Fire Chief. They are not intended to restrict his authority in the final selection and appointment process.

Section 3. Administrative Control-Responsibility for administrative control of the promotion plan is vested in the Human Resources Director and authority is delegated to the Fire Chief. In the exercise of Administrative Control, the Human Resources Director in consonance with the Fire Chief may utilize his authority in monitoring and coordinating test construction and security surveillance for maintenance of the plan.

- a. If the Fire Chief deems that an employee is not qualified for a promotion, he may exercise his right to submit a letter to the Human Resources Director and employee stating such reason.
- b. A Promotion Board is herewith created to coordinate the procedure, have general supervision of the elements used in the selection process, and make recommendations and certification to the Chief of the Fire Department.
  1. The Board shall consist of five (5) members, two (2) selected by the Fire Chief, two (2) selected by the Union and the Human Resources Director ~~who~~ or his designee will ~~serve as the Chairperson and vote~~ only vote when there is a tie.
  2. The Promotion Board shall establish a roster of qualified candidates and make their recommendations to the Fire Chief.
  3. The Promotion Board shall receive and rule on appeals relating to promotions.
- c. Written examinations required as part of the Selection Process may be constructed within the Fire Department, or acquired through some other reputable outside source as determined by the Fire Chief.
  1. The Fire Training Officer shall designate the source documents from which a written examination is to be constructed.
  2. The promotion Board may review the source documents, and make recommendations as to the applicability of the documents selected or sections thereof to the position being filled. Non-applicable sections of the source documents may be deleted from further use by majority vote of the Promotion Board.
  3. After preparation of written test questions by the party/parties designated by the Fire Chief for that purpose and prior to final written test construction and

administration, the Promotion Board may review the pool of questions to again assess the applicability of questions to the position. Questions that do not apply may be removed as determined by a majority vote of the Promotion Board.

4. The final written test will then be constructed and administered by the party/parties designated by the Fire Chief for that purpose, and monitored by one or more members of the Promotion Board.

Section 4. Procedures - Only time on the Norman Fire Department ~~Fire Suppression Unit~~ may be considered for requirements for eligibility to take the promotional examinations which are as follows:

- a. Fire Apparatus Driver: A candidate for the Fire Apparatus Driver Examination must have served four (4) continuous years with the Norman Fire Department from the date of last employment and possess certification as relief driver. In the event that after testing, there are no candidates available with a minimum of four (4) years seniority who passed the test, another test shall be given where the required time for eligibility will be reduced in one (1) year increments with the minimum eligibility factor to be no less than two (2) years.

1. Candidates must compete in and achieve a score of at least 70% of a 100 point written examination before they will be allowed to take the Practical Factor Examination.
2. Candidates that score 70% or above on the written examination may compete in a 100 point Practical Factor Examination.

A member(s) of the Fire Department or individual(s) outside the Fire Department, as designated by the Fire Chief, shall construct the Practical Factor Examination consistent with the assessment center concept encompassing equipment (apparatus) operations. The candidate must score at least 70% of 100% to be placed on the sequence list.

3. The sequence list will be made by a combination of the Practical Factor Examination, seniority points and written examination. Seniority points will be added only to those whose score on both the written and practical examinations is 70% or above. Seniority points = .5 points per three months service with a maximum of 15 points.

- b. Captain: A candidate for Captain Examination must have completed a minimum of three (3) years as a Fire Apparatus Driver and have at least seven (7) years on the Norman Fire Department.

1. Candidates must compete in and achieve a score of at least 70% of a 100 point written examination before they will be allowed to take the Practical Factor Examination.
2. Candidates that score 70% or above on the written examination may compete in a 100 point Practical Factor Examination.

A member(s) of the Fire Department or individual(s) outside the Fire Department, as designated by the Fire Chief, shall construct the Practical Factor Examination consistent with the assessment center concept using the following guidelines:

Approximately 35% skill in applying firefighting and emergency techniques  
Approximately 35% skill in making decisions  
Approximately 10% written communications  
Approximately 20% oral communications

3. The sequence list will be made by a combination of the Practical Factor Examination, seniority points and the written examination. Seniority points = .5 points per three months service with a maximum of 21 points.

c. Inspector: A candidate for Inspector Examination must have at least seven (7) years on the Norman Fire Department. In the event that there are no candidates available with a minimum of seven (7) years seniority, then the required time for eligibility will be reduced in one (1) year increments with the minimum eligibility factor to be no less than five (5) years.

1. Candidates must compete in and achieve a score of at least 70% of a 100 point written examination before they will be allowed to take the Practical Factor Examination.
2. Candidates that score 70% or above on the written examination may compete in a 100 point Practical Factor Examination.

A member(s) of the Fire Department or individual(s) outside the Fire Department, as designated by the Fire Chief, shall construct the Practical Factor Examination consistent with the assessment center concept using the following guidelines:

Approximately 35% skill in applying fire protection, inspection practices, and arson investigation techniques  
Approximately 35% skill in making decisions  
Approximately 10% written communications  
Approximately 20% oral communications

3. The sequence list will be made by a combination of the Practical Factor Examination, seniority points and the written examination. Seniority points = .5 points per three months service with a maximum of 15 points.

c. EMS Training Officer: A candidate for Inspector Examination must have at least seven (7) years on the Norman Fire Department. In the event that there are no candidates available with a minimum of seven (7) years seniority, then the required time for eligibility will be reduced in one (1) year increments with the minimum eligibility factor to be no less than five (5) years.

1. Candidates must compete in and achieve a score of at least 70% of a 100 point written examination before they will be allowed to take the Practical Factor Examination.

2. Candidates that score 70% or above on the written examination may compete in a 100 point Practical Factor Examination.

A member(s) of the Fire Department or individual(s) outside the Fire Department, as designated by the Fire Chief, shall construct the Practical Factor Examination consistent with the assessment center concept using the following guidelines:

Approximately 35% skill in applying instructor and training techniques

Approximately 35% skill in making decisions

Approximately 20% oral communications

Approximately 10% written communications

3. The sequence list will be made by a combination of the Practical Factor Examination, seniority points and the written examination. Seniority points = .5 points per three months service with a maximum of 15 points.

Section 5. It is recognized that appointments to Assistant Chief, Fire Marshal, and Fire Training Officer, including any procedures used in making such appointments, are determined by the Fire Chief with the approval of the City Manager. It is therefore understood that, aside from the time-in-grade eligibility requirements listed below, all other provisions of Article 15 do not apply to such appointments.

1. Assistant Chief - The time-in-grade eligibility requirement for consideration as an Assistant Chief candidate is ten (10) years on the Norman Fire Department with three (3) most current years as a Fire Captain.
2. Fire Marshal - The time-in-grade eligibility requirement for consideration as a Fire Marshal candidate is ten (10) years on the Norman Fire Department with three (3) most current years as a Fire Inspector.
3. Fire Training Officer - The time-in-grade eligibility requirement for consideration as a Fire Training Officer is ten (10) years on the Norman Fire Department with three (3) most current years as either Fire Captain, EMS Training Officer, Fire Inspector or combination thereof.

#### Section 6. Miscellaneous Provisions

- a. All vacancies for Driver, Captain and Inspector existing on the date a sequence list is established for those positions will be filled from that list. Following such appointments, the next three (3) candidates in descending order of their score shall remain on the sequence list until they are selected or until the expiration of a three (3) year period from the date the list is first established, whichever occurs first.
- b. Notice of examination and source of testing material shall be published at least thirty (30) days prior to any written and Practical Factor Examination.

- c. Persons eligible for the examination must be present at the announced examination time and shall remain until they have completed the test unless an alternative time is approved by the Promotion Board.
- d. The termination date of the incumbent creating the vacancy or the date new positions are approved by the City Council shall be the cutoff date for determining in grade service eligibility and seniority points and the test date will be posted no later than thirty (30) days from that date.
- e. Promotions shall not be made other than to the position on the list on which the appointee's name appears.
- f. An employee on temporary work review shall be allowed to compete in any promotional examination (work review is any disciplinary suspension or probation).
- g. Medical leave or other time that an employee is carried "injured on duty" will not be counted as a break in service.
- h. All employees tested may review their written test and Practical Factor test results with the Promotion Board during the protest period. There will be a 3-day protest period between each phase of the selection procedure. A seven (7) day protest period will follow the Practical Factor Test or final selection procedure in the promotion process after which a sequence list will be posted.
- i. In case a tie occurs on the total points, the following steps shall be used to determine the candidates' position on the sequence list:
  - 1. Seniority in classification
  - 2. Seniority in Fire Department
  - 3. The highest score on the Practical Factor Examination
  - 4. The highest score on the 100 points examination
- j. If there is not at least one (1) three (3) year driver eligible to take the Captain test, then it will revert to two (2) year drivers, then one (1) year drivers, then all drivers.
- k. Personnel holding rank of Fire Inspector who have a combination of three years in grade as a Driver and a Fire inspector shall be eligible to compete in the promotional examination for Captain.
- l. Recognizing the difficulty in constructing practical factor exams that conform exactly to the percentage weights defined in this contract, the weights of the various components may be varied. The total weights shall not exceed 100%. Any changes made in the relative weights of any practical factor exam that vary from those set forth in the contract shall be posted 30 days prior to the test.

- m. ~~It is the intent of the promotional system for all employees receiving promotions to receive a 4% pay adjustment in the first year of promotion. It is recognized that in the promotional placement schedule noted below that in all promotional movements, except a promotion from Firefighter to Inspector, that promotional step placement will result in less than a 4% pay adjustment in the first year. In those instances, those promoted will receive a one time lump sum payment in an amount that will result in a 4% pay adjustment when considering the combination of the salary increment resulting from step placement in the first year and the lump sum payment. Those promoted from Firefighter to Inspector shall be allowed the pay adjustment from placement in the schedule noted below and will not be eligible for a lump sum payment.~~

An exception to this procedure shall be made when a qualified employee takes a voluntary demotion in rank. In that event, the employee being demoted by one rank would be placed in the same step as would an employee who was being promoted up one rank to the position. The merit date in this situation shall change to reflect the starting date in the new position.

- n. Promotions are to be made no later than the next regularly scheduled pay period after the protest period and receipt of the eligibility list by the Fire Chief.

**[NOTE:** The table normally found here will be removed.]