



RFA CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA

4:00 P.M. – April 15, 2025, Station 13 or Virtually via Zoom

View Live via Facebook: <http://www.Facebook.com/RentonRFA>

- Call Regular Meeting to Order
- Review and Approval of Minutes
 - February 18, 2025, regular meeting minutes*
- Public Comment

Members of the audience may comment on items relating to any matter related to RFA business under the Public Comment period. Comments are limited to three (3) minutes per person.
- Unfinished Business
- New Business
 - Approval of Deputy Chief Announcement for April 16, 2025*
 - Civil Service Rule Update Adoption*
- Other Business
 - Civil Service Commissioner Recruitment Update**
 - Next Regular meeting is May 20, 2025**
 - Special meeting to certify BC/SO eligibility list is June 10, 2025**

Adjournment

*Requires Commission Action

**Informational Only

Commission Members:

Jim Matthew, Chair

Sanjeev Yonzon, Vice Chair

Vacant



Renton Regional Fire Authority

18002 108th Ave SE
Renton, WA 98055
Office: (425) 276-9500

MINUTES

Civil Service Commission Regular Meeting

4:00 P.M. – Tuesday February 18, 2025

Conference Room A and Via Zoom Virtually (hybrid)

CALL TO ORDER

Chair Jim Matthew called the Regular Meeting to order at 4:00 p.m.

ATTENDANCE

Commissioners Present:

Jim Matthew, Chair

Sanjeev Yonzon, Vice Chair

Commissioners Absent:

Fire Staff:

Chief Heitman

Guests:

None

APPROVAL OF MINUTES

Motion to approve the special meeting minutes from January 21, 2025, Civil Service meeting made by Vice Chair Sanjeev Yonzon and seconded by Chair Jim Matthew. All members voted yes. Motion carried.

PUBLIC COMMENT

None

UNFINISHED BUSINESS

- None

NEW BUSINESS

- Motion to approve the BC/SO Announcement for May 21, 2025 made by Vice Chair Yonzon and seconded by Chair Matthew. All members voted yes. Motion carried.
- Motion to approve the request to schedule a special meeting for June 10, 2025 at 4:00 pm to certify the BC/SO eligibility list as presented, made by Vice Chair Yonzon and seconded by Chair Matthew. All members voted yes. Motion carried.

OTHER BUSINESS/COMMENTS

- Staff worked through Civil Service Rules updates as presented to the commission. Staff will make the proposed adjustments and provide them to the union for review before requesting adoption at a future meeting.
- Staff will provide an update on the recruitment for the vacant commissioner position at the next meeting.
- The next regular meeting is scheduled for March 18, 2025, at 4:00 p.m.

EXECUTIVE SESSION

- None

ADJOURNMENT

The meeting adjourned at 4:05 p.m. Moved by Vice Chair Yonzon and seconded by Chair Matthew. All members voted Yes. Motion carried.

<i>Vennessa Medford</i>	May 20, 2025
Vennessa Medford	Date
Civil Service Secretary/Chief Examiner	



RENTON REGIONAL FIRE AUTHORITY
18002 108th Ave SE
Renton, WA 98055
T: 425-276-9500 F: 425-276-9592

Renton Regional Fire Authority will be conducting interviews of qualified internal candidates for the position of **Deputy Chief, Support Services**. Current members of the RFA that meet the minimum knowledge, skills, abilities, education and experience are invited and encouraged to participate in this process.

To be considered as a candidate you must submit the following items **via email** to Human Resources (HRHelp@rentonrfa.org) no later than 11:59 pm on Monday, June 16, 2025. Paper application materials and late responses received after this deadline will not be accepted.

Required application materials:

1. A **cover letter** describing your interest in applying for the position and a detailed explanation of how you meet the minimum education and experience required for the position of Deputy Chief. Please refer to the attached job description.
2. A **resume** which reflects your knowledge, skills and abilities applicable to the position of Deputy Chief.
3. Responses to the **pre-interview questions** included in this announcement.

Selection process and timeline:

The following selection process and timeline are tentative and subject to change based on the needs of the RFA.

Announcement:	April 16, 2025
Application Deadline:	June 16, 2025, by 11:59 pm (via email only)
Review of Applications:	June 17, 2025
Notice to Applicants for Interviews:	June 18, 2025, by 5:00 pm (via email only)
Interview Panel(s) Tentative:	June 30, 2025 (Times TBD)

Pre-interview questions:

Please answer the following questions in a concise manner (note that some of the questions ask you to respond to more than one question). Please ensure that your answers are accurately labeled as to which question they answer. The answers to the pre-interview questions will help the Selection Committee to gain a better understanding of your values, beliefs and leadership philosophy and will be incorporated into your interview panel(s) if you are chosen to participate.

1. Describe your philosophy and approach to building a strong team environment and motivating your personnel to perform at their highest levels. Give an example of a time that you invested in someone. What was the situation? What actions did you take? What was the outcome? What did you learn? How does that impact how you lead today?
2. Describe what leadership means to you and what your leadership style is? How has your leadership style evolved over the course of your career? What lessons or events have caused your style to change, if at all?
3. Based on the RRFA's experience with regional partnerships in Fleet and Training, describe the advantages and disadvantages of a regional approach in these areas. Which approach best serves the members and residents of the RRFA? Why do you feel this way and what is the basis for your opinion?
4. In your opinion, what are the deficiencies in our organization in terms of Facilities and Logistics and is there anything you feel you can do in this position to correct or alleviate this deficiency?
5. What does the term "shared vision" mean to you and how is it achieved?

PROFESSIONALISM - INTEGRITY - LEADERSHIP - LOYALTY - ACCOUNTABILITY - RESPECT



Deputy Chief

Salary Range: M45
Union Affiliation: None

FLSA: Exempt
Civil Service: No

Job Summary:

Under the direction of the Fire Chief, assist in planning, budgeting, organizing, directing and controlling the activities and resources associated with Fire Authority administration.

Supervision:

Reports to: Fire Chief

Supervises: Fire Battalion Chiefs, Fire Captains, Fire Lieutenants

Job Duties/Responsibilities:

Human Resource Management:

- Evaluate the needs of their respective section regarding assignment of personnel based on the ability of the prospective member to perform the necessary body of work.
- Participate in and contribute to the development maintenance of a work environment that supports the values of the Fire Authority including the maintenance of a positive labor management relationship.
- Assist in planning, organizing and directing of member training, education and development activities.
- Investigate, propose and implement corrective action for substandard performance of members for corrective action as necessary.
- Operate in the best interests of the Fire Authority management and in conformance with collective bargaining agreements with labor unions and Authority policies relative to non-represented employees.
- Evaluate the performance of direct reporting personnel in their assigned section.

Community and Government Relations:

- Represent the Fire Authority at community and city government activities and meetings as appropriate.
- Maintain an overall awareness of local, state and national requirements and standards; be conversant in, as a minimum, those that affect their assigned section of the Fire Authority.
- Communicate both orally and in writing with Governing Board members, City officials, community leaders and outside agencies to coordinate activities, exchange information, provide expertise, respond to questions and resolve issues regarding Fire Authority operations and service.
- Recommend revision in city, state or national regulations; or national standards when in the best interest of the Fire Authority and City of Renton.

Administration:

- Recommend long range plans for the effectiveness for the lines of business in accordance with the vision, mission and values of the Fire Authority.

- Participate in developing long and short-range plans, goals and objectives and assess progress in achieving established goals for their assigned section of the Fire Authority.
- Develop and recommend appropriate policies for programs originating in their assigned section of the Fire Authority.
- Coordinate operations and activities between sections of the Fire Authority.
- Propose performance measures that support the vision, mission and values of the Fire Authority.
- Act as chief administrator of the Authority in the absence of the Fire Chief or as directed.
- Manage assigned budget and provide status reports to the Fire Chief as required on fiscal management issues in the section.
- Assure the maintenance and repair of Fire Authority equipment, apparatus and facilities.

Inspection and Investigation:

- Assure proper enforcement of the Renton Fire Codes; direct code enforcement activities as required.

Emergency Service Delivery:

- Develop plans, programs and criteria for response to incidents and events that would involve multiple agencies and jurisdictions.
- Respond to emergency incidents involving the Fire Authority and operate within the Incident Management System in command or general staff capacities as required.

Health and Safety:

- Fulfill management's responsibility under the Washington State Safety Standards for Firefighters as well as applicable Fire Authority policies.

Knowledge, Skills and Abilities Requirements:

Knowledge of:

- The Fire Authority's vision, mission and values
- Municipal and State laws, ordinances and codes related to the enforcement of fire codes.
- National Incident Management System
- National Response Framework
- National Fire Protection Association Standards
- Human resource management principles including selection, training, development, equal opportunity.
- Labor management including the labor contracts between the bargaining units in the Fire Authority.
- State codes and administrative rules on Occupational Safety and Health
- Emergency management principles and practices
- Basic principles of fire department administration.
- Development of long-range plans and objectives for a large organization.
- Fire Authority organization, policies, rules and regulations.
- Principles and practices of modern fire suppression strategies, tactics and procedures.
- Principles and practices of mass casualty strategies, tactics and procedures
- Principles and practices of hazardous material strategies, tactics and procedures
- Principles and practices of technical rescue strategies, tactics and procedures.
- Government budgeting and financial practices

- Fire Apparatus and Equipment specification processes.
- Oral communications including public speaking
- Technical and business writing skills.
- English usage, grammar, spelling, punctuation and vocabulary.
- Principles and practices of administration, management and supervision.
- Technical aspects of field of specialty.
- City organization, operations, policies and objectives.

Ability to:

- Assist the Fire Chief in planning and organizing diversified programs in fire suppression, training, fire prevention and emergency management.
- Execute direction from the Fire Chief as required.
- Function as a part of the executive management team of the Fire Authority.
- Establish and maintain cooperative and effective working relationships with peers and subordinates.
- Model the values of the Fire Authority
- Demonstrate interpersonal skills using tact, patience and courtesy.
- Maintain a positive working environment free of harassment and/or discrimination; identify and correct potentially illegal discrimination.
- Establish and maintain a safe and healthy work environment.
- Train, supervise and evaluate personnel.
- Formulate, develop and implement policies, plans and goals for their assigned function in the Fire Authority.
- Manage the activities of a division(s) of the Fire Authority.
- Manage Fire Authority programs and projects as assigned.
- Administer appropriate portions of the Fire Authority's budget.
- Plan and organize their work and the work of others
- Communicate orally and in writing a level that would be acceptable in conducting business in a government agency.
- Meet schedules and timelines.
- Enforce Federal, State and City Fire codes, laws and ordinances.
- Operate a "command" type or staff vehicle under emergency response and incident scene circumstances.
- Operate as a member of management in labor/management activities.
- Physically participate in incident management activities as needed.
- Utilize appropriate personal protective equipment.
- Remain current with emerging technologies as they relate to field of specialty.

Education, Experience and License Requirements:

- Associates Degree in Fire Command and Administration and a minimum of 2 years of experience as a Fire Battalion Chief or Acting Battalion Chief or any equivalent combination of education and experience.
- Documented National Incident Management System qualification at an advanced level, including the ability to serve in a command or general staff position at major incidents or events.
- Valid Driver License.

- Must be a citizen of the United States of America, a lawful permanent resident, or a deferred action for childhood arrivals recipient. An applicant for a position of any kind under civil service under the provisions of the RCW 41.080.070 must be able to speak, read and write the English language.
- Successful passing of a required background check.

Work Environment/Physical Demands:

This is an exempt, non-represented position that is responsible for a body of work as assigned by the Fire Chief. Work could be performed in any possible environment, though generally in an office setting.

Work could involve the handling and transmission of confidential information, handling of critical situations and may require meeting important time deadlines which may invoke a variety of types of mental and emotional stresses.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.



CIVIL SERVICE COMMISSION

CIVIL SERVICE RULES

RENTON REGIONAL FIRE AUTHORITY

REVISED NOVEMBER 2018

Supersedes 10/10, 5/10, 4/09, 10/07, 8/13, 6/15, 10/15, 11/17

Updated 07/31/2023

RENTON REGIONAL FIRE AUTHORITY CIVIL SERVICE RULES

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**RENTON REGIONAL FIRE AUTHORITY
CIVIL SERVICE RULES**

RULE 1 - AUTHORITY AND PURPOSE

1.01 RULES PRESCRIBED

In accordance with the provisions of RCW 41.08 and RCW 41.12 of the laws of the State of Washington, the Civil Service Commission of the Renton Regional Fire Authority, ~~hereby~~ adopts the following rules and regulations for carrying out the purposes of RCW 41.08 and RCW 41.12, ~~and City ordinance~~, and which shall have the force and effect of law.

1.02 PURPOSE

These Rules are prescribed for the purpose of carrying out the provisions of the law, assuring the continuance of the civil service system, promoting efficiency in the dispatch of public business, selecting and promoting employees on the basis of merit, and assuring fair and impartial treatment for all classified civil service employees.

1.03 EMPLOYMENT PRACTICES

No person in the classified civil service or seeking admission thereto shall be appointed, reduced, or removed, or any way favored or discriminated against in his/her employment or opportunity for employment because of his/her race, creed, age (except as indicated in Rule 7), color, religion, sex, marital status, or political opinions or affiliations, national origin, families with children, sexual orientation, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as prescribed in RCW 49.60. Recruiting, hiring, and appointment practices shall be in accordance with the Statement of the Commission and Renton Regional Fire Authority.

1.04 SEVERABILITY

If any rule, section, paragraph, sentence, clause, or phrase of these Rules is declared unconstitutional, illegal, or void for any reason, such decision shall not affect the validity of the remaining portion of these Rules. The Commission hereby declares that it would have prescribed and adopted these Rules, and each rule, section, paragraph, sentence, clause, and phrase hereof irrespective of the fact that any one or more rules, sections, paragraphs, sentences, clauses, or phrases be declared unconstitutional, illegal, or void.

RENTON REGIONAL FIRE AUTHORITY CIVIL SERVICE RULES

RULE 2

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RENTON REGIONAL FIRE AUTHORITY CIVIL SERVICE RULES

RULE 2 - DEFINITIONS

Unless otherwise required by the context, words used in these Rules shall be understood to have the following special meanings:

- 2.01 ACTUAL SERVICE means time under civil service appointment, engaged in the performance of the duties of a position, or positions, including absences with pay and successfully completed probationary time.
- 2.02 ALLOCATE means to locate or place a position in the appropriate class on the basis of similarity of duties and responsibilities or required qualifications.
- 2.03 APPLICANT means a person who has filed an application to take a civil service examination.
- 2.04 APPLICANTS FOR PROMOTION from within the Renton Regional Fire Authority shall be those individuals certified by the Chief (or designee) to the Chief Examiner as having the required minimum qualifications necessary to take a promotional examination.
- 2.05 APPOINTING AUTHORITY means the person, board, or commission, having authority to make appointments to, and separations from, a position.
- 2.06 APPOINTMENT - PROVISIONAL means the appointment of a person to a position in the absence of an appropriate eligibility list for the class.
- 2.07 APPOINTMENT - REGULAR means the tendering of an offer and acceptance of same by a person on an eligibility list, either on a regular or temporary basis.
- 2.08 BREAK IN SERVICE means any interruption in continuous service, except for absences on approved leave or absences to serve in the armed forces of the United States. Re-employment does not make the service continuous.
- 2.09 BUSINESS DAYS means calendar days, exclusive of Saturdays, Sundays, and legal holidays.
- 2.10 CANDIDATE means a person who has completed a civil service examination or is in the process of doing so.
- 2.11 CERTIFY means that a person or name is verified to the appointing authority as being tested and found eligible for appointment.
- 2.12 ~~CHAIRMAN - CHAIRPERSON~~ means person of either sex ~~and is synonymous with chairperson.~~
- 2.13 CLASS means a group of positions sufficiently similar in respect of duties and responsibilities so that the same title may be applied to each position, the same qualifications may be required, and approximately the same salary range may be applied with equity.

RENTON REGIONAL FIRE AUTHORITY CIVIL SERVICE RULES

RULE 2

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- 2.14 CLASSIFIED CIVIL SERVICE means all offices and positions in the service of the fire authority under civil service.
- 2.15 COMMISSION means the Renton Regional Fire Authority Civil Service Commission, and for the purpose of these rules shall be known as the "Commission".
- 2.16 CONTINUOUS SERVICE means employment without interruption, except for absences on approved leave, or absences to serve in the armed forces of the United States.
- ~~2.17 CITY means the City of Renton.~~
- 2.18 DEMOTION means the reassignment of an employee from a higher class to a lower class, because of incapacity, nonfeasance, misfeasance or malfeasance of office.
- ~~2.19 DEPARTMENT means a major, functional unit of the government of the City of Renton.~~
- 2.20 DISCHARGE means separation from service for cause.
- 2.21 ELIGIBILITY LIST means a register, or list of names, of successful examinees for a given class from which certification may be made to fill vacancies in such class.
- 2.22 EXAMINATION means the process of testing the fitness and qualifications of applicants for positions in a specific class.
- 2.23 LATERAL ENTRY means transfer of a uniformed firefighter from another ~~jurisdiction to probation level from a~~ qualified agency or organization recognized as an IFSAC or Pro-Board certified Firefighter 1, and certified as a Washington State emergency medical technician.
- 2.24 LAYOFF means separation from a regular position due to lack of funds, lack of work, or abolishment of the position.
- 2.25 OPEN EXAMINATION means an examination open to the public and not limited to applicants from among regular employees in the Renton Regional Fire Authority.
- 2.26 POSITION means any group of duties and responsibilities in the classified civil service of the ~~department~~ organization requiring the full or part-time employment of one person.
- 2.27 PROBATION OR PROBATIONARY means the status of an employee during a trial period following an appointment. This trial period is a working test during which an employee is required to demonstrate by performance of the duties and, fitness for the position to which the person has been certified and appointed.
- 2.28 PROBATIONER means an employee who has probationary status.
- 2.29 REDUCTION means the reassignment of an employee from a higher class to a lower class in lieu of layoff, or for other reasons not associated with demotion. Such reduction may be at the employee's request, with the concurrence of the appointing authority and the Commission.

RENTON REGIONAL FIRE AUTHORITY CIVIL SERVICE RULES

RULE 2

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- 2.30 REGULAR means continuing for an indefinite period. In reference to employment status, it means the employee has successfully completed a probationary period for a specific class.
- 2.31 REINSTATEMENT means reappointment after a break in service due to layoff, to a position in a class in which status was formerly held.
- 2.32 REINSTATEMENT REGISTER means a list of names of persons laid off from regular positions arranged in order of their right to reinstatement.
- 2.33 RULE OF THREE means the appointing authority/Chief has the option of selecting a candidate for promotion to fill a vacancy from the three names standing highest on an eligibility list for the classification.
- 2.34 RULE OF FIVE means the appointing authority/Chief has the option of selecting a candidate for entry level, or lateral, to fill a vacancy from the top five of names on an eligibility list.
- 2.35 SENIORITY means the total amount of continuous service in a position, or positions, of a specific class. For purposes of layoff in a lower class, seniority in such class shall include any service in a higher class.
- 2.36 SEPARATION means leaving a position and includes resignation, discharge, and layoff.
- 2.37 TEMPORARY means employment on a basis other than regular or probationary.
- 2.38 TRANSFER refers to the change of an employee from one position to a similar position in the same class within the department, without examination.
- 2.39 VETERANS' CREDIT means preference in examinations based on military service, as provided and defined by the Laws of the State of Washington.
- 2.40 SERVICE CREDIT means the number of years of service a candidate has with the Renton Regional Fire Authority. Such years of service will require a specific number of points added to their final score in any promotional examination.

RULE 3 - ADMINISTRATION

3.01 ELECTION OF ~~CHAIRMAN~~CHAIRPERSON

At the regular meeting in December of each year, the Commission shall elect one of its members to serve as ~~chairman-chairperson to serve~~ for a term of one year, or until ~~his/her~~ successor is duly elected and qualified.

3.02 DUTIES OF ~~CHAIRMAN~~CHAIRPERSON

The ~~chairman-chairperson~~ shall preside at all meetings of the Commission, and act as spokesperson for the Commission.

3.03 ~~CHAIRMAN~~CHAIRPERSON PRO TEM

The chairman shall designate one of the commissioners to act as chairman pro tem during the absence of the chairman. If no such designation has been made, the three Commissioners present shall agree who shall act as ~~chairman-chairperson~~ pro tem.

3.04 SECRETARY-CHIEF EXAMINER

The secretary-chief examiner shall be appointed by the Commission as a result of a competitive examination, which examination may be open to all qualified citizens of the ~~city~~ Renton Regional Fire Authority, or promotional and limited to persons already in the service of ~~the city~~ Renton Regional Fire Authority, as the Commission may decide. The secretary-chief examiner shall carry out the following responsibilities in addition to acting as secretary of the Commission:

- a. Be the general manager of the Civil Service department responsible to the Commission.
- b. Keep the minutes and other records of the Commission and certify ~~to~~ the same when required.
- c. Administer and enforce the provisions of these Rules.
- d. Make recommendations to the Commission relative to matters of policy and for necessary amendments to these Rules.
- e. Report to the Commission from time to time, as directed, concerning the details of the work to be performed.

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- ~~f. Prepare the budget for the Commission, approve accounts, and generally administer the expenditure of funds appropriated for the operation of the Commission.~~
- g. Prepare for testing in an orderly fashion, including the following duties:
 - 1. Determine the examinations to be conducted.
 - 2. Order or prepare appropriate tests.
 - 3. Prepare and post bulletins announcing examinations.
 - 4. Make arrangements for ~~the~~ examinations, ~~making~~ make recommendations, or select experts/special examiners to evaluate applicants for appointment.
 - 5. Delegate duties where necessary and supervise the work of all persons involved in processing paperwork and conducting examinations.
 - 6. Review all questions relating to the eligibility of applicants, except the minimum requirements for those who have served in the Renton Regional Fire Authority as certified by the chief (or designee).
 - 7. Grade, or have graded, all written examination papers and establish a list of successful candidates.
 - 8. Prepare a complete report of each examination for submittal to the Commission, together with a report on all appeals from the secretary-chief examiner's rulings or appeals from any part of the examination.
- ~~h. Certify in the name of the Commission payrolls or accounts in accordance with the state laws.~~
- ~~i. Certify in the name of the Commission all competitive and/or promotional exam eligibility lists.~~
- ~~h.j.~~ Perform all other functions necessary for the proper implementation of these Rules and the provisions of the state law ~~and city laws and ordinances~~ relating to Civil Service, and such additional duties as may be assigned from time to time by the Commission.

3.05 SECRETARY PRO TEM

In the absence of the secretary-chief examiner, the Commission shall appoint a secretary pro tem to act as secretary to the Commission until the return of the secretary-chief examiner.

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3.06 AMENDMENTS OF RULES

The Commission may amend these Rules, or adopt new Rules, by majority vote of the Commission at any regular or special meeting of the Commission. In all fairness to employees under the purview of these rules, amendments or changes to these rules will be discussed in an open regular or special meeting at least one meeting prior to adoption, whenever practical.

3.07 EFFECTIVE DATE OF RULES

All Rules and Amendments shall become effective immediately upon their adoption by the Commission, unless some later date is specified therein.

3.08 COPIES OF RULES

A copy of these Rules, and a copy of all subsequent Rules or Amendments, shall be sent as soon as practicable after adoption ~~to each affected department of the city to members of the Civil Service Commission.~~ A copy shall be maintained ~~in the office of the Commission for public inspection and copies shall be available for free public distribution as required by state law by the secretary-chief examiner.~~

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RULE 4 - MEETINGS OF THE COMMISSION

4.01 REGULAR MEETINGS

Regular meetings shall be held monthly at 4:00 p.m. on the third Tuesday of each month, unless it shall be a holiday, and then meetings shall be held the next business day, or on a date designated by the Commission.

4.02 ADJOURNED REGULAR MEETINGS

The Commission may adjourn any regular or adjourned meeting to a time and place specified in the order of adjournment. When so adjourned, the adjourned meeting is a regular meeting for all purposes.

4.03 SPECIAL MEETINGS

A special meeting may be ordered at any time by the chairman or by any three Commissioners by delivering personally, or by ~~mail~~ providing written notice to each member of the Commission, the Renton Regional Fire Authority, and represented bargaining unit(s). Notification of said meeting, with agenda items, shall be posted on the official bulletin board not less than twenty-four hours prior to the meeting.

4.04 PLACE OF MEETINGS

All meetings shall be held in a conference room located ~~in-at~~ Station 13, unless the notice of a special meeting or the order of adjournment of a regular or adjourned meeting specifies some other place, or unless the Commission determines at a prior meeting to meet at some other place.

4.05 EMERGENCY MEETINGS

If, by reason of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in the place designated, the meetings may be held for the duration of the emergency at such place as is designated by the ~~chairman~~ chairperson of the Commission.

4.06 PUBLIC MEETINGS

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All meetings of the Commission shall be open and public, and all persons shall be permitted to attend any meetings of the Commission, except as otherwise provided in Rule 4.07. These meetings, other than executive sessions, shall be recorded ~~on a recording device~~, then kept according to the time limits of the state law, or for one (1) year from the date of the meeting, whichever is longer, and are available for duplication at the expense of the requesting party.

4.07 EXECUTIVE SESSIONS

In accordance with RCW 42.30.110, the Commission may hold executive sessions to consider the employment or dismissal of a firefighter, or employee, or to hear complaints or charges brought against the employee by another firefighter, person or employee, unless the employee requests a public hearing. The Commission also may exclude witnesses and others as provided in Rule 5.09.

4.08 RULES OF ORDER

Except as otherwise provided herein, Robert's Rules of Order - Newly Revised shall guide the Commission in its proceedings.

4.09 QUORUM

Two members of the Commission shall constitute a quorum, and the concurrence of two members shall be required for any action.

4.10 COMMUNICATIONS

Communications and requests to the Commission insofar as practicable shall be in writing. The substance of each request and the action of the Commission thereon shall be noted in the minutes.

4.11 MINUTES

The secretary-chief examiner, or the secretary pro tem, shall record in the minutes the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission, and the votes of the Commissioners, except when the action is unanimous. When requested, a Commissioner's dissent or approval with reasons shall be recorded. The minutes shall be written and presented for correction and approval at the next regular meeting. The minutes or a true copy thereof, certified by the secretary or the secretary pro tem, shall be open to public inspection.

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RULE 5 Page 15

RULE 5 - HEARINGS

5.01 RIGHT TO A HEARING

- a. Any regular employee who is demoted, suspended, or terminated, may appeal such action to the Commission.
- b. Any employee who is adversely affected by an alleged violation of Civil Service or City-Renton Regional Fire Authority policy may appeal such violation to the Commission.
- c. Any employee who is adversely affected by an action or decision of the secretary-chief examiner or of the Commission, may petition for a hearing before the Commission.

5.02 PETITION FOR HEARING

A petition shall be in writing, signed by the petitioner giving the mailing address of the appellant. The notice of appeal shall contain a brief description of the facts giving rise to the appeal, and a concise statement of the reason for the appeal. A hearing on the merits may be denied if the petition fails to state specific facts and reasons or, if, in the opinion of the Commission, the facts or reasons stated, if true, would not entitle the petitioner to any relief; but such denial shall be without prejudice to the filing of an amended petition if the time for requesting has not expired.

5.03 TIME WITHIN WHICH PETITIONS MUST BE FILED

- a. Unless otherwise provided in these Rules, a petition for hearing before the Commission must be filed within the following time limits:
 1. In a discharge or reduction matter, ten (10) business days after mailing or when personally serving, or delivering the notice of discharge or reduction.
 2. In an appeal from any ruling of the secretary-chief examiner concerning any aspect of an examination, five (5) business days after notice of such ruling or, if no notice of ruling is given, five (5) business days after receipt by the Commission of the report of examination under Rule 8.
 3. In all other matters, not later than five (5) business days after the ruling or order complained of.
- b. The secretary-chief examiner, or the Commission, may extend the time for filing a petition where good cause for the delay is shown, and it is shown that other parties are not likely to suffer substantial hardship from a delay.

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5.04 HEARING BOARD OR OFFICER

Upon receipt of a petition, the Commission shall determine whether the matter will be heard.

5.05 NOTICE OF HEARING

The Commission or the hearing board, shall set the matter for hearing and shall give the petitioner at least five (5) business days' notice in writing of the date and place of such hearing. In discharge or reduction hearings, similar notice shall be given to the appointing authority/chief.

5.06 RIGHTS OF PETITIONER

When a hearing is granted, the petitioner shall be entitled to:

- a. Representation by counsel at such hearings.
- b. Testify under oath.
- c. Subpoena witnesses to testify.
- d. Cross-examine all witnesses appearing against the petitioner.
- e. Impeach any witness before the Commission or hearing board.
- f. Present such affidavits, exhibits and other evidence, as the Commission deems pertinent to the inquiry.
- g. Argue the case.

The appointing authority/chief, the secretary-chief examiner, and any other person whom the Commission or hearing board finds to have an interest in the matter shall be entitled to the same privileges. The petitioner shall attend the hearing unless excused by the Commission.

5.07 FAILURE OF PETITIONER TO APPEAR

In all hearings on the petition of an employee, the failure of the petitioning employee to appear in person or by counsel at the time and place set for hearing without good cause being given to the Commission in advance, shall be deemed a withdrawal of the petition and consent to the action or ruling from which the appeal was taken.

5.08 EVIDENCE

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Hearings shall be informal and need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. The rules of privilege and of official or judicial notice shall be effective to the same extent as in civil actions. Irrelevant and repetitious evidence shall be excluded. Oral evidence shall be taken only under oath or affirmation.

5.09 EXCLUSION OF WITNESS

The Commission, or the hearing board, may, at its discretion, exclude witnesses not under examination, except the secretary-chief examiner, the petitioner, or person to be charged or reduced, the appointing authority/chief, and counsel. When hearing testimony of scandalous or indecent conduct, all persons not having a direct interest in the hearing shall be excluded.

5.10 TESTIMONY OF PETITIONER

In all hearings, the petitioning employee may be allowed to testify and may be cross-examined as to any matter relevant to the hearing.

5.11 BURDEN OF PROOF

In discharge or reduction hearings, the burden of proof shall be on the appointing authority/chief. In all other types of hearings, unless in conflict with state or federal law, the burden of proof shall be on the petitioner.

5.12 FINDINGS AND DECISION

Formal findings of fact are not required. If such hearing is not before the full Commission, written findings shall be submitted to the Commission for its approval. If the Commission declines to accept such findings, it must hold a hearing de nova, after which it may adopt the findings made by the hearing board or make its own findings.

The Commission shall announce its decision as soon as possible after the hearing and enter the same in its minutes.

Unless the decision provides otherwise, it shall be effective immediately. Notice of the decision shall be ~~mailed~~provided promptly to the petitioner, and to any interested party. Except for the correction of clerical errors, such decision shall be final and conclusive.

5.13 REPORT OF HEARINGS

Hearings will be recorded by a ~~stenographic reporter or~~ recording device.

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5.14 TRANSCRIPTS OF HEARINGS

A transcript of the hearing will, upon request, be furnished to the petitioner or appointing authority/chief at the requesting party's expense.

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RULE 6 - CLASSIFICATION

6.01 CLASSIFICATION PLAN

Recommendations for new class specifications and revisions of existing class specifications shall be considered by the Commission at a regular Commission meeting and, if approved, shall be set forth in Rule 20.

Class specifications shall be prepared and maintained by the secretary-chief examiner and the chief for all classes in the Renton Regional Fire Authority. Such specifications or true copies thereof, shall be open to public inspection and available for public distribution. Each specification shall describe the class generally, distinguishing it from other classes, and give examples of typical duties assigned to positions within the class. It shall also contain a statement of minimum requirements not otherwise provided in these Rules for applicants for positions in the class. Copies of new or revised class specifications shall be distributed to the Regional Fire Authority administration, bargaining unit and incumbent(s).

6.02 REVIEW AND APPEALS

- a. If the appointing authority/chief or any employee is affected by any classification action, he or she may request the Commission and secretary-chief examiner to review such action. The request shall be made in writing within thirty (30) days of notification of the action.
- b. After notification of the results of a review, the employee or appointing authority/chief so affected, may appeal to the Commission. Such appeal shall be made not later than ten (10) business days after date of notification of results of review and shall be made in accordance with Rule 5.

6.03 EFFECT OF CLASSIFICATION CHANGES ON INCUMBENT

- a. Whenever a position is reclassified from one class to a higher class, the incumbent shall not continue in the same position, except temporarily, without gaining eligibility for the new class by examination and receipt of an appointment in accordance with these Rules.
- b. Whenever a position is reclassified from one class to a lower class, the regular incumbent may, with the concurrence of the appointing authority and the Commission, elect to take a voluntary reduction to the lower class or, at the employee's option and with the concurrence of the appointing authority and the Commission, may remain in the reclassified position for a temporary period as limited by the Commission, only until transfer can be made to another position in the class in which the employee has regular standing.

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- c. Whenever the title of a class is changed without a material change in duties or responsibilities, the incumbent shall have the same status in the retitled class as held in the former class.
- d. When the department certifies in writing_u to the Human Resources ~~& Risk Management~~ Department that the employee has achieved the knowledge, skills and abilities, training and/or education to perform competently at a higher level in the series, the employee may be promoted to the proper level without taking part in a competitive process.
- e. Upon promotion in a classification series, an employee will be placed on probation and will be formally evaluated during the probationary period. The probation period will be six (6) months from the date of promotion.
- f. If there are more than two levels in a classification series, additional promotions may be processed in the manner outlined above.
- g. Positions eligible for promotion in a series are the following: Fire Inspector I, II, and III_u and Fire Plans Reviewer I, II_u and III.

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RULE 7 Page 21

Rule 7 - APPLICATIONS AND APPLICANTS

7.01 QUALIFICATIONS OF APPLICANTS

~~In order to~~To apply for examination, at the time of filing application:

- a. An applicant must be a citizen of the United States or a lawful permanent resident, and be able to read and write the English language as specified in RCW 41.
- b. Applicants for Firefighter, or non-commissioned positions, must be at least 18 years of age at the time of examination.
- c. An applicant must file a completed application form prescribed by the Commission giving fully, truthfully, and accurately, all information required. A certification as to the truth and completeness of the information contained in the application and applicant's signature shall be required on each application.
- d. An applicant must have successfully graduated from high school at a state-accredited school or have earned a GED certificate. If veterans' credit is claimed, copies of the appropriate documents must accompany the application.
- e. An applicant must produce evidence of education, training, experience, or any requirement of the state, for a class specification, as directed by the ~~secretary-~~chief examiner~~Secretary/Chief Examiner.~~
- f. Additional requirements for entry level and lateral applicants may also be listed in the job classification. An applicant must meet the requirements specified in these Rules, and in the job classification, as of the closing day of the official application deadline.

7.02 FILING TIME FOR APPLICATION

- a. Applications must be received ~~in by the~~ Human Resources ~~Section~~ no later than 11:59 p.m. on the due date as identified in the official job announcement.
- b. Applications will be subject to amendment no later than 11:59 p.m. on the last day for filing. The burden of proof of meeting requirements shall lie with the applicant.
- c. In case of any dispute as to the time of filing, the Commission's official date or time recorded on the application shall be conclusive.
- d. The time for submitting applications may be extended, or reopened, by the secretary-chief examiner as approved or ordered by the Commission, and as the

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needs of the service require, provided notice is immediately posted in a-the applicable job announcement ~~on the City of Renton Human Resources website on the organization website.~~

7.03 NON-ACCEPTANCE OF APPLICANT

The secretary-chief examiner, subject to the right of any person aggrieved to appeal to the Commission as provided in Rule 5, may refuse to accept an application or to examine an applicant, or may withhold or remove the name of any person from the eligibility list who:

- a. Does not meet the requirements set forth in these Rules, or in the job announcement;
- b. Is deemed by competent medical authority to be physically or mentally unfit to perform the duties of the position;
- c. Has been convicted of a felony involving moral turpitude;
- d. Has made any materially false statement, or who has attempted any deception or fraud in connection with this, or any other civil service examination;
- e. Refuses to furnish all information required to complete the application;
- f. Who is knowingly a member of any organization which is included in the official list of subversive organizations, or who is knowingly a member of any organization which, to his/her knowledge, now advocates the overthrow of the government of the United States or of this state by force, or violence, or other unlawful means, or who now advocates the support of a foreign government against the United States in the event of hostilities.
- g. Has been discharged from the armed forces under dishonorable conditions.

7.04 NOTICE OF NON-ACCEPTANCE

The person against whom action is taken under Rule 7.03 shall be notified promptly of the reasons. Oral notice at the time of filing the application shall be sufficient except where written notice is requested. Written notice electronically mailed to the email address shown on the application shall be ~~effective on mailing~~ considered effective notification.

7.05 APPEALS

Any person aggrieved by any ruling of the secretary-chief examiner concerning an examination or the eligibility or disqualification of applicants, or the withholding of name from certification, may appeal to the Commission in writing within five (5) business days after notice of such ruling, as provided in Rule 5.

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7.06 ADMISSION TO EXAMINATION PENDING APPEAL

The secretary-chief examiner may admit to the examination any person whose application was not accepted, pending final disposition of the appeal; the admission will be without prejudice.

7.07 AMENDMENT OF APPLICATIONS

The secretary-chief examiner may permit any applicant, whether or not the application has been accepted, to amend the application or to file an amended application, prior to the closing date and time for acceptance of applications.

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RULE 8 Page 24

RULE 8 - COMPETITIVE & PROMOTIONAL EXAMINATIONS

8.01 ORDERING EXAMINATIONS

The secretary-chief examiner shall order an examination whenever necessary. Such order shall specify the class for which the examination is ordered. The order shall be reported to the Commission and be subject to its review. Examinations for promotion shall be practical in character and shall embrace such subjects as will test the technical, supervisory, or managerial qualifications of the applicants for the position involved.

8.02 PERIODIC EXAMINING PROGRAMS

Notwithstanding anything to the contrary in these Rules, a periodic examining program may be ordered and administered by the secretary-chief examiner with the approval of the Commission for entrance, lateral, and promotional examinations to establish eligibility lists.

8.03 NOTICE OF EXAMINATION

A written notice of each examination shall be posted and advertised by the secretary-chief examiner.

8.04 WRITTEN NOTICE OF INTENT

To participate in a promotional examination, an application and all pertinent information requested in the job announcement must be submitted to ~~the secretary-chief examiner~~ Human Resources by the date listed on the job announcement.

8.05 TIME AND PLACE OF EXAMINATIONS

Whenever applicants are required to appear for an examination, the time and place shall be designated in the official announcement, or the applicants shall be notified in person, by mail, email, or by telephone. The secretary-chief examiner, when he/she finds the good of the service requires it, may at his/her discretion, have an examination given in more than one session and/or more than one place, either within or outside the City of Renton.

8.06 POSTPONEMENT OR CANCELATION OF EXAMINATIONS

The administration of an examination or any part thereof may be postponed or cancelled at any time by the examiner. Notice of such postponement, or cancellation, shall be posted on the official bulletin board, at the place originally set for the examination (if necessary), ~~and electronically notified via e-mail~~ mailed or telephoned to the applicants.

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8.07 LATE APPLICANTS

Whenever applicants are required to assemble for a test and the examination has started, no applicant will be admitted after the designated time.

8.08 FAILURE TO PASS ENTRANCE EXAMINATION:

- a. Any candidate who has failed to pass a Firefighter entrance examination shall not be re-examined for the same class until one (1) year has passed.
- b. Any candidate who has been removed from an eligibility list may ~~re~~-submit an application after one (1) year from removal on the list if he/she would like to be re-considered for the position again.
- c. Any candidate whose name has expired from the eligibility list may ~~re~~-submit an application as soon after his/her name has expired from the list.

8.09 PARTS AND WEIGHTS

Entry, Lateral, Non-commissioned, and Promotion ~~al~~ examinations shall consist of one, or more, parts to which a raw score, rank order, percentage weight, or pass/fail method, shall be assigned. One or more of the following options shall be utilized in scoring an examination.

- a. A raw score (actual number of questions answered correctly) shall be the final indicator of an examination.
- b. A rank order list shall be the final ~~result-indicator~~ of an assessment center examination. The order shall be determined by the number of points earned through consensus scoring. Assessors shall have the flexibility to recommend participants for promotion and inclusion on the eligibility list, in addition to failing participants as unqualified for promotion.
- c. A percentage weight shall be determined by multiplying the weight assigned to one or more parts of an examination, and the sum of the resulting products shall be called the weighted average.
- d. A pass/fail interview with no points or weight assigned shall be utilized, whereby a majority agreement is required to place an applicant on an eligibility list.

8.10 PASSING GRADES

- a. A final minimum passing score required, or the number of candidates deemed eligible, shall be determined by the Commission prior to any examination.
- b. Where an examination consists of two or more parts, the Commission may set a minimum score to be required in any part of the examination. Any applicant who fails to attain such minimum score shall be considered as having failed ~~in~~ the entire exam and shall not be entitled to take the balance of the exam. The minimum score required and the part of the exam to which it is applicable, shall be stated in the official bulletin or announced at the time of the examination.

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8.11 SELECTION PROCESS

The selection process used to screen and, rank ~~and select~~ candidates for positions shall be job related for the position, and fairly assess the candidates for the qualifications, knowledge, abilities, skills, and temperament needed to successfully perform the job.

8.12 EXAMINATION COMPONENTS

Applicants for Renton Regional Fire Authority positions shall be required to participate in a competitive examination for placement on a class eligibility list. Examinations and components may vary for specific positions and may consist of one or more of the following:

- a. Written examination to determine skill level, aptitude, or reasoning.
- b. Physical skill/agility test to determine fitness level.
- c. Assessment center to evaluate technical, supervisory, and/or management skills.
- d. Work sample/simulation exercise to evaluate technical skill.
- e. Tactical component to evaluate technical knowledge and ability.
- f. Oral board test to evaluate skill, experience, and overall qualifications.

8.13 VETERANS' CREDIT

In all competitive examinations for entrance into the Renton Regional Fire Authority, a percentage credit of the final earned score in such examinations shall be given to all persons passing the examination who have served in the armed forces of the United States as defined in RCW 41.04.005 and 41.04.010; proof of such service to be filed with the secretary-chief examiner upon initial application. If a candidate is on an active eligibility list and has not yet utilized their veterans' credit; credit may be claimed upon release from active military service. The candidate needs to request ~~the~~ credit and provide appropriate documentation to the secretary-chief examiner.

The veteran's credit will be applied in accordance with the following:

(a) Ten percent to a veteran who served during a period of war or in an armed conflict as defined in RCW [41.04.005](#) and does not receive military retirement. The percentage shall be added to the passing score of a competitive examination until the veteran's first appointment. The percentage shall not be utilized in promotional examinations;

(b) Five percent to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW [41.04.005](#) or is receiving military retirement. The percentage shall be added to the passing rating of a competitive examination until the veteran's first appointment. The percentage shall not be utilized in promotional examinations;

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(c) Five percent to a veteran who was called to active military service from employment with the Renton Regional Fire Authority. The percentage shall be added to promotional examinations until the first promotion only;

(d) All veterans' scoring criteria may be claimed upon release from active military service or upon receipt of separation orders indicating an honorable discharge, issued by the respective military department.

8.14 PROMOTIONAL EXAMINATIONS/FREQUENCY OF/ADVANCE NOTICE

Promotional examinations (unless otherwise determined by staffing needs by the appointing authority ~~the Commission for good cause~~) will be given ~~conducted~~ every two years. Promotional eligibility lists may not be extended beyond the expiration date. Promotional examinations shall be open to members of the Renton Regional Fire Authority as follows:

For the classification of Engineer

- who have been employed three (3) consecutive years or more.

For the classification of Lieutenant

- Who have been employed five (5) consecutive years or more with Renton Regional Fire Authority
OR
- Have five (5) years of paid professional firefighting experience with three (3) of those years employed with Renton Regional Fire Authority.

In addition to the above requirements, members shall:

- Have held their present rank for one (1) year or more subsequent to their regular appointment, or would reach eligibility status, by the date in which the promotional examination is administered, ~~and~~ an eligibility list is established, and meets the minimum job requirements as contained in the position classification description.
 - Exception: There shall be no minimum requirement for time served in the Engineer rank to test for the rank of Lieutenant.
- ~~Meet the minimum job requirements as contained in the position classification description.~~

Advance notice of not less than sixty (60) days prior to an impending examination shall be posted to provide sufficient time for test preparation.

Applicants for promotional examinations must meet the requirements specified in these Rules and in the job classification.

8.15 PROMOTIONAL EXAMINATIONS – LIMITATIONS

It shall be determined by the Commission whether a promotional examination shall be limited to personnel within the department, or whether such examination shall be open to those outside the department who meet the minimum qualification established by the Commission, and contained in the position description qualification statement.

8.16 EFFECTIVE DATE OF LISTS

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An eligibility list shall become effective on the date it is approved by the secretary-chief examiner as being accurate, complete and legally prepared (see 10.05). This includes promotional eligibility lists. The secretary-chief examiner shall ~~submit~~provide the eligibility list to the Commission ~~for certification at the next regular Commission meeting.~~ Selection to fill positions covered by eligibility lists may be made at any time after approval by the secretary-chief examiner, provided all appeals have been addressed as outlined in Rule 8.20.

8.17 SERVICE CREDIT

Service credit in any promotional examination shall be given ~~for~~ up to twenty (20) years of service, with a maximum of five (5) points computed in the following manner:

YEARS OF SERVICE	POINTS ALLOCATED	YEARS OF SERVICE	POINTS ALLOCATED
1 – 4	0	13	2.0
5	0.25	14	2.25
6	0.375	15	2.5
7	0.5	16	3.0
8	0.75	17	3.5
9	1.0	18	4.0
10	1.25	19	4.5
11	1.5	20	5.0
12	1.75		

Education and Certification Point credits in promotional examinations shall be given, ~~for~~ up to a maximum of five (5) points computed in the following manner:

Education Points

Education credit in any promotional examination shall be computed in the following manner with a maximum of 1.5 points:

- 45 college level credits with a minimum of 30 in fire science core classes - 0.5
- 2 year degree with fire emphasis - 1
- BA/BS degree and 2 year degree with fire emphasis - 1.5

Officer Certification Points

Certification credit in any officer promotional examination shall be computed in the following manner with a maximum of 3.5 points (not to be combined with Engineer Certification Points):

Lieutenant

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- One Officer Development Education Course (i.e., Seattle Fire Emerging Leaders, Seattle Fire Executive Leadership, NFA EFO, NFA MFO, CPSE Officer Certification, IAFC Officer Development, SKCFTC Officer Academy or as approved by HR) - 1
- IFSAC Fire Officer 1 certificate - 0.5
- IFSAC Fire Officer 2 certificate - 0.5
- IFSAC Fire Instructor 1 Certificate – 0.5
- ICS 300 – 0.5
- Blue Card – 0.5

Captain

- One Officer Development Education Course (i.e., Seattle Fire Emerging Leaders, Seattle Fire Executive Leadership, NFA EFO, NFA MFO, CPSE Officer Certification, IAFC Officer Development, SKCFTC Officer Academy or as approved by HR) - 1
- Two Officer Development Education Courses (i.e., Seattle Fire Emerging Leaders, Seattle Fire Executive Leadership, NFA EFO, NFA MFO, CPSE Officer Certification, IAFC Officer Development, SKCFTC Officer Academy or as approved by HR) - 1
- IFSAC Fire Officer 2 Certificate – 0.5
- HazMat IC Certificate – 0.5
- Incident Safety Officer Certificate – 0.5

Battalion Chief

- One Officer Development Education Course (i.e., Seattle Fire Emerging Leaders, Seattle Fire Executive Leadership, NFA EFO, NFA MFO, CPSE Officer Certification, IAFC Officer Development, SKCFTC Officer Academy or as approved by HR) - 1
- One Officer Development Education Courses (i.e., Seattle Fire Emerging Leaders, Seattle Fire Executive Leadership, NFA EFO, NFA MFO, CPSE Officer Certification, IAFC Officer Development, SKCFTC Officer Academy or as approved by HR) - 1
- One Officer Development Education Courses (i.e., Seattle Fire Emerging Leaders, Seattle Fire Executive Leadership, NFA EFO, NFA MFO, CPSE Officer Certification, IAFC Officer Development, SKCFTC Officer Academy or as approved by HR) – 1
- ICS 400 – 0.5

Engineer Certification Points

Certification credit in any engineer promotional examination shall be computed in the following manner with a maximum of 3.5 points (not to be combined with Officer Certification Points):

- IFSAC Pumper certification - 1.0
- Commercial Driver's License (CDL) - 1.5
- Pump Academy - 0.5
- IFSAC Fire Instructor 1 Certification - 0.5

No points will be given for a fractional part of a year. One who attains the required minimum grade on a promotional exam will be entitled to the applicable points computed as of the close of filing. Service points will not be awarded to any person not attaining the minimum grade.

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8.18 INSPECTION OF RATING STANDARDS AND SCORING KEY

- a. Applicants shall be allowed a period of five (5) business days following each segment of an examination to review any rating standards and scoring keys by which the applicant has been rated.
- b. Applicants shall be allowed a period of five (5) business days following the posting of an eligibility list in which each may request the opportunity, in writing, to inspect their scored answer sheets, evaluator/assessor comments, or any rating standards and scoring keys by which the applicant has been rated during any part of the examination.

8.19 PROMOTIONAL EXAMINATION APPEAL OR PROTEST

The accuracy of an answer is always based on those sources identified in the test. It is not a valid basis for challenging the accuracy of an answer to prove that other sources support a different answer to the test question. Appeals will be rejected if: 1) Proof that other sources may support a different answer; 2) When the correct answer remains the best available answer; or 3) The reference page number is incorrect. Appeals will be upheld if: 1) The keyed answer is clearly incorrect; 2) Other answers are equally correct; or 3) A typographical or other error in the question significantly alters the meaning of the question and invalidates the correct answer.

- a. Any examination protest against the scope, content, or practicality of any part of an examination, or as described in 8.18, shall be filed in writing with the examiner within five (5) business days immediately following the five (5) business day inspection period.
- b. If the applicant believes an error has been made in the application of the written test, scoring key, or in the rating given on any part of the examination, or that any other error has been made, the applicant may make a protest in writing to the examiner within five (5) business days immediately following the five (5) business day inspection period, stating specifically where it is believed errors have been made. Each protest shall give specific authoritative references or opinions of recognized experts where such exist.
- c. Any protest against scoring or any allegation of clerical error in the final results of an examination must be filed in writing within five (5) business days after posting of the results.
- d. All protests filed in accordance with this rule shall be considered by the examiner and any proper corrections made. If authorized corrections are applicable to other examinees, the corrections shall be made on all examination papers affected.

8.20 REPORT OF EXAMINATION

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After the expiration of the five (5) business day inspection period as provided in Rule 8.18, and the appeal or protest period as provided in Rule 8.19, the secretary-chief examiner shall submit a report on each examination to the Commission, Regional Fire Authority, Administration, and bargaining unit(s).

8.21 APPEAL TO COMMISSION

Any person aggrieved may appeal to the Commission from the ruling of the secretary-chief examiner pursuant to Rule 5 within five (5) business days after notice of such ruling. No correction made by the secretary-chief examiner under Rule 8.20, or by the Commission, shall affect any appointment made from a certification made prior to the correction.

8.22 CORRECTION OF CLERICAL ERRORS

Any clerical error may be corrected by the secretary-chief examiner upon discovery at any time during the life of the eligibility list, but no such correction shall affect an appointment made from a certification made prior to the correction.

8.23 PERMANENT RECORD OF EXAMINATION

The Commission shall preserve the following as a permanent record of each examination:

- a. The report of examination (as provided in Rule 8.20) containing a summary or narrative statement of the examination showing the method of testing used or the general nature of the examination, the weights of the various parts, the time and place each part was given, the minimum scores required, if any, all protests in connection with the examination and disposition of such protests, and the names of the examiners.
- b. Names and scores of all applicants in each part of the examination shall be retained in official Commission files.

8.24 OTHER RECORDS OF EXAMINATION

All original records prepared or received in connection with any examination shall be retained for a period during the life of the list after the date of promulgation of the eligibility list. Such records may then be destroyed if no longer required for administrative purposes.

8.25 EXAMINATIONS TO BE IMPARTIAL

All examinations shall be fair and impartial. As far as practicable, written examinations shall be conducted so that the identity of applicants will not be known to the examiners or other persons scoring the answers. So far as practicable, different parts of an examination shall be scored separately without the examiners or other persons scoring a part of the examination knowing the applicants' scores in the other parts of the examination. No person shall reveal

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before the completion of an examination any information about such examination except in the official bulletin or by announcement to all applicants or candidates equally.

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RULE 9 - MEDICAL AND BACKGROUND STANDARDS FOR EMPLOYMENT

9.01 MEDICAL STANDARDS

The Civil Service Commission shall validate and adopt basic standards required for entrance into the fire service.

9.02 MEETING THE MEDICAL STANDARDS

The secretary-chief examiner shall require each candidate to meet the general medical standards of the city as specified in these Rules:

- a. Firefighters must meet medical standards as set forth by the ~~Renton~~-Civil Service Commission as described in the minimum medical and health standards, and receive a favorable evaluation from a licensed psychologist ~~and~~.
- b. Other employees under the jurisdiction of the Civil Service Commission must pass those tests necessary to determine that the applicant is physically and mentally capable of discharging the duties of the position.

9.03 REQUIREMENT

- a. Medical/physical examination administered by a licensed medical provider.
 - 1. Causes for rejection will be consistent with recommendations outlined in these standards.
- b. Each applicant to the examining licensed medical provider will supply a medical history. The medical history will include information on past and present diseases, injuries, and operations.
- c. Applicant must possess normal vision. They must demonstrate normal visual functions and visual acuity not less than 20/100 vision in each eye without correction and corrected to 20/20 in the better eye and not less than 20/30 in the lesser eye. Normal color vision must be possessed.
- d. Applicant must possess normal hearing. Hearing acuity level is to be determined by audiometric hearing test.

9.04 PROCEDURE

- a. Completion of the Report of Medical History by the applicant.

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- b. The physical examination will be conducted by a licensed medical provider after a review of the Report of Medical History completed by the applicant.
- c. The licensed medical provider shall record the findings on the Report of Medical History and shall note any past or present defects, diseases, injuries, operations, or conditions of an abnormal or unusual nature and indicate whether applicant is or is not qualified.
- d. ~~The Civil Service Commission~~Human Resources shall place physical examination reports in permanent files subject to review of the Commission upon request.

9.05 FAILURE TO MEET MEDICAL STANDARDS

Candidates who fail to meet the applicable medical standards shall not be employed.

A candidate who has failed to meet the applicable medical standards may present new or additional medical evidence within ten (10) business days after notification of disqualification relating to the case, in order to be reconsidered for appointment within the duration of the eligibility list. The evidence and request for reconsideration must be in writing; the burden of proof shall be on the candidate; the Commission shall consider the evidence and render a decision. The decision shall be final.

9.06 MEETING THE BACKGROUND STANDARDS

Candidates considered for fire positions are subject to a stringent background investigation. The results of such investigation must reveal that a candidate meets standards considered reasonable for employment.

9.07 SPECIAL MEDICAL RE-EVALUATION

With the approval of the Commission, the secretary-chief examiner or the appointing authority/chief, may require a medical or psychological re-evaluation of the employee at any time. Such re-evaluation shall be concerned only with the medical conditions related to the satisfactory performance of the required duties, or with protecting the health, safety, and welfare of the employee or the public.

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RULE 10 - ELIGIBILITY LISTS

10.01 ELIGIBILITY LISTS CREATED

The secretary-chief examiner shall promulgate eligibility lists resulting from examinations as provided in Rule 8.

10.02 ORDER OF NAMES ON ELIGIBILITY LISTS

The names of applicants who pass an examination shall be entered upon the eligibility list for the class in order of their grades, including veterans' credit or other applicable credits, or as otherwise provided in 10.03, without preference as to priority of time of examination.

10.03 TIE SCORES – ENTRANCE AND PROMOTIONAL

Whenever two or more applicants in an examination have the same final grade, priority shall be then determined by the highest grade on the most heavily weighted part of the examination. If a tie still exists, priority shall be determined by the highest grade on the next most heavily weighted part, and so on for as many parts as the examination contains.

10.04 DISCLOSURE OF NAMES OF PERSONS ON ELIGIBILITY LISTS

The eligibility list, including the names of all those who passed the examination, shall be open to public inspection.

10.05 DURATION OF ELIGIBILITY LISTS

Eligibility lists for, entry level and lateral firefighters shall be continuous.

Eligibility lists for entry level firefighters, lateral firefighters, and all non-commissioned opportunities shall be in effect until the end of the current hiring process and may be extended by the commission upon request of the ~~Fire Chief~~fire chief (effective June 21, 2022). Before the expiration of an eligibility list, the Commission may extend the period of eligibility for one (1) year at a time, for all eligible who are available for employment. An extended eligibility list shall be terminated automatically upon approval of an eligibility list from a new examination for the class.

Promotional eligibility lists for the ranks of Engineer, Lieutenant, Captain and Battalion Chief, shall be in effect for two (2) years from date of approval and may not be extended. For the rank of Deputy Fire Chief, the list shall be in effect until the end of the current hiring process and may be extended by the commission upon the request of the ~~Fire Chief~~fire chief (effective November 15, 2022).

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10.06 REJECTION OF CANDIDATE - DROPPED FROM LIST

The name of any person may be removed from an entrance or lateral eligibility list for any of the reasons in Rule 7.03, or the following:

- a. Is addicted to the use of intoxicating liquors or narcotics or habit-forming drugs;
- b. Is addicted to gambling;
- c. Refuses to execute any oath as prescribed by law;
- d. Has assisted in preparing, conducting, or scoring any examination for which the candidate applies or who has in any other manner secured confidential information concerning such examination, which might give an unfair advantage over other applicants in the examination;
- e. Fails to be present for, or fails to pass, the medical examination prescribed by the Commission (see Rule 9);
- f. Fails to pass the background investigation as evidenced by information received from past/present employers, references, etc.; or
- g. Fails to receive a favorable psychological evaluation prescribed by a licensed psychologist appointed by the Commission.

10.07 EFFECT OF APPEALS

No appeal shall affect the eligibility list, or any appointment made, from a certification during the pendency of the appeal. When the appeal is terminated, the secretary-chief examiner shall add the name of the appellant to the eligibility list at the appropriate place if it has been determined the appellant is entitled to be on the eligibility list.

10.08 REMOVAL OF NAMES FROM LISTS

Entrance/Lateral: The secretary-chief examiner may remove the name of any eligible from an entrance or lateral list, if the eligible fails to respond to a notice of employment, declines an appointment without reason satisfactory to the secretary-chief examiner, cannot be located, or fails to pass a portion of the selection process, not scored or used to establish rank on a list, such as the medical examination (rule 9.03) or background investigation. In the case of such removal, the secretary-chief examiner shall notify the eligible in writing ~~at his/her last known address~~ via electronic mail at the last known email address.

Promotional: The names of eligibles on promotional lists that resign from the Renton Regional Fire Authority shall automatically be removed from promotional lists.

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RULE 11 - CERTIFICATION AND APPOINTMENT

11.01 CERTIFICATION FROM ELIGIBILITY LIST

Whenever an appointing authority wishes to fill a vacancy, a request for certification shall be submitted to the secretary-chief examiner. Upon receipt of the request, the secretary-chief examiner shall certify to the appointing authority/chief, the names of ~~10-ten~~ (ten10) persons standing highest on a cadet, entrance or lateral eligibility list. If two (2) or more vacancies are to be filled, an additional five (5) names shall be certified for each additional position. These names will be invited to participate in a Chief's panel interview and all successful candidates will be ranked in order of standing.

In a promotional appointment, the names of the three (3) persons highest on the appropriate eligibility list shall be certified upon request. If two (2) or more vacancies are to be filled, an additional name shall be certified for each additional position. If the appointing authority selects an individual who is not the highest of the names submitted, the appointing authority shall forward to the Commission a written communication explaining why the individual was by-passed.

In the absence of an appropriate eligibility list, the appointing authority may authorize a provisional appointment for a period not to exceed four (4) months. No person shall receive more than one (1) provisional appointment or serve more than four (4) months as a provisional appointee in any fiscal year.

11.02 PRIORITY OF LISTS

When a reinstatement list exists for the class in which a vacancy exists, it shall be exhausted before any certification can be made from an eligibility list.

11.03 WITHHOLDING NAMES FROM CERTIFICATION OR REMOVING NAMES FROM ELIGIBILITY LISTS

The names of a candidate may be withheld from certification, or removed, from an eligibility list when the candidate:

- a. Expresses unwillingness, or inability to accept appointment, or refuses offer of an appointment without adequate explanation;
- b. Fails to respond within ten (10) business days after written inquiry regarding availability for regular employment or request to appear for interview regarding such employment;
- c. Fails to be present for duty at the time agreed upon after having accepted an appointment;

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- d. Cannot be reached in time for appointment when immediate temporary employment is required, but this shall apply to only such immediate temporary employment;
- e. Fails to present a license, registration, certificate, or any credential required; the name of any such candidate may be restored for certification when the particular requirement has been met;
- f. Fails to maintain a record of current address with ~~the Commission~~Human Resources as evidenced by the return of a properly addressed, unclaimed letter, or other evidence;
- g. Is not qualified to perform the duties of the class based upon a finding by the Commission;
- h. For other material reasons, subject to approval by the commission;
- i. Willfully violates any of the provisions of these Rules or any applicable law; or
- j. Is not qualified for any reason enumerated in Rules 7.03 and 9.02.

11.04 RESTORATION TO CERTIFICATION

When the name of a person has been withheld from an eligibility list, ~~or~~ from certification, ~~or~~ has been removed from the list, it may be restored to its original position by the secretary-chief examiner, ~~or~~ by the Commission, upon successful appeal by the appellant taken within ten (10) business days after notice of the decision, but only under the following circumstances:

- a. Where the withholding, ~~or~~ removal, ~~was~~ because the person accepted a regular appointment with the fire authority and where the person is still in fire authority service; or where the person has been separated there from without fault or delinquency on the employee's part, ~~and~~ the good of the fire authority and justice to the employee requires that the employee be restored to the eligibility list to be eligible for certification;
- b. Where the withholding, ~~or~~ removal, ~~was~~ because of the unwillingness, ~~or~~ inability, ~~of~~ the employee to accept an appointment, or failure to respond to inquiry as to availability to appear for interview, or to present a good and valid reason for such unwillingness, inability or failure, and where the employee now certifies to the secretary-chief examiner a willingness to accept appointment; or
- c. Where the withholding, ~~or~~ removal, ~~was~~ for a reason stated in Rules 7.03 and 9.02, ~~and~~ such reason no longer exists.

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11.05 EFFECT OF REMOVAL, WITHHOLDING OR RESTORATION

The removal₂ or withholding₂ of a name shall automatically advance all of the names below it on the eligibility list. |

Should any person whose name is removed₂ or withheld₂ file an appeal of this removal or withholding within the stipulated time allowed for filing of such appeals, no regular appointment shall be made from those names under the name removed pending the disposition of the appeal, unless the appeal cannot be concluded within sixty (60) days. |

The acceptance₂ or refusal₂ by a candidate of temporary appointment shall not affect his/her certification from the eligibility list for regular employment. |

11.06 APPOINTMENT OF CANDIDATES

In filling vacancies by appointment from an eligibility list, the person(s) certified in accordance with these Rules shall be appointed, except as noted in Rule 10.07.

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RULE 12 - PROBATION

12.01 PROBATIONARY PERIOD

After each regular/probationary appointment from an eligibility list, an employee shall serve a complete period of probation before appointment, or promotion, is complete.

Employees who are reduced in rank are not required to serve an additional period of probation if they satisfactorily completed probation in the previous position.

12.02 LENGTH OF PROBATIONARY PERIOD

The period of probation for new hire firefighters shall start at the date of hire and end nine (9)-months after the first shift worked in response operations. The period of probation for entry level classifications shall be one (1) year of employment. Time loss for injury or illness during the probationary period shall be added to the probationary period, once the employee returns to duty.

The probationary period for entry-level classifications, other than new hire firefighters, may be extended with the Commission's approval. The ~~Fire Chief~~fire chief shall provide the Commission with a written justification stating the specific reasons for the extension prior to consideration by the Commission. The extension shall not exceed 90 days. The new hire firefighters extension of probation will be in accordance to the applicable CBA.

The probationary period for promotional positions shall be nine (9) months. If an officer, or engineer, on probation were off on sick leave in excess of 168 hours or more, the Chief shall have the authority to request an extension of probation from the Commission.

During the probationary period, the appointing authority may terminate the employment of the person certified, or returns that person to the rank held immediately prior to the reduction, if the appointing authority deems the employee unfit, or unsatisfactory, for service in the position.

12.03 INTERRUPTION OF PROBATIONARY PERIOD

Whenever the probationary period of an employee in a position in one class is interrupted due to appointment to a position in another class and the employee subsequently returns to a position in the first class during the second probationary period, the probationary period for the first appointment shall continue until completed.

12.04 DISCIPLINARY PROBATION;

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Disciplinary probation is an aid to the Commission when called upon to assist in the review at a disciplinary action taken upon an employee who does not fulfill their duties or responsibilities in the classification the employee holds. The period of disciplinary probation is at the discretion of the Commission. The time length of the disciplinary probation shall not exceed one year. During the period of disciplinary probation, the employee is not eligible to participate in promotional examinations.

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RULE 13 - TEMPORARY AND PROVISIONAL APPOINTMENTS

13.01 TEMPORARY APPOINTMENTS

A person may be employed in a temporary position, only for the duration of the temporary appointment. If the position is made permanent, it must be filled by appointment on a regular basis in accordance with Rule 11. A person given a temporary appointment may not be transferred or changed to any other position except on a temporary basis and shall never attain regular status from such appointment. A temporary appointment may continue only so long as the facts exist, justifying a temporary appointment. The Commission may review positions occupied by temporary appointees.

13.02 PROVISIONAL APPOINTMENTS

A provisional appointment without examination may be made by the authority/Chief under two (2) separate conditions:

- a. When there is not an appropriate eligibility list in place.
- b. Where there is an appropriate eligibility list and the persons on the list are not available, or cannot be contacted and when the appointing authority/chief certifies and supports with adequate facts that an emergency exists.

The provisional appointment must be approved by the Commission and the provisional appointee must meet the requirements and file application for examination for the class. The appointment may continue only until such time as the position can be filled from an eligibility list. No person shall receive more than one (1) provisional appointment, or serve more than four (4) months as a provisional appointee in any ~~one~~ fiscal year.

An emergency exists when:

- a. Life, health or property is in jeopardy; or
- b. The immediate employment of a currently available applicant is imperative because of extreme recruitment difficulties; or
- c. The work program of the department will be impaired if the position is left vacant and the work cannot be deferred or reassigned; or
- d. A vacancy will result in failure to perform legally required functions or to meet deadlines imposed by law.

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RULE 14 - ASSIGNMENTS, TRANSFERS AND REASSIGNMENTS

14.01 ASSIGNMENTS

The assignment of a candidate to a position, or of an employee from one position to another position within the class and department for which the individual has been certified by the secretary-chief examiner pursuant to these Rules, is a matter of departmental administration, except as provided in Rule 17.

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RULE 15 - LEAVES OF ABSENCE

15.01 LEAVES OF ABSENCE WITHOUT PAY

Leaves of absence without pay from regular duties for the purpose of recovering from a prolonged illness, an injury, pregnancy, child bearing, education or training, or assisting another public agency, may be granted by the appointing authority/chief for one (1) year when such leave is in the best interest of the fire authority.

15.02 MILITARY LEAVES OF ABSENCE

Military leaves of absence shall be granted by the appointing authority/chief, in accordance with provisions of the laws of the State of Washington.

~~15.03 FAMILY AND MEDICAL LEAVES OF ABSENCE~~

~~It shall be the policy of the Commission to adhere to Federal and State statutes and fire authority policy which provide for family and medical leave (FMLA).~~

15.04 EXPIRATION OR TERMINATION OF LEAVES OF ABSENCE

The appointing authority/chief may terminate any leave of absence by written notice to the employee concerned, whenever the conditions or reasons justifying the leave no longer exist, unless, upon appeal of the employee to the Commission, it is found that the termination is not justified. Upon termination or expiration of leave, the employee shall return to duty. The employee shall be returned to the same class of position as occupied when the leave of absence was granted. An employee who fails to return to duty upon termination or expiration of leave shall be considered ~~as~~ absent without leave and subject to disciplinary action. Disciplinary action may not be taken by the appointing authority/chief prior to a Commission decision if an appeal has been filed.

~~15.05 REPORTS OF LEAVES OF ABSENCE~~

~~All leaves of absence granted shall be reported to the Commission promptly and in writing.~~

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RULE 16 - DISCHARGE, DEMOTION, SUSPENSION, OTHER DISCIPLINARY ACTIONS AND RESIGNATIONS

16.01 CAUSES FOR DISCHARGE, DEMOTION, SUSPENSION, AND OTHER DISCIPLINARY ACTIONS

A regular employee may be discharged from fire authority service, ~~or~~ demoted, ~~or~~ deprived of vacation or other privileges, or suspended without pay, only after notification in writing of the reasons for such action for any of the following reasons:

- a. Incompetency, inefficiency, or inattention to, or dereliction of duty.
- b. Dishonesty, intemperance, insubordination, discourteous treatment of the public or a fellow employee, or any other act of omission or commission tending to injure the public service, or any other willful failure on the part of the employee to conduct himself/herself properly, or any willful violation of the provisions of these Rules and Regulations.
- c. Physical or emotional unfitness for the position which the employee holds.
- d. Use of intoxicating liquors, narcotics, or any other habit-forming drug or liquid or preparation to such an extent that the use thereof interferes with the efficiency or physical fitness of the employee, or which precludes the employee from performing properly the functions and duties of his position under Civil Service.
- e. Conviction of a felony or a misdemeanor involving moral turpitude.
- f. Directly or indirectly receiving or soliciting political contribution or campaigning for any party or municipal political purpose while on duty, or in uniform.
- g. Use of fire equipment for personal business or pleasure.

16.02 CONDITIONS OF DISCHARGE, DEMOTION, SUSPENSION AND OTHER DISCIPLINARY ACTIONS

A regular employee may be discharged from fire authority service or demoted, ~~or~~ suspended without pay, or deprived of vacation or other privileges, only after notification in writing of the reasons for such action. Such notice shall state the specific grounds and the particular facts upon which the disciplinary action is based, and the employee shall be allowed ten (10) business days from the date of service of the notice in which to reply in writing, and request a hearing before the Commission. Such notice of disciplinary action shall state the time allowed for answering and for requesting a hearing before the Commission. A copy of the notice and a copy of the reply, if any, must be filed in duplicate with the Commission. The appointing authority/chief shall submit evidence to the Commission showing the employee has been

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served with the notice of disciplinary action, either personally or by certified or registered mail, addressed to his/her last known address and the date of such service.

16.03 PREDISCIPLINARY HEARING

The appointing authority shall provide, and arrange for, a pre-disciplinary hearing prior to demotion, suspension, or discharge of a subordinate.

16.04 HEARING ON REASONS FOR DISCIPLINARY ACTION

If the regular employee is to be discharged, demoted, suspended, or otherwise disciplined, pursuant to Rules 16.02, the Commission shall proceed in accordance with Rule 5. A public hearing pursuant to Rule 5 shall be held by the Commission or by the hearing Board, whenever a timely request for a hearing has been filed.

16.05 CRIMINAL ACTS

Where the facts alleged in the notice of disciplinary action constitute a crime, and the employee has requested a hearing under Rule 16.04 within the time allowed in Rule 5, the employee may at any time, up to one (1) day before the date of the hearing, request a continuance of the civil service hearing for a reasonable period to determine whether a criminal charge will be filed or until after termination of the criminal case.

16.06 DECISION

After receiving evidence presented in hearings on disciplinary actions:

- a. The Commission may affirm the disciplinary action;
- b. If the Commission finds the disciplinary action was made for political, religious or racial reasons, or not in good faith for cause, or the reasons are otherwise not sufficient to justify such action, the Commission shall order immediate reinstatement of the employee without any loss of pay;
- c. The Commission, in lieu of affirming the disciplinary action, may modify, but not increase, the severity of the disciplinary action by directing a suspension without pay for a given period, and a subsequent restoration to duty, or a demotion in classification, or pay or other administrative action as deemed necessary.

The findings of the Commission shall be certified in writing to the appointing authority/chief and shall be enforced by said officials.

16.07 PROBATIONARY PERIOD FOLLOWING FIRST APPOINTMENT

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An employee who has not yet completed his/her first probationary period may be discharged in accordance with Rule 12.02 by the chief. The action requires a written notice to the employee and a copy to the Commission, specifying the grounds and the particular facts on which the discharge is based.

16.08 PROBATIONARY PERIOD FOLLOWING SECOND APPOINTMENT

A regular status employee, who is promoted and is serving a period of probation as a result of the promotion, shall have the right to a hearing before the Commission if discharged. A regular status employee may be demoted with no hearing rights before the Commission to a position in the class from which the employee was promoted. If no vacancy exists in the classification most recently held, a vacancy may be created either by layoff or reduction.

16.09 CONSENT OF COMMISSION

In the case of a probationary employee, the consent of the Commission must be secured for a discharge or demotion under Rule 16.06 and/or 16.07. The Commission shall consent if it believes the grounds and facts alleged, if true, justify the discharge or demotion of a probationer and that no fraud or discrimination because of political or religious opinions, racial extraction, or union affiliation exists.

If the Commission has consented prior to the filing of an answer by the employee, and the answer alleges fraud or discrimination as above stated, and the employee requests a hearing, the Commission shall immediately set aside its consent. The hearing shall be limited to the question of fraud or discrimination. After such hearing, the Commission may consent to the discharge or demotion, or may order the employee reinstated and, unless said order otherwise provides, it shall be effective as of the date of the discharge or demotion.

No consent need be secured for the discharge or demotion of a temporary employee.

16.10 TIME FOR DISCHARGE OF PROBATIONER

To be effective, the written notice of discharge or demotion of a probationary employee must be served and become effective before midnight of the last day of the probationary period. The consent of the Commission must also be requested by the appointing authority/chief within such time, but the fact that the action of the Commission is delayed by reasons of a request for hearing, or otherwise until after the expiration of the probationary period, shall not invalidate the discharge or demotion.

16.11 VOLUNTARY REDUCTION IN RANK:

A regular employee may request to the appointing authority for a voluntary reduction to a position in a lower rank. The request shall be forwarded by the appointing authority to the Civil Service Commission for approval.

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When a voluntary reduction in rank is granted, the incumbent shall waive all rights to reinstatement in the higher rank. The incumbent may make application and compete in the next open promotional examination for placement on the list for the previous position. The rate of pay will be adjusted to reflect the rate for the lesser position.

16.12 - RESIGNATIONS

Resignations of any employee from the service shall be made in writing and shall be directed to the appointing authority/chief. A resignation shall be effective on the date designated and, if no date is designated, it shall be effective immediately. A resignation, once it has become effective, or has been accepted by the appointing authority/chief, may be withdrawn only with the consent of the appointing authority/chief and the Commission.

A resignation claimed to have been obtained by duress or fraud may be treated by the Commission as a notice of discharge, provided the employee notified the Commission that such resignation was not voluntary and demands a hearing within ten (10) business days after the filing with the secretary-chief examiner of a report showing such resignation.

16.12 CHARGES FILED BY A CITIZEN

When complaints or allegations of misconduct are forwarded to the Civil Service Commission against the department, or any member in the classified civil service, the Commission shall refer such complaint or allegation to the Chief of the fire authority. All complaints against the agency or its employees will be investigated. Civil Service Rules and Regulations, General Orders OR Operating Procedures, and the Agreement between the ~~City of Renton~~ Renton Regional Fire Authority and the Renton Firefighters' Local 864 govern the investigation and resolution process.

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RULE 17 - LAYOFFS AND REINSTATEMENT REGISTER

17.01 LAYOFFS

The chief may lay off or reduce an employee when necessary due to the lack of funds, lack of work, or abolishment of the position.

17.02 EMPLOYMENT STATUS AND ORDER OF LAYOFF

Whenever it becomes absolutely necessary through lack of finances, or for any other reasonable and just cause, to reduce the number of employees of this unit, such reductions shall be carried out in the following order:

1. Temporary appointees
 - a. civilian personnel
 - b. commissioned officers
2. Probationers (first appointment)
 - a. civilian personnel
 - b. commissioned officers
3. Regular Employees in order of length of service; in the classification selected for elimination with the one with the least service being laid off first.

17.04 REDUCTION IN LIEU OF LAYOFF

At the time of any layoff, certified employees shall be given an opportunity to accept reduction to the rank they held immediately prior to the reduction; provided, that any employee so reduced shall be entitled to credit for any previous regular service in the lower class and to any other service credit.

17.05 TRANSFER IN LIEU OF LAYOFF

Transfer in lieu of layoff may be made to a different position within the department upon showing that the transferee is capable of satisfactorily performing the duties of the position and that a certified employee or probationer is not displaced.

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17.06 REINSTATEMENT LIST

The names of persons laid off or reduced⁴ in accordance with these Rules⁴ shall be entered upon a reinstatement list in inverse order of layoff. Lists from different times for the same class of position shall be combined into a single list. Such list shall be used by the chief when a vacancy arises in the same or lower class of position before certification is made from an eligibility list. When a vacancy occurs, the chief shall appoint the person highest on the reinstatement list who is available, who was laid off from a position in the department.

After six (6) months in a laid-off status a physical examination is a prerequisite for re-employment. A reinstated employee shall serve a period of probation as defined in 12.02 if the employee has been laid off for a period of two and one-half (2 ½) years or more.

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RULE 18 - REPORTS REQUIRED

18.01 REPORTS FROM THE APPOINTING AUTHORITY/CHIEF

The appointing authority/chief shall report immediately to the secretary-chief examiner in detail the following:

- a. Appointment
- b. Suspension
- c. Separation
- d. Reinstatement
- e. Layoff
- f. Demotion
- g. Reduction
- h. Refusal or failure to accept an appointment on the part of a candidate certified for appointment

18.02 OTHER REPORTS

The secretary-chief examiner may require such other information as necessary for the proper administration of the Civil Service system.

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RULE 19 - PERFORMANCE EVALUATION

19.01 PERFORMANCE EVALUATION

The chief shall evaluate the comparative efficiency and performance of each employee during the employee's probation period following an appointment or a promotion in relation to standards for efficient performance of the work. The chief shall maintain a file of the evaluations and make them available for inspection by the secretary-chief examiner, or the Commission, when requested, and make the file available for examination by the employee when reasonably requested.

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RULE 20 - CLASS SPECIFICATIONS FOR THE FIRE SERVICE

As prescribed in Rule 6 - Classifications of all fully paid uniformed and non-uniformed employees of the Renton Regional Fire Authority shall be established on the basis of duties performed, level of responsibility, authority assigned, and qualifications required. Medical and physical requirements for all classes in the uniformed fire service shall be as prescribed in Rule 9.

20.01	<u>FIREFIGHTER</u>
20.02	<u>FIRE LIEUTENANT</u>
20.03	<u>FIRE CAPTAIN</u>
20.04	<u>FIRE BATTALION CHIEF/SAFETY OFFICER</u>
20.05	<u>DEPUTY FIRE CHIEF*</u>
20.07	<u>ASSISTANT FIRE MARSHAL*</u>
20.08A	<u>FIRE PLANS REVIEWER I</u>
20.08B	<u>FIRE PLANS REVIEWER II</u>
20.08C	<u>FIRE PLANS REVIEWER III</u>
20.09	<u>HAZARDOUS MATERIALS SPECIALIST (LIEUTENANT ASSIGNMENT)</u>
20.10	<u>FIRE CODE INSPECTOR TRAINEE</u>
20.10A	DEPUTY <u>FIRE MARSHAL I</u>
20.10B	DEPUTY <u>FIRE MARSHAL II</u>
20.10C	DEPUTY <u>FIRE MARSHAL III</u>
20.11	<u>ADMINISTRATIVE ASSISTANT*</u>
20.12A	<u>OFFICE ASSISTANT I</u>
20.12B	<u>OFFICE ASSISTANT II</u>
20.12C	<u>OFFICE ASSISTANT III</u>
20.14	<u>SECRETARY I</u>
20.16	<u>LEAD FIRE INSPECTOR</u>
20.18	<u>FIRE DISTRICT LIAISON</u>

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20.19	<u>ADMINISTRATIVE SECRETARY I</u>
20.20	<u>FIRE MARSHAL*</u>
20.21	<u>PERMIT TECHNICIAN</u>
20.22A	<u>DEPUTY FIRE MARSHAL 1 — PUBLIC EDUCATOR I</u>
<u>20.22B</u>	<u>DEPUTY FIRE MARSHAL II</u>
<u>20.22C</u>	<u>DEPUTY FIRE MARSHAL III</u>
20.23A	<u>FACILITIES TECHNICIAN I</u>
20.23B	<u>FACILITIES TECHNICIAN II</u>
20.23C	<u>FACILITIES TECHNICIAN III</u>
20.24	<u>LOGISTICS COORDINATOR</u>

*Per Renton Regional Fire Authority Resolution No. 2016-08, Civil Service will not be established for non-represented employees hired after July 1, 2016.