



# RVFD RECRUITMENT ENHANCEMENT

What conditions justify the use of recruitment enhancements?

Recruitment Enhancement	Where Applicable
<ul style="list-style-type: none"> <li>▪ Double Fill</li> </ul>	Apply to positions for knowledge transfer purposes; Subject to funding constraints
<ul style="list-style-type: none"> <li>▪ Advanced Step Appointments</li> <li>▪ Relocation Allowance</li> <li>▪ Initial Sick Leave Balance</li> <li>▪ Initial Vacation Leave Balance</li> </ul>	Apply to attract candidates for hard-to-fill positions or with superior experience or qualifications

How does the Department define a hard-to-fill position?

- Typically, “hard to fill” is defined by the recruitment record. A position is hard to fill when recruitment efforts over a period of time have produced few candidates or few well-qualified candidates. Additionally, a position may be considered “hard to fill” when in spite of sufficient candidates, departments experience repeated difficulty in convincing the candidate to accept the position.

What are superior qualifications and experience?

- Candidates with superior qualifications score high on applicant evaluation tests and procedures (to be determined case by case based on examining process requirements) and have a combination of education and experience that indicates ability to perform the most complex work of the position without additional training.

What are the elements of a market-based justification?

- A market-based justification provides evidence (1) that the position is hard to fill, as defined above; and (2) that the proposed recruitment enhancement(s) will be effective in meeting the desired recruiting objective. Justifications may include research on the successful use of enhancements by other agencies to support their requests.

How will the recruitment enhancements be funded?

- Generally, recruitment enhancements will be funded within the department’s existing budget from salary savings. If departments should require funds beyond their budget, the Fire Chief and/or Executive Officer will determine whether to go to the Board to adjust budgets.

Will recruitment enhancements for a hard-to-fill position be included in the job announcement and/or advertising?

- In some cases, where recent experience indicates the position is hard to fill, recruitment enhancements will be included in the job announcement and advertising copy. In others, the recruitment enhancement may be applied at the selection point to influence candidates with superior experience or qualifications to accept the offer.

**Procedures**

1. Double Fill Requests

- The total length of the double fill generally will be one to three months, but could be up to six months if needed.
- The additional budgeted position will be funded within the department's operating budget.

2. Advanced Step Appointments

- Fire Chief is authorized to approve new hire salary offers up to Step C of the salary schedule.
- New hire salary offers for appointments at Steps D or E of the five-step range will be submitted to the Executive Officer for approval.
- Costs will be funded within the department's operating budget.

3. Relocation Allowance

- The maximum relocation allowance is \$5,000 (50% of up to \$10,000 in moving expenses).
- Funds will be authorized on a cost sharing basis (individuals are responsible for 50 percent of the costs).
- Costs covered include direct moving costs, such as moving vans, rental trucks, related moving equipment, and mileage fees for the truck or van used.
- Indirect costs such as storage fees, repairs, lodging, etc., are *not* reimbursable.
- Costs will be funded within the department's operating budget.
- Payment will be made when receipts or other evidence of costs incurred are received and verified by the Department.
- If an employee leaves employment prior to completing one full year of employment, the employee will reimburse the Department for all moving expenses paid by the Department.

4. Initial Sick Leave Balance

- Initial balances shall be no more than one year's worth of accrual.
- Candidates for this recruitment enhancement must be employed and have a sick leave balance.
- Market-based justification should be utilized for this benefit.

5. Vacation Leave Balance

- Initial balances shall be no more than one year's worth of accrual.
- Candidates for this recruitment enhancement must be employed and have a vacation leave balance.
- Market-based justification should be utilized for this benefit.