

# The Transition From Volunteer to Combination

Hiring your first  
full-time firefighter

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What are the signs and symptoms that tell us it may be time to hire a full-time person?

What are the advantages of hiring a full-time employee?

What are the disadvantages of hiring a full-time employee?

What barriers do  
we need to overcome?

How do we ensure  
we hire the right person?

The Psychological Agreement

How do we prevent alienation  
of the current volunteers?

Involvement of the organization  
in the process right  
from the beginning.

# Conduct A Job Analysis

What do you need a full-time person to do for the organization?

# Title, Rank & Authority

Where will they fit into the  
organizational chart?

# Job Description

Defines (in writing) what  
the job duties are.

Minimum Qualifications

v.

Desired Qualifications

Experience, Education

Knowledge, Skills & Abilities (KSAs)

Salary  
v.  
Hourly

# Pay and Benefits

- How to price the position in a way that's fair to everyone?
- What benefits do you offer?
- What are the pension options?

Internal Candidates  
v.  
External Candidates

Designing your own  
selection process

v.

Hiring a consultant to design  
your selection process

# Selection Process

How do you determine if a candidate can do the job you want done?

Testing, Interviews, Physical Exam, Psychological Exam, background check, driving record check, criminal history check

# Interview Panel

Who can sit on the panel that will provide an unbiased evaluation of the candidates (internal and external)?

Who makes the  
final hiring decision?

Employee  
v.  
Independent Contractor

# Worker's Compensation

# Employment At Will

# Health Insurance

# Affirmative Action

EEOC, FLSA, OSHA, FMLA,  
IAFF, DOL, ADA, NLRA,  
FMWA, EPPA, HIPAA

It's a complex labor world.

The cost of professional  
advice is worth the price.

# Use the services of a Human Resources Department or Consultant

There are things you must do (and cannot do) when hiring an employee. The laws in each state may vary and may be more or less restrictive than federal law.

# Resources

<http://employment-law.freeadvice.com/>

<http://www.dol.gov/asp/programs/guide.htm>

<http://www.dol.gov/compliance/>

<http://www.lectlaw.com/temp.html>