

UNIFIED FIRE AUTHORITY Rules, Policies and Procedures		
Volume I <i>UFA Board Administrative Code of Policies and Procedures</i>	Chapter 3 <i>Personnel</i>	Section 3135 <i>Paramedic Lateral Process</i>

REFERENCES

- [UFA Policy and Procedure – Definitions](#)
- [UFA Policy and Procedure – Paramedic Skills Evaluation and Remediation Policy](#)
- [UFA Policy and Procedure – Filling of Job Vacancies](#)
- [UFA Policy and Procedure – New Hire Requirements and Process](#)
- [UFA Policy and Procedure – Merit Probation](#)
- [UFA Policy and Procedure – Insurance Eligibility](#)
- [UFA Policy and Procedure – Preference for Entry Level Examinations](#)
- [UFA Professional Development Plan](#)

PURPOSE

To outline the steps and qualifications necessary for a potential candidate, who is currently employed by a pre-hospital or first-responder (firefighting or non-firefighting) agency as a Paramedic, to apply and participate in a new hire examination, be considered as a Paramedic Lateral candidate, and be eligible for compensation as such. To further allow part-time UFA paramedics the ability to receive additional preference points towards being hired full-time for UFA.

POLICY

- 1.0 Paramedic Lateral Hiring Process
 - 1.1 Candidates who are currently employed as a full-time paramedic for a pre-hospital or first responder (firefighting or non-firefighting) agency are eligible to participate.
 - 1.2 Candidates who are currently employed as a part-time paramedic for UFA are also eligible to participate.
 - 1.2.1 Part-time UFA paramedics will receive preference points as described in paragraph 2.3 and are not required to participate in the evaluation process.
 - 1.2.2 Part-time UFA paramedics are not eligible to receive any credit for time as described in paragraph 3.1 unless they are also employed as a full-time paramedic for a pre-hospital, or first responder (firefighting or non-firefighting) agency and may then receive credit through that employment.
 - 1.3 Interested and qualified candidates are required to complete the application process established by the Human Resources Division.
- 2.0 Candidate Evaluation Process

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- 2.1 Paramedic Lateral candidates must successfully pass an evaluation process conducted by the Emergency Medical Services (EMS) Division. Individuals are required to demonstrate proficiency in the following skills:
- Adult Cardiac Practical Evaluation
 - Pediatric Cardiac Practical Evaluation
 - Trauma Practical Evaluation
 - Static Cardiac Scenario
 - Written pharmacology exam
- 2.1.1 Candidates who fail any of the skills are considered to have failed the entire evaluation process.
- 2.1.2 Paramedic lateral candidates will only be allowed one attempt to pass the evaluation process.
- 2.1.3 Part-time UFA paramedics have previously been evaluated by UFA's EMS Division and therefore are not required to participate in the evaluation process.
- 2.2 The EMS Division will notify the Human Resources Division of the candidate's evaluation results and the Human Resources Division will notify the candidate.
- 2.3 Candidates who pass the evaluation process will receive five (5) Paramedic Lateral preference points in conjunction with UFA Policy and Procedure -Preference for Entry Level Examinations. These points are added to the candidate's written examination score. Candidates whose score, with preference points added, is above or tied with the passing score, will be permitted to continue through the remaining portions of the process in accordance with UFA policy.
- 2.3.1 Candidates who do not pass the evaluation process are still eligible to continue through the New Hire Firefighter Testing process as an entry level paramedic but do not receive Paramedic Lateral preference points or receive any credit for time as described in paragraph 3.0.
- 2.3.2 Candidates will be placed on the Entry Firefighter Hiring Registry; there will not be a separate paramedic-only hiring registry.

3.0 Credit for Time

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3.1 Candidates successfully hired through the Paramedic Lateral process will receive credit for time employed by a pre-hospital or first responder (firefighting or non-firefighting) agency in the manner described below:

3.1.1 Credit for time with a *pre-hospital or non-firefighting* first responder agency, *as a full-time Paramedic*, will be given for pay purposes only. Individuals will be placed in the Paramedic I pay step on the Firefighter Pay Plan, from pay step 1 to 10 (the top step), that corresponds with their years of credited service (recognized as a percentage of years, rounded up to the nearest half-month, so that three years and six months is 3.5 years, six years and eight-and-one-half months is 6.71 years, etc.) as indicated in the table below. Once placed in the appropriate pay step, the employee will continue from that step forward, with regard to annual increases on the anniversary of their date of hire, and promotional increases, (e.g. Paramedic I to Paramedic II or Paramedic to Captain).

0 – .99 years of credited service	Step 1 Firefighter Pay Plan
1-1.99 years of credited service	Step 2 Firefighter Pay Plan
2-2.99 years of credited service	Step 3 Firefighter Pay Plan
3-3.99 years of credited service	Step 4 Firefighter Pay Plan
4-4.99 years of credited service	Step 5 Firefighter Pay Plan
5-5.99 years of credited service	Step 6 Firefighter Pay Plan
6-6.99 years of credited service	Step 7 Firefighter Pay Plan
7-7.99 years of credited service	Step 8 Firefighter Pay Plan
8-8.99 years of credited service	Step 9 Firefighter Pay Plan
9 + years of credited service	Step 10 Firefighter Pay Plan

3.1.2 Credit for time with a *firefighting* first responder agency, *as a full-time Firefighter EMT or AEMT or full-time Firefighter Paramedic*, will be given for pay purposes and for meeting the qualifications for advancement to Paramedic II in accordance with UFA Policy. Individuals will be placed in the Paramedic

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I or II on the Firefighter Pay Plan, from pay step 1 to 10 (the top step), that corresponds with their years of credited service (recognized as a percentage of years, rounded up to the nearest half-month, so that three years and six months is 3.5 years, six years and eight-and-one-half months is 6.71 years, etc.) as indicated in the table above. Once placed in the appropriate pay step, the employee will continue from that step forward, with regard to annual increases on the anniversary of their date of hire, and promotional increases, (e.g. Paramedic I to Paramedic II or Paramedic to Captain).

3.1.2.1 In order to qualify for Paramedic II through the Paramedic Lateral Process, individuals must have:

- Five years of full-time employment as a Firefighter with any level of EMS licensure
- A minimum of three of those years as a full-time Firefighter Paramedic
- Approved Fire Inspector I and Fire Instructor I certification

3.1.2.2 As an example of how credited service is applied toward meeting the qualifications for advancement to Paramedic II, an individual with the following qualifications (Instructor I certification and four years as a full-time Firefighter, one year and three months of which was as a full-time Paramedic) would be eligible to advance to Paramedic II one year and nine months from the date of hire and upon attaining approved Inspector I certification.

3.1.3 The candidate's previous years of credit-eligible service will be obtained from the candidate's previous employer and verified and documented by the Human Resources Division.

3.1.4 The candidate will be provided with written notification, typically as part of the employment offer, that indicates all years of credit-eligible service along with specific details regarding the designated pay step and if applicable, the remaining requirements necessary to advance to Paramedic II. A copy will be kept in the employee's personnel file.

3.2 The credit for time **does not** apply to, or affect, the employee's seniority date or service date, and is therefore not recognized for benefits associated with those dates (i.e. promotional time requirements, station bids, vacation draws, seniority points for

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examinations, reductions-in-force, etc.). Individuals hired through the Paramedic Lateral process will also be required to complete a one-year probation as outlined in UFA Policy and Procedure - Merit Probation (New Hire).

- 4.0 Individuals selected through the hiring process will be required to successfully pass a background investigation, medical examination, new-hire drug test, and other requirements, as outlined in UFA Policy and Procedure - New Hire Requirements and Process.
- 5.0 Candidates offered a position will be required to successfully complete a full (typically 16-weeks) recruit camp and will be accountable for all requirements to function as a paramedic for UFA as outlined in [UFA Policy and Procedure – Paramedic Skills Evaluation and Remediation Policy](#).

Replaces policy dated: April 21, 2020.

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Assistant Chief
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Reviewed:

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Riley Pilgrim, Assistant Chief

Chief Legal Officer
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Approved as to form:

by: *Brian Roberts*
Brian Roberts (Apr 14, 2021 16:25 MDT)
Brian Roberts, Chief Legal Officer

Fire Chief
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Approved:

by: *Dan Petersen*
Dan Petersen (Apr 15, 2021 08:48 MDT)
Dan Petersen, Chief

Forward for Board approval: _____

UFA Policy and Procedure – Paramedic Lateral Process

This was a rewrite of the current policy. New elements of credit for time and pay for candidates who are currently employed as a full-time paramedic for a pre-hospital or first responder (firefighting or non-firefighting) agency were added to this new policy. Charts showing where a potential candidate could end up on the pay scale were also added for clarity. The policy was reformatted to better describe the progression of candidates through the process from start to finish.