

WHY A FIREFIGHTER?

Work a 24 hour on/48 hour off shift

12 weeks of in-house training, plus on-going in-house training

Medical Insurance: City pays approximately 95% of the premiums!

Annual uniform allowance

Cash in leave time twice per year!

24/7 fitness facility

Dental and vision care provided at 100% for employee!

FREE access to Health and Wellness center for eligible employees and dependents!

\$4,800 tuition reimbursement toward college degree available after 1 year of employment

State retirement program

SALARY:

- \$40,304 annual rate
- \$1,600 annually EMT Certification paid bi-weekly
- \$4,000 annual supplement (incentive) paid monthly after initial training

TRAINING & UNIFORMS

Firefighters are trained in-house and receive an initial 12-week training program before being assigned to a shift. The employee must complete 400 hours to receive certification and the \$4,000 pay supplement. New public safety employees are provided with all necessary uniforms and equipment.

WORK HOURS

Firefighters work a 24 hours on/48 hour off shift. While in basic training, firefighter recruits work and are paid according to an 8 hour day/5 day week.

BENEFITS – insurance effective 1st day of the month after start date

CITY CARE CENTER – **FREE** health center to treat both acute and chronic conditions. No-cost medical care. No deductibles. No Co-pays. On-site dispensary generic medications.

MEDICAL INSURANCE – City pays approximately 95% of premiums for single and family coverage.

Includes HRA City contributes \$1,000 annually for individual plan (\$7,800 maximum); \$2,000 annually for family plan (family maximum \$13,100). Upon retirement employee keeps HRA money for medical expenses.

EMPLOYEE PREMIUMS		
	Month	Per Check
Employee Only	\$12.00	\$5.54
Employee + One	\$33.00	\$15.23
Family	\$50.00	\$23.08

PRESCRIPTION PLAN

4 tier plan

Tier 1	Most Generics	\$7 co-pay
Tier 2	Preferred Brand	\$35 co-pay
Tier 3	Non-Preferred Brand	\$50 co-pay
Tier 4	Specialty Drugs	\$125 co-pay

DENTAL INSURANCE

City pay 100% for employee. Dependent coverage available at a reasonable cost to employee. Insurance plan 100% preventative costs; annual maximum \$1,500 (excluding orthodontia).

Premiums	Month	Per Check
Employee Only	\$0	\$0
Employee + Spouse	\$33.35	\$15.39
Employee + Child(ren)	\$33.31	\$15.37
Employee + Family	\$ 67.17	\$31.00

VISION CARE INSURANCE

City pays 100% for employee. Dependent coverage available at a reasonable cost to employee.

Premiums	Month	Per Check
Employee Only	\$0	
Employee + Spouse	\$5.25	\$2.42
Employee + Child(ren)	\$5.83	\$2.69
Employee + Family	\$11.67	\$5.39

FLEXIBLE SPENDING ACCOUNTS

Medical FSA – allows employees to set aside money (up to \$2,600 per plan year) from your paycheck – before taxes are taken out – to pay for healthcare expenses your health plan doesn't cover.

Dependent Care Flexible Spending Account – allows employees to set aside money (up to \$5,000 per plan year) from your paycheck – before taxes are taken out – to pay for child care expenses. Amount requested must be in your account before it can be reimbursed.

TERM LIFE INSURANCE

\$50,000 Term Life Insurance Policy is provided by the City. Employee can elect to purchase additional term coverage and/or whole life plan with supplemental retirement savings.

RETIREMENT PROGRAM

Employees join County Employee Retirement System, which is part of a state retirement system. The City contributes 35.34% of employee's salary to that fund and the employee contributes 8% (9% if new to CERS). Employee contributions are tax deferred and refundable upon separation. Public safety personnel do not pay FICA (Social Security 6.2%), but do pay 1.45% toward Medicare.

DEFERRED COMP

Tax-deferred supplemental retirement plans available for employee contribution through 401(k) and 457 deferred compensation plans.

HUMANA SUPPLEMENTAL INSURANCE – AVAILABLE FOR EMPLOYEES TO PURCHASE

Humana Disability
Humana Whole Life
Humana Accident
Humana Critical Illness/Cancer

EMPLOYEE ASSISTANCE PROGRAM

Service is paid for the employee by the City. Provides confidential professional short-term counseling, referral and follow-up for employee and family members.

LEAVE TIME

Vacation Leave: Firefighters accrue 21 days per year; however one 24-hour shift off equals three vacation days used. Maximum accrual of vacation leave is equal to number of days earned in two years. Fire earns six 24-hour shifts plus 12 hours.

Years of Service	Hours earned per month
0 – 9	14
10 – 14	16
15 – 19	18
20 – 24	20
25 +	20

Personal Leave: One personal day shall be defined as one 24-hour shift. Shift personnel earn two personal days (48 hours); at and after five years, three personal days (72 hours).

Sick Leave: Accumulated at the rate of one day per month up to 180 days maximum. Firefighters earn 12 hours/month; one full shift missed is charged as two sick days.

Holiday Leave: Fire Department Shift personnel receive 6 ½ days per year

QTR		Days
1 st	July - September	1.5 (36 hours)
2 nd	October - December	1 (24 hours)
3 rd	January - March	2 (48 hours)
4 th	April - June	2 (48 hours)

In January following five years of classified employment, and in each subsequent year, personnel shall receive an additional one half day (twelve-hour) holiday in the first quarter.

Appreciation Day: For Fire Department personnel working on a 24-hours-on/48-hours-off shift basis, the employee appreciation day shall be defined as one 24-hour shift.

TUITION ASSISTANCE

The City will reimburse employees \$4,800 per fiscal year for tuition and book expenses for qualified college courses

OTHER BENEFITS

All uniforms and necessary equipment are provided. An annual allowance is provided for replacement.

Free access to fitness facility and equipment; discounted rate for immediate family.

Free employee assistance counseling program for employees and dependents.

MINIMUM REQUIREMENTS TO APPLY:

Age: Must be at least 18 years old by written test date.

The City strictly enforces a mandatory retirement age of 57, regardless of years of service. Contact Human Resources at 270-393-3689 for clarification of eligibility.

High school diploma or equivalent

US Citizen: Must be U. S. Citizen.

Males between the ages of 18 and 26 must be registered with the Selective Service to be eligible for employment with the City.

HIRING PROCESS – all applicants meeting the minimum qualifications.

1. Written test
2. Initial Introductory Interview
3. Written exercise/skills assessment/interview
4. Polygraph
5. Reference/background check
6. Candidate Physical Abilities Test (CPAT)
7. Conditional job offer/pre-employment physical

Written Test

There is only one test date. There is NO make-up dates for test administration! Testing will begin promptly at the times and dates indicated. Anyone arriving late will not be allowed to take the test. Applicant will be required to present positive identification (driver's license is sufficient) and their **completed Pre-Polygraph Questionnaire (Form I-2)** upon registering at the test site.

The City of Bowling Green administers the Ergometrics Fire Entry Level testing. All of the questions deal with the abilities which are important for successful performance as a public safety employee. Most deal with situations of a kind which an employee might encounter. However, no related training is necessary in order to answer the questions.

The test has approximately 170 questions pertaining to the following test areas: human relations; animated mechanical aptitude test; reading test; and math test. Applicants should plan on being at the testing location until 1:00 p.m. Testing for the day will consist of: an entry level written test for firefighter, which including initial instructions, will take up to 2 to 3 hours; and a Personality Assessment Inventory (PAI), which can take up to 2 hours to complete. The written test will be scored by the testing company. Applicants will be notified in writing of their test scores.

ADA Accommodation: If any candidate needs an accommodation for an eligible disability in order to complete the physical/written test on the date assigned, please notify Human Resources (270-393-3689) by the advertised application deadline, and specify the accommodation needed.

Selection Process: Human Resources and the administrative staff of the Bowling Green Fire Department will conduct a preliminary review of test scores, applications and pre-polygraph questionnaires. Selected candidates will be contacted via telephone to schedule initial interviews.

The following are examples of violations will result in applicant not being selected:

- failure to disclose any convictions on the employment application
- any felony convictions
- significant use of illegal drugs/substances within the past two years; *use of illegal drugs that would be considered a felony*; or a history of regular drug use, unless rehabilitated.
- conviction for sale or trafficking of illegal drugs/substances
- conviction for driving under the influence within the past two years.

The applicant's driving record history is verified with the state driver's licensing authority. Misdemeanor convictions and other traffic violations will be reviewed on an individual basis; the nature, frequency, and time elapsed will determine whether rejection might occur. Patterns of driving violations are reviewed.

Must not be related to the City Manager, a member of the City Commission, and may not work where employee would be in direct line of a relative's supervision.

Polygraph Examination: A polygraph is required during the selection process, which includes the following: general truthfulness; truthfulness on the application; drug usage, buying or selling; serious crimes committed; past thefts; arrest record; currently being wanted; and withholding background information. During the pre-test portion of the examination, the examiner will review the actual questions with the candidate. If there are any admissions or problems regarding any questions, notations will be made and the questions will be reworded to address any admissions or problems.

CPAT Testing (Candidate Physical Abilities Test): Applicants must be CPAT certified by their Board of Commission appointment date with an expiration date after the hire date. The City of Bowling Green will host CPAT testing during the hiring process. Applicants wanting to test in Bowling Green can contact the KY Fire Commission to register for the mandatory orientation and testing dates, however applicants can obtain their CPAT Certification in any state. Confirmation of CPAT Certification will be required at application and Board of Commission appointment date. Applicants currently possessing a CPAT certification must have an expiration date later than their date of hire. If the CPAT expires before the hire date, applicants must retake the CPAT.

HIRING/ELIGIBLE LIST

The oral board, chief and his staff will decide the ranking of each candidate and the order in which they will be hired. Qualified candidates may be appointed only from this list until the next testing process is conducted. Employment is conditional upon a successful medical physical and approval by the City Commission.

NOTIFICATION

Candidates selected to continue on to each phase will be notified by telephone. It is important to provide phone numbers where you may be contacted or a message may be left for you. If you have a change of address/phone or work location after submitting your application, it is also important to provide the Human Resources Department with your current phone numbers and mailing address. Applicants will be provided final notification of their status in writing.

PERTINENT PERSONNEL POLICIES

Public safety employees are subject to random drug testing. A mandatory physical fitness or essential skills program covers all public safety positions as well. Probationary employees are required to pass the departmental physical standards, which are similar to the entry-level requirements. Unless excused by a written statement of physician, employees must participate in the annual fitness assessment. Public safety employees may also receive a series of vaccinations to prevent hepatitis.

FAQ

Q. I am only 18 years old. Can I apply?

A. If you turn 18 by the written test date and meet all other minimum requirements, you can apply. Otherwise, you will need to wait until next year.

Q. What kinds of shifts do firefighters work?

A. After the initial 12 weeks of training, one will work one 24 hour shift and be off 48 hours. The work day starts at 7:00 a.m.

Q. What qualifications are required to apply?

A. Minimum qualifications to apply are to be age 18; have a high school diploma or GED. Males between the ages of 18 and 26 must be registered with the Selective Service. You are then eligible to apply.

Q. I am already CPAT Certified do I still have to attend the orientation and take the CPAT test?

A. If your CPAT certification does not expire before/on the hire date then “No” you do not have to take the CPAT Test or attend the orientation. However you will have to provide a copy of your certification with your application and a valid CPAT Certification card upon hire.

Q. My CPAT Certification expires on the hire date, do I need to attend the orientation and take the CPAT test?

A. Since your certification expires on the hire date you will need to attend both the CPAT orientation and take the CPAT test.

Q. I wasn't chosen as one of the applicants to get an interview. Does this mean I am no longer being considered?

A. If there is an adequate candidate pool produced then you are no longer being considered. Your application will remain active for one year and is transferrable to another advertised job (except for any public safety position).

Q. Is there a lateral transfer program?

A. No. The City does not have an automatic lateral transfer program for in-state or out-of-state applicants. Kentucky does not have reciprocal agreements with other states, regarding transfers or automatic acceptance of training credentials. However, previous experience is considered in the hiring process. Firefighters with paid experience out-of-state will need to submit certification of training from their state's fire training office after employment to determine what training will be accepted by Kentucky.

Q. How many times will I have to come for different parts of the selection process?

A. It may not seem like it at times, but we do try to make the schedule convenient for the candidate. However, when dealing with as many different phases and people, it is not always possible. The scheduling is always difficult and inconvenient for some. Firefighter applicants who live further away (more than an three hours from Bowling Green) will probably have to come: once for the written test; once for interviews, polygraphs, and for the pre-employment physical (if offered the position). Those who live in Warren County or adjacent counties may have to make more visits to complete these phases.

Q. I have turned in my application, but later decide not to pursue employment. What should I do?

A. If you decide to withdraw from consideration, contact the Human Resources Department as soon as possible.