

Introduced by: City Manager Nathan Mai-Lombardo

**AN ORDINANCE OF THE CITY OF BERKELEY, AMENDING THE EMPLOYEE HANDBOOK OF PERSONNEL RULES AND REGULATIONS, POLICIES, AND BENEFITS IN THE FIRE & POLICE ONLY SECTION: PROMOTIONS (THE CITY COUNCIL HEREBY FIND AND DECLARE THAT AN EMERGENCY EXISTS WHICH REQUIRES THE IMMEDIATE PASSAGE OF THIS ORDINANCE FOR THE PRESERVATION OF THE WELFARE OF THE CITIZENS OF THE CITY OF BERKELEY.)**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BERKELEY, MISSOURI, AS FOLLOWS:**

- Section 1.** The Promotions section under the Fire & Police Only section in the City of Berkeley Employee Handbook of Personnel Rules and Regulations, Policies and Benefits will be amend repealed and replaced by the attached Promotion (Fire Department)
- Section 2.** The attached policy is hereby incorporated herein and made a part of this ordinance, as if fully set out herein.
- Section 3.** This Ordinance shall be in full force and effect from and after its date of passage.
- Section 4.** The City Council hereby find and declare that an emergency exists which requires the immediate passage of this ordinance for the preservation of the welfare of the citizens of the City of Berkeley.

1st Reading this \_\_\_\_\_ day of \_\_\_\_\_ 2023

2nd Reading this \_\_\_\_\_ day of \_\_\_\_\_ 2023

3rd Reading, PASSED and APPROVED, this \_\_\_\_\_ day of \_\_\_\_\_ 2023

\_\_\_\_\_  
Babatunde Deinbo, Mayor

ATTEST:

\_\_\_\_\_  
Deanna L. Jones, City Clerk

\_\_\_\_\_  
Approved as to Form:  
Donnell Smith, City Attorney

Final Roll Call:			
Councilwoman Verges	Aye	___	Nay ___ Absent ___ Abstain ___
Councilwoman Williams	Aye	___	Nay ___ Absent ___ Abstain ___
Councilman Hoskins	Aye	___	Nay ___ Absent ___ Abstain ___
Councilwoman Anthony	Aye	___	Nay ___ Absent ___ Abstain ___
Councilman Hindeleh	Aye	___	Nay ___ Absent ___ Abstain ___
Councilwoman-at-Large Crawford-Graham	Aye	___	Nay ___ Absent ___ Abstain ___
Mayor Deinbo	Aye	___	Nay ___ Absent ___ Abstain ___

## Promotion (Fire Department)

Promotions for Fire Department uniformed and sworn personnel will be handled on the following basis:

- All candidates must have a minimum of **five (5) years** of service in their respective classification by the date that promotion becomes effective.
- All promotions will be made from the next two (2) lower ranks or categories. No employees are eligible for promotion unless they compete.
- **Prior to testing a candidate must have completed the following classes/certifications:**
  - a) **CPR Instructor**
  - b) **Car Seat Technician**
  - c) **Driver Operator/ Pumper or Aerial**
  - d) **Fire Officer 1**
  - e) **Instructor 1**
  - f) **Incident Safety Officer**
- **After promotion and within one (1) year the employee must complete the following classes/certifications:**
  - a) **Live Fire Instructor**
  - b) **Fire Investigator**
  - c) **Blue card Certification**
- Promotions will be made only from those applicants who successfully **pass the written test**.
- Written tests will constitute 30% of the total grade.
- At minimum, a passing grade of 70% is required on the written test. Candidates who do not reach the minimum grade will not go forward in the promotion process.
- Each candidate will be rated by the **Fire Chief** on work performance, attitude, absenteeism, personal appearance, leadership ability, and length of service. These factors will constitute 35% of the total grade and will be rated in final form at the oral interview.
- An oral interview will be conducted with the candidate by a review board chosen by the Fire Chief and Human Resources Director. The oral interview will constitute 35% of the total grade.
- In the event that no departmental applicants are qualified for the higher position, the City Manager may authorize recruitment of qualified applicants from outside the City Service.