

Guideline Name: Temporary to Permanent Employment Transition		Department: Orange County Emergency Services
Effective Date: 11/01/2020	Issued: 11/01/2020 Revised: 11/08/2020	Approval(s): Kim Woodward, EMS Operations Manager 

Purpose

Orange County Emergency Services provides EMS coverage 24/7/365. Vacant positions can cause increased burden on our workforce and every effort must be taken to fill vacancies as quickly as possible. The OCES EMS Division ensures that all providers entering into the EMS Workforce participate in the same recruitment process whether they are applying for a temporary or permanent position. The recruitment process includes open recruitment through advertising, participation in the assessment center, conducting back ground investigation, undergoing evaluation through LESI, successfully completing a job readiness physical assessment, and participating in required testing for safety sensitive positions. Because temporary and permanent employees are hired in exactly the same pathway, Orange County Human Resources has granted approval to allow transition of temporary EMS providers to permanent status as permanent positions become vacant provided the EMS providers have completed an application through the current Orange County Application System through the official recruitment process.

Scope

This policy covers the EMS division and is executed by the ES Recruitment and Outreach Coordinator, the HR Recruitment and Support Systems Manager, and the EMS Operations Manager (hiring manager). Only temporary employees in the EMS division are eligible to participate in this process. The temporary EMS employee must be in good standing (not in any investigative status) and compliant with all EMS con-ed.

Process

- Eligibility list is managed by the ES Recruitment and Outreach Coordinator.
- When a vacancy occurs, the eligibility list is transmitted to the hiring manager for review and corrections if necessary. The hiring manager will send the corrected list back to the ES Recruitment and Outreach Coordinator within 24 hours.
- The hiring manager requests that an offer or offers be made based upon the corrected* eligibility list.
- The eligibility list should have the following listed: name, hire date, interview score, and independent practice status (hiring manager will complete this last entry during the review) and telephone number for each person.
- Eligibility ranking is as follows:
 - 1) Independent practice status – independently practicing temp employees have fully completed local credentialing requirements and have undergone all required training.

2) Start date

3) Interview score

- Temporary employees may request to be removed from the eligibility list by submitting an Employment Status Change Request Form to the EMS Operations Manager.
- The ES Recruitment and Outreach Coordinator transmits the eligibility list to the Recruitment and Support Systems Manager in HR who will make the offer. They will proceed down the list should a candidate decline the offer. Candidates should only be provided until close of business the following day.
- The transitioning hire must undergo pre-employment testing as determined by Orange County policy and complete the New Hire Orientation based on the employees original hire date.

Forms and Documentation

- The Employment Status Change Request Form will be available on the Department Use Website.
 - Eligible temporary employees unless described below are automatically on the list.
 - Temporary employees who transitioned from permanent to temporary will not appear on the eligibility list unless they submit an Employment Status Change Request Form.
 - Eligible temporary employees who decline a permanent offer must submit an Employment Status Change Request Form to remain or be removed from the list.
 - Completed forms should be submitted to the EMS Operations Manager.
 - The form will be kept in the official Personnel File housed at Human Resources.

*Corrected = updated phone number, employment status, independent practice status