



STANDARD OPERATING GUIDELINE
SAN JUAN ISLAND EMERGENCY MEDICAL SERVICES
SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT NO.1

Advancement in Employment

SOG #
144-11

Approved: Chief Jim Cole

ISSUED
8/12/2011

Purpose: As a progressive agency with growing personnel needs, it is important to have a defined path of the hiring and advancement process that mirrors best practices and industry standards.

Procedure:

1. When it is determined that a new full or part-time position is going to be created, the position description will be posted and emailed to all active agency members with at least one week's notice before the application cut off is enacted.
 - a. The position will generally be filled from existing volunteers and employees first. If there are no interested applicants or all internal applicants are not qualified, it will be posted publically for two weeks in appropriate trade, professional, and local media as may be appropriate to gain qualified applicants.
 - b. Those internal candidates who have previously expressed interest or have already served in a like capacity will be strongly considered above those without previous experience and service.
 - c. Longevity will be considered when two or more equally qualified applicants are being considered, but it is not a final or sole determinant factor.
2. When an existing part-time position is going to be expanded into a full-time position, the individual who holds the part-time position will be offered that full-time opportunity first without the position being open, if the person is qualified to meet the expanded needs.
 - a. If the existing employee does not want the full-time position or is not qualified for the expanded role, then procedure #1 will be followed.