

RAPID ADVANCEMENT POLICY: FIRE FIGHTER / ECA TO CREW COMMANDER

Item C-HR (85-2005) CA 14/11/2005	EMERGENCY SERVICES: RAPID ADVANCEMENT POLICY : FIRE FIGHTER / ECA TO CREW COMMANDER
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RESOLVED

1. **That** the contents of the report **BE NOTED**.
2. **That** the erstwhile policies, regarding rapid advancement for Emergency Services personnel **BE RESCINDED**, and **BE REPLACED** by the policy ES/AP-01/2004 contained in **Annexure "B"** from 01 January 2006.
3. **That** employees who advanced to Shift Manager (Supervisor Position), **BE ACCOMMODATED** on vacant positions of Shift Manager on the structure elsewhere in the Metro other than the CCC's at which they are currently based, if there are no positions vacant at specific's CCC's.
4. **That** the implementation of the system in recommendation 3 above **BE SUBJECT** thereto that the necessary provision has been made on the annual salary budget.
5. **That** the organisational structure **BE AMENDED** to reflect the position of Fire-fighter/Crew Commander.

ITEM C-HR (01-2008) Special CSP 21/01/2008	CORRECTION: EMERGENCY SERVICES: RAPID ADVANCEMENT POLICY: FIRE FIGHTER / ECA TO CREW COMMANDER
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RESOLVED:

1. **That** the contents of the report in respect of the correction to Emergency Services Rapid Advancement Policy for Fire Fighter / ECA to Crew Commander **BE NOTED**.
2. **That** the Rapid Advancement Policy for Fire Fighter / ECA to Crew Commander contained in **Annexure "B" BE APPROVED** retrospective with effect from 1 January 2006.

ANNEXURE "B"**POLICY: APPOINTMENT AND RAPID ADVANCEMENT FOR EMERGENCY SERVICES (ES/AP 01/2004)****PURPOSE**

To regulate the implementation of Appointment and Rapid Advancement for Emergency Services staff in terms of certain skills, qualifications and experience acquired.

SCOPE OF APPLICATION

This policy applies to all Emergency Service Personnel in the Job Category of Fire fighter / ECA inclusive of Crew Commander within Ekurhuleni Metropolitan Municipality.

PREAMBLE

The Ekurhuleni Metropolitan Municipality recognizes the need for employees to advance within certain salary levels based on the acquiring of the required skills, qualifications and experience enabling the employees to be fully qualified to perform the job attached to the position. The salary levels applicable are those linked to the position of Fire Fighter / ECA through to the position of Crew Commander. All registrations and license requirements must be maintained which 'if not maintained, will lead to the incumbent reverting to the salary level as if no progression took place for the duration of the failure to maintain the registration and/or license requirements.

If a person is appointed as Fire fighter / ECA without the required skills / qualifications for a position, due to a lack of qualified applicants, the person will be appointed on two salary levels lower (level 15/14) than the Benchmarked position for a Fire fighter / ECA. For each of the skills/qualifications obtained the person should advance two notches, and be progressed to the actual evaluated level for a Fire fighter / ECA upon meeting the requirements for appointment as Fire fighter /ECA on salary- level 13.

DEFINITIONS

Rapid Advancement- The process of being advanced in job title and salary level upon meeting the requirements attached to the relevant post in terms of skills, qualifications and experience requirements.

Skills- Certified, and if relevant, registered proof of practical ability to perform certain actions and / or functions with specific outcomes.

Qualifications- As defined in the Skills Development Act (Act 97 of 1998) including previously, recognized Skills/qualifications preceding the Skills and Qualifications required in terms of this policy.

Experience- Job related work performance gained in a permanent appointment as member of a service in terms of the Fire Brigade Services Act (Act 99 of 1987) or other relevant legislation, such as the Gauteng Ambulance Services Act. (Act 6 of 2002)

PrDP- Professional Drivers Permit in terms of the National Road Traffic Act (Act 93 of 1996), for both passengers and goods.

Registered with the HPCSA- Registered to practice on a relevant level of life support as required in terms of the Medical, Dental and Supplementary Health Services Professions Act. (Act 56 of 1974)

Reservist- A person appointed as a part time member of the service in terms of the Fire Brigade Services Act (Act 99 of 1987), any accompanying regulations, other relevant legislation, such as the Gauteng Ambulance Services Act (Act 6 of 2002) and Council policies.

Registered Learner- A person having a contract with an employer meeting the requirements of having a fulltime service, in order to receive training leading to the obtaining of the relevant skills / qualifications required to be a Firefighter.

Fulltime Capacity- Appointed as a permanent employee working a minimum of 40 hours per week in the service of a Controlling Authority in terms of the Fire Brigade Services Act (Act 99 of 1 987), any accompanying regulations, other relevant legislation, such as the Gauteng Ambulance Services Act (Act 6 of 2002).

Fulltime Service- A Fire Brigade or Ambulance Service structured to render 24 hour service with fulltime staff dedicated to the rendering of Fire Brigade Services, and/or Ambulance Services.

Prior learning- As defined in the Skills Development Act (Act 97 of 1998), and including previously recognized Skills / qualifications preceding the Skills and Qualifications required in terms of this policy.

REQUIREMENTS

Positions/Salary level	Notches awarded	Scholastic Requirements	Drivers License Category	Certified Skills//Qualifications	Experience
Fire Fighter / ECA (Not meeting appointment criteria) Level 15/14	1 notch 1 notch 2 notches 2 notches 2 notches	Grade 12 or equivalent	Code C1 PrDP for passengers and goods and Council certified driver	Must meet job related physical requirements Fire Fighter I and Hazmat Awareness Fire Fighter II and Hazmat Operations Basic Life Support (registered with the HPCSA)	

Positions/Salary level	Notches awarded	Scholastic Requirements	Drivers License Category	Certified Skills//Qualifications	Experience
Fire Fighter/ECA Salary Level 13	N/A	Grade 12 or equivalent	<ul style="list-style-type: none"> ▪ Code C1 ▪ PrDP for passengers and goods ▪ Council Certified Driver 	<ul style="list-style-type: none"> ▪ Fire Fighter II ▪ Hazmat Operations Awareness ▪ Basic Life Support (including current HPCSA registration) 	Completion of Learnership

Positions/Salary level	Notches awarded	Scholastic Requirements	Drivers License Category	Certified Skills//Qualifications	Experience
Fire Fighter / ECA Salary Level 12	N/A	Grade 12 or equivalent	<ul style="list-style-type: none"> • Code C1 (PrDP for passengers and goods) • Council certified driver • Code EC (PrDP for passengers and goods) • Council Certified Driver 	<ul style="list-style-type: none"> • As above • Intermediate Life Support (including current HPCSA registration) Or either • Hazmat Technician • Rescue Technical And • Driver Operator for Pumper 	2 years in fulltime capacity at a fulltime Emergency Services

Positions/Salary level	Notches awarded	Scholastic Requirements	Drivers License Category	Certified Skills//Qualifications	Experience
Crew Commander Salary Level 11	N/A	Grade 12 or equivalent	<ul style="list-style-type: none"> • Code EC (PrDP for passengers and goods) • Council Certified Driver 	<ul style="list-style-type: none"> • As above • Intermediate Life Support (including current HPCSA registration) • Hazmat Technician • Rescue Technician • Driver Operator for Aerial Apparatus 	3 years in fulltime capacity at a fulltime Emergency Services

PROCEDURE

- Upon obtaining the required qualifications, skills and experience the employee can apply for automatic progression to the level the employee qualifies for.
- The application shall be made on an official application form as attached to the policy (Annexure ES/AP-O1/2004).
- The application form, together with certified proof of the required qualifications, skills and experience, must be forwarded to the Office of the Director: Emergency Services for confirmation.
- The application form, with recommendations, will be forwarded to Human Resources and Development for approval.
- Human Resources and Development will submit permission to the relevant pay office to implement the Automatic Progression in respect of the employee.
- The date for progression will be as from the date from which an employee has obtained a qualification, skill or experience together with the necessary registration / license to practice the skill.
- Backdating for automatic progression will not be longer than three months from obtaining the qualification, skill or experience together with the necessary registration / license to practice the skill.
- Proof may be required of the original certificates and employment record.
- Proof may be required as to the maintaining of registration / legal compliances, which if not maintained nullifies the. progression to the level should the employee not have automatically progressed.

GENERAL

Experience gained in a part time capacity as reservist or registered learner will be taken into consideration on determining the salary notch within the salary scale on which such a person is appointed.

DISPUTE RESOLUTION

Any dispute arising from the application of this policy shall be referred to the Local Labour Forum.

APPLICATION FOR RAPID ADVANCEMENT IN TERMS OF THE EKURHULENI METROPOLITAN MUNICIPALITY APPROVED POLICY. (ES/AP-O1/2004)

Personal Particulars:

Surname	
First Names(in full)	
Identity Number	
Current Position	
Salary Level	
Position Requested:	
Salary Level	
Pay Number	
Pay Office	

Experience:

Employer	Employment- Date From:	Employment Date To:	Positions Held

Qualifications, Skills and Registrations: (Certified Proof of all Documents must be attached. Originals can be required if necessary.)

Category	Qualification / Skill / Registration	Date obtained	Place / Institution Obtained
Scholastic Qualification			
Drivers License			
Medical Life Support Qualification			
Fire Fighting			
Hazmat			
Driver / Operator			
Rescue			
HPCSA register number			
PrdP (Passenger and Goods)			

Declaration:

I hereby certify that the information stated in this application is true and correct and that I take notice of the requirements in terms of the Policy: Appointment and Rapid Advancement (ES/AP-01/ 2004).

Signature: _____ Place: _____ Date: _____

Comments from Director: Emergency Services (or Authorised Person)

Name: _____ Signature: _____

Designation: _____

For Office Use Only:

Advancement or:	
Designation	
Previous Post	
Department	
Division	
Section	
Budget Vote Number	
Post Code	
Job Level	
Salary Scale	
Notch	
Date of Commencement	

I certify that the above information is correct to the best of my knowledge. Please attend to this administratively.

HEAD: HUMAN RESOURCES

DATE: