

<b>TITLE</b> STAFFING POLICY MANUAL	<b>SECTION</b> 6	<b>DEPARTMENT</b> F I R E-RESCUE
<b>SUBJECT</b> INTER-DIVISION TRANSFERS	<b>PAGE</b> 1 of 4	<b>EFFECTIVE DATE</b> June 28, 2017

## 6.0 Purpose

This section establishes the policies which govern the reassignment of an employee from one of the three primary Operations divisions (A, B, C) to another, outside of the normal station bid process outlined in Section 5. These moves may be initiated by the employee (voluntary) or be the result of a management decision (involuntary).

**Note:** Because of the specialized nature of their assignments, rated personnel permanently assigned to training stations will be required to follow the policies outlined under Section 7 - Reassignment to Operations, to request a voluntary division change.

## 6.1 Voluntary Inter-Division Transfers

### A. Transfer Request Restrictions Related to Performance Development Plans

Employees who are currently under a performance development plan (PDP), and the supervisor who issued a PDP, will be permitted to request inter-division transfers. However, if an employee currently under a PDP is successful in their request, that employee will not be permitted to transfer to their new assignment until satisfactory performance is achieved, and the PDP is completed.

### B. Making a Voluntary Transfer Request

Personnel who wish to voluntarily change their permanent division assignment outside of the normal station bid procedure shall comply with all of the following:

1. Submit an email request to [SDFDStationBids@san Diego.gov](mailto:SDFDStationBids@san Diego.gov).
  - a. List "Division Change Request" in the subject line.
  - b. Complete the Division Change Request Form (FD-44).
  - c. Attach the FD-44 as a Word document to the email.
2. Email directly from the submitter's city email account.
3. Division change requests must be received by the SDFD Station Bids email account by 1200 hours on the day the bids are scheduled to close. This date is noted in the Stations Open for Bid Memorandum.
  - a. Division change requests received after the 1200 hours deadline will not be considered in the current board balance process (i.e. A, B and C division board counts in each rank).

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4. Upon completion of the board balance process for a given cycle, all change division requests will be removed from the change division request file and archived for historical purposes for a period of six months. The documents will be retained in accordance with records retention policy.
5. Division change requests submitted will be considered for the current bid/board balance cycle only. Those desiring to change divisions in subsequent cycles must submit new division change request in each new cycle.

**C. Fulfilling Voluntary Transfer Requests**

1. Division change requests will be honored during the board balance process.
2. Board balance will take place the week following station bids being awarded.
3. These requests will be accommodated on the basis of departmental staffing needs and seniority in rank
4. A transfer will be permitted whenever the divisional board count during board balance reflects that the requestor's current division has a surplus of one or more positions when compared to the division to which the employee wishes to transfer.
5. Additional transfer opportunities will typically occur following a group promotion, firefighters completing their probation or graduation of an academy.

**D. Division Change Notifications**

1. All division change notifications will be sent through the department's email system.
2. All division assignment changes awarded are final. Once assigned, employees forfeit the right to their current division/assignment. This is applicable to all assignments.

**6.2 Involuntary Inter-Division Transfers**

**A. Reasons for Involuntary Transfers**

These transfers may result from the need to balance staffing across divisions or to accommodate department training or other needs.

**B. Selection of Personnel to be Transferred**

1. Prior to causing personnel to be involuntarily transferred to another division, voluntary requests for inter-division transfers to the receiving division from personnel of the affected rank will be honored.

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2. Selection of personnel for involuntary reassignment will be based solely on seniority in rank on the affected (displaced) division. Personnel with lower seniority are subject to transfer regardless of permanent station or relief status before personnel with higher seniority.
  - a. Personnel permanently assigned (not temp-perm) to stations receiving specialty pay will not be involuntarily transferred to balance the board regardless of seniority.

**C. Returning from Involuntary Inter-Division Transfer**

1. Personnel who wish to return to the division from which they were involuntarily transferred must follow the procedures detailed in Section 8 of this manual.
2. Granting of return requests will be governed by the provisions of Section 8 of this manual.
3. Personnel who lost a permanent station assignment as a result of the transfer may request to return to their station under the provisions of Section 8 of this manual.

**6.3 Timing of All Inter-Division Transfers**

**A. Effective Date**

Division changes must follow the payroll cycle time process.

1. The effective date of the transfer from one division to another will be determined by consulting the Station Assignments Memorandum by pay period schedule provided by the Payroll Section.
2. The date selected will be based on the need to ensure minimal cycle-time overages/shortages.

**6.4 Eligibility to Bid for Station Assignments**

**A. Voluntary Inter-Division Transfers**

Personnel who are awarded a voluntary inter-division transfer will be eligible to bid in accordance with Section 5.1.B.3 (Bid System) of this manual.

**B. Involuntary Inter-Division Transfers**

Personnel who have been involuntarily transferred to a different division to accommodate a management need will be eligible to bid in accordance with Section 5.1.B.3 (Bid System) of this manual.

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## 6.5 Department Notification of the Division Change

- A. Battalion one chief will notify the parties listed below of inter-divisional transfers:
1. Staffing desk
  2. Senior staff
  3. Human resources section
  4. Payroll supervisor

The battalion one chief will forward the employee name, rank, division assignment, effective date and bid authorization information of all reassignments a minimum of seven days prior to the effective date of the transfer for voluntary transfers and one pay period (14 calendar days) for involuntary transfers.

- B. Staffing Captain

The battalion one chiefs will forward the necessary information to the staffing captain for posting.