

TITLE STAFFING POLICY MANUAL	SECTION 7	DEPARTMENT F I R E-RESCUE
SUBJECT REASSIGNMENT TO OPERATIONS POLICIES	PAGE 1 of 3	EFFECTIVE DATE June 28, 2017

7.0 Purpose

This section establishes the policies which govern the reassignment of an employee from a straight day position or specialty assignment to a 24-hour shift position in Operations. Due to the unique training responsibilities of the captain and engineers assigned to training stations, they will also be bound, in part, by these policies.

Reassignments may be initiated by the employee (voluntary) or be the result of a management rights transfer (involuntary).

7.1 Voluntary Reassignment to Operations

A. Fulfillment of Assignment Commitment

1. Personnel who accept an administrative assignment will have their station held for two years from the first date of their administrative assignment.
 - a. During this time, personnel will only be permitted to bid for another station opening pursuant to Section 7.4 of this policy.

B. Restrictions

Employees who are currently under a performance development plan (PDP) and the supervisor who issued the PDP will be permitted to bid for station vacancies. However, if successful in their bid, they will not be permitted to transfer to their new assignment until satisfactory performance is achieved and the PDP is completed.

C. Making a Voluntary Reassignment Request

Personnel who wish to voluntarily leave an administrative assignment and return to Operations will inform their division head via an email including a requested date of release. The division head and employee will discuss a mutually agreed upon release date. The division head will prepare a transfer request memorandum to be forwarded through the chain of command for approval.

D. Fulfilling Voluntary Reassignment Requests

1. These requests will be accommodated on the basis of department staffing needs, the fulfillment of the agreed upon straight day or specialty assignment commitments, and seniority.
2. If personnel's station is no longer being held, assignment to a specific division will be based upon department staffing requirements and seniority. If the divisions are evenly staffed, or if the employee's chosen division is at least one position understaffed in comparison to

TITLE STAFFING POLICY MANUAL	SECTION 7	DEPARTMENT F I R E-RESCUE
SUBJECT REASSIGNMENT TO OPERATIONS POLICIES	PAGE 2 of 3	EFFECTIVE DATE June 28, 2017

the other divisions, the requested assignment will be made.

7.2 Involuntary Reassignment to Operations

- A. Reasons for Involuntary Reassignments
These transfers typically result from the elimination of budgeted positions, the elimination or modification of specific programs, the reclassification of positions, disciplinary actions or other department needs.
- B. Selection of Personnel to be Reassigned
 - 1. Prior to causing personnel to be involuntarily reassigned to Operations assignments for reasons other than disciplinary actions, voluntary requests for such transfers will be honored.
 - 2. Selection of personnel for involuntary reassignment will be based solely on reverse seniority in rank in the affected assignment.

7.3 Timing of Reassignments to Operations

- A. Effective Date

This date will be jointly determined by the division head of the employee's current assignment and battalion one, according to staffing needs and payroll considerations. The date selected will take into account the need to ensure minimal cycle-time overages/shortages.

7.4 Eligibility to Bid for Station Assignments

- A. Voluntary Reassignments to Operations
 - 1. Personnel returning to Operations will be eligible to bid for any openings advertised pursuant to Section 5.1.B of this manual. A copy of their approved reassignment request letter must be attached to their bid card.
 - 2. It is possible that a station vacancy could be scheduled to be filled prior to the date that an employee is scheduled to return to Operations.
 - a. In these cases, the employee will be permitted to bid, and if successful, the station will be held until the employee transfer takes place. This station hold policy will be for a maximum of 30 calendar days beyond the normal fill date.
 - b. If, due to extenuating circumstances, the 30 day limit must be exceeded, the assistant fire chief of emergency operations will consult with representatives of Local 145 prior to granting approval for the extension.

TITLE STAFFING POLICY MANUAL	SECTION 7	DEPARTMENT F I R E-RESCUE
SUBJECT REASSIGNMENT TO OPERATIONS POLICIES	PAGE 3 of 3	EFFECTIVE DATE June 28, 2017

3. If the employee is unsuccessful in bidding to a desired station by the effective date of their reassignment, and they still desire to be reassigned to Operations, they will be placed on relief status on the division of their choice, or, if necessary due to staffing imbalances, another division.

B. Involuntary Reassignments to Operations

Personnel who have been involuntarily reassigned to Operations to accommodate a management need will be eligible to bid for any advertised openings.

7.5 Notification of the Battalion One Chiefs and Staffing Captain

A. Battalion One Chief

The assistant fire chief of emergency operations will forward the employee name, rank, division assignment, effective date and bid authorization information of all reassignments to the battalion one chiefs as soon as possible following final approval.

B. Staffing Captain

The battalion one chief will forward the necessary information (outlined in paragraph above) to the staffing captain for entry into TeleStaff.