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| TITLE STAFFING POLICY MANUAL | SECTION 5 | DEPARTMENT F I R E - RESCUE |
| SUBJECT FIRE STATION STAFFING AND BID POLICIES | PAGE 1 of 14 | EFFECTIVE DATE June 28, 2017 |

5.0 Purpose

This section establishes the policies which govern management rights, staffing and the bid process for fire station vacancies in the Operations Division.

5.1 Station Staffing

A. Management Transfer Rights

The fire chief may transfer firefighting personnel to any position within the Fire Department if he/she determines that a position requires specific skills, ability, or knowledge or if he/she finds that a reassignment is necessary for the efficiency and harmony of the department.

B. Station Bid Process

1. With the exception of positions in training stations, Explosive Device Team (EDT), Hazardous Incident Response Team (HIRT) captains, Metro Arson Strike Team (MAST) and Air Operations permanent and temp-perm (long-term relief) station vacancies in Operations not filled by the provisions of section 5.1A will be filled on the basis of seniority in rank via a bid process, as vacancies occur.

2. Employees may bid to any position on their currently assigned division (A, B, C) as long as they meet the eligibility criteria to bid and are qualified for the specific position for which they are bidding.

EXCEPTION: Employees may bid to any specialty station position on any division as long as they meet the eligibility criteria to bid and are qualified for the specific position for which they are bidding.

3. Employees transferring divisions or promoting are eligible to bid on the effective date of the transfer, not the award date.

4. Firefighters successfully bidding to any fire station with specialty apparatus not normally operated by engineers (including but not limited to light and air, water tender, foam apparatus, chemical pick-up, etc.) and engineers successfully bidding to any fire station with specialty apparatus normally operated by engineers (including but not limited to brush apparatus, crash rig, etc.) must complete and maintain required apparatus licensing training and certification within 90 days of station assignment. Failure to complete the required apparatus licensing, training and certification will void their bid and the employee will be placed on relief status.

5. Supervisors (captains and battalion chiefs) with specialty apparatus in their stations or command are responsible for scheduling and ensuring appropriate training on specialty apparatus. After an employee has

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been assigned for 60 days, the progress of that employee toward certification shall be evaluated by the supervisor. That status shall be reported to the responsible deputy chief of operations, who will determine whether an extension of time shall be granted for the employee to complete licensing and certification or the bid forfeited with the employee to be placed on relief status.

6. An employee placed on relief status for not completing licensing and certification will not be allowed to re-bid for that assignment unless they have completed all licensing and certifications required.

C. Ineligibility to Participate in Bid Process

1. Personnel who have accepted an administrative assignment will not be permitted to bid for an open fire station assignment unless the process in Section 7 of this manual is followed.
2. Probationary firefighters will not be permitted to bid for permanent station assignments during their first year of employment unless the deputy chief of operations has approved such assignments due to staffing needs.
3. Until probationary firefighters have completed one year of service, they will remain in "relief status" in between their training rotations into the training stations. The Training Division battalion chiefs will ensure their station assignments are rotated and approve any requests for probationary firefighters to fill open spots while in "relief status." This permits them to work with numerous captains so that a composite of probationary reports can be compiled.
4. Personnel who are immediate family members/domestic partners will not be permanently assigned or in a temp/perm assignment to the same fire station and Division.
 - a. In short term situations such as trades, overtime, relief, and during disasters/firestorms, these employees may work together. However, consistent with Administrative Regulation 95.60 – Conflict of Interest and Employee Conduct, no supervisory or management employee shall directly supervise any immediate family member or person with whom the supervisor has a close personal relationship. Therefore, with the exception of supervisory or managerial OCA assignments of 30 days or less, no supervisor or manager may supervise an immediate family member/domestic partner/significant other at any time.
 - b. Employees who find they are to receive an assignment in violation of this policy shall be responsible for immediately

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advising the staffing desk. The staffing captain shall ensure that the appropriate transfer takes place to correct the assignment and comply with the policy.

5. Employees who are currently on 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.
6. Battalion chiefs will not be permitted to bid for battalion assignments. Their assignments will be determined by the management team with serious consideration given to employee preference.

D. Determination of Seniority for Station Bid Purposes

1. Seniority among employees in the same academy hired into the firefighter classifications will be established by class standing in their academy.
2. Seniority among employees promoted into the same classification on the same effective date will first be established on the basis of seniority in the classification from which they were promoted. In the event seniority is equal in that classification, standing in the academy will be used to determine seniority. If a tie remains, a lottery will be used to determine seniority.
3. Seniority among fire personnel who are cross-trained as paramedics will be based on their seniority in their non-specialist rate, i.e., captain, engineer or firefighter.
4. Seniority among fire personnel who are promoted to firefighter III on the same day and who were hired on the same date will continue to be based on their class standing in the academy.

E. Assignment of Probationary Firefighters

1. Post Academy – Probationary firefighters shall be placed on a division based on the following criteria:
 - a. In order to best meet the training needs of the department.
 - b. To ensure that the training needs of the probationary firefighters are met.
 - c. Once assigned to a division, probationary firefighters shall not be transferred to facilitate “balancing the board.” i.e. A, B and C division board counts in each rank

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2. Completion of Probation – Firefighters shall be placed on a division based on the following criteria:
 - a. At the end of probation, firefighters will be removed from their current Training Division assignments.
 - b. Upon request from the Training Division, firefighters will submit their division request to the Training Division including all 3 divisions in order of preference.
 - c. Prior to placement on a division, battalion one will “balance the board” with senior firefighters requesting a voluntary division transfer pursuant to section 6.1
 - d. Firefighters completing probation will then be placed, based on seniority, on the division of choice if vacancies are available.

5.2 Station Vacancy Types

A. Definitions

1. Permanent Station Vacancy - A permanent station vacancy is one for which there is no permanently assigned incumbent employee.
2. Temp-Perm Station Vacancy - A temp-perm (long-term relief) vacancy is one which results from the temporary absence (18 or more shifts) of the permanently assigned incumbent. Examples: vacations, injury leaves, special assignments, leave of absence, vacant EDT and HIRT positions.

5.3 Stations Open for Bid Advertising Requirement

A. Advertising Period and Process

1. Station vacancies will be advertised for a minimum of 18 days (due to possible revisions). Bid cycle will close at noon on the Wednesday preceding every other non-payday Friday. Bids will be awarded on the Saturday following the close of bids.
 - a. The battalion one chiefs will monitor and create the list of station vacancies.
 - b. The battalion one chief on duty at the end of the bid cycle will email a “Station Open for Bid Memorandum” to the parties listed below. This will occur on the Saturday following the close of bids.
 1. All uniformed personnel

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2. Staffing desk
3. Senior staff
4. Human resources
5. Payroll supervisor

- c. Recipients of the “Station Open for Bid Memorandum” will be responsible for the following.
 1. Reviewing the information and advising the battalion one chiefs of additions, corrections or deletions needed by emailing an explanation to the battalion one chiefs as soon as possible.
 2. Ensuring their personnel have access to the information in a timely manner. This may be accomplished by posting the memorandum or forwarding it to their personnel via email.

B. Revisions to the “Stations Open for Bid” Memorandum

1. Must be made within one week after the initial publication.
 - a. The battalion one chiefs will make the necessary revisions and re-distribute the "Revised" Stations Open for Bid Memorandum to the recipients as noted in Section 5.3.A.1.b.
 - b. Recipients will be responsible for ensuring their personnel have access to the information, as noted in Section 5.3.A.1.c.
 - c. Errors discovered after the revised “Stations Open for Bid” Memorandum has been distributed will be held until the next bid cycle.

C. Vacancy Not Filled Following Advertisement.

1. If a vacancy is not filled following the required advertising period, it will be listed on subsequent Stations Open for Bid memoranda as “When Bid.” This means the qualified bidder may submit a bid request at any time. If more than one valid bid is received by 1800 hours on the same day, the senior bidder will prevail. If a bid card is received after 1800 hours, it will be considered submitted for the following day.
2. Pending receipt of a bid, the vacancy will be filled in the following manner:
 - a. The staffing captain will contact all non-probationary relief personnel on their division, starting with the most senior person in rank offering the open position. The most senior relief person accepting the position will be permanently

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assigned.

- b. If the position is not accepted, the junior relief person will be assigned, except in those instances where an employee has a below standard performance evaluation, then he or she will be assigned to permanently fill the vacancy for consistency in supervision and performance improvement.
- c. If later a junior person is assigned to relief on the division, and a station opens for bid, the person who was assigned to the vacancy can bid to the open position. They cannot, however, leave the assignment and go to a relief status.

5.4 Submission of Bid Cards

- A. Personnel desiring to bid for advertised vacancies will, on city time during a scheduled shift, email a single original bid request to the SDFDStationBids@sandiego.gov. The battalion one chiefs will be responsible for the maintenance of the bid card files and the determination of the senior bidder.
- B. To be considered valid, a bid request must be:
 - 1. Submitted on the correct form (FD-456).
 - a. Only an email bid request will be accepted
 - 2. Properly completed to include the following:
 - a. Bidders name, rank and current assignment
 - b. Up to 14 station bids
 - c. TP noted (if bidding for a temp-perm opening)
 - d. "When Bid" noted (if bidding for a "When Bid" opening)
 - e. PRIORITY RETURN noted (if exercising a priority right to return)
 - 3. Emailed directly from the bidders city email account.
 - 4. Have electronically attached copies of any required bid qualifying documents (e.g. required certifications for TRT; release from Field Training Status Memorandum for new FF/PMs bidding for a FF/PM position, etc.).
 - 5. Received by the battalion one chiefs by 1200 hours on the day the bids

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are scheduled to close. This date is noted on the Stations Open for Bid Memorandum.

- a. Bid requests received after the 1200 hours deadline will not be considered in the bid process unless no other bids were received by the deadline. In this case, the bid will be awarded as “When Bid” per Section 5.3.C.

B. Change/Cancellation of Bid

1. Employees wishing to change their station bids after submission may do so only by emailing a valid, revised bid request with a later date than any other request they have already submitted.
2. A newly submitted bid request supersedes all previously submitted bid requests.
3. Employees wishing to cancel their bid may do so by emailing a cancellation request to the battalion one chiefs via SDFDStationBids@san Diego.gov prior to the close of the bids which is noted on the Stations Open for Bid memorandum.

- C. Bid requests submitted will be considered for available fire stations assignments during the current bid cycle only. Those desiring to bid in subsequent cycles must submit new bid requests.

5.5 Maintenance of the Bid Card File

A. Receipt of a Bid Request by the Battalion One Chiefs

1. Upon receipt of a bid request, the battalion one chiefs will transmit a return email verifying receipt of the emailed bid card and ensure the following steps are taken:
 - a. All bid requests will be reviewed for validity, as set forth in Section 5.4.B.
 1. If a request is found to be invalid, the battalion one chief will email the bidder, identify the problem, and request the submission of a valid bid request. The invalid bid request will be marked as such, a copy of the email sent will be attached, and the bid request will be filed in the bid request book.
 2. If the employee will not be on-duty for a minimum of one full shift to retrieve the email message, the battalion one chief will call the employee at the contact telephone number listed in TeleStaff or the department personnel roster.

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- b. All bid requests will be stamped with a received date.
- c. Bidder seniority will be determined and entered on the bid request by consulting the department personnel roster distributed by Human Resources. The battalion one chief entering the seniority data will place his/her initials next to the entry.
- d. All bid requests will be filed under the appropriate rank divider in the bid request book.
- e. A newly submitted bid request (most recent date) supersedes all previously submitted bid requests.
- f. All outdated bid requests are to be stapled to the new bid request and retained in the bid request book.
- g. Upon completion of the bid process for a given cycle, all bid requests will be removed from the bid request book and archived for a period of six months. The documents may be destroyed after this date.

5.6 Awarding a Bid

- A. The battalion one chief will be responsible for determining the senior bidder and filling vacancies on the Saturday preceding the payday Friday that is in keeping with the bid cycle.
- B. Prior to determining the senior bidder, the battalion one chief will ensure that all bid requests received by the deadline established in 5.4.B.5 have been accurately filed.
- C. Prior to awarding a bid for a position requiring qualifying documents (e.g. required certifications for TRT; release from Field Training Status Memorandum for new FF/PMs bidding for a FF/PM position), the battalion one chiefs will ensure acceptable documents are attached electronically to the bid request.
- D. If an employee is awarded a bid, the word "Awarded" and the battalion one chief's initials will be written next to the corresponding entry on the bid request.
- E. If the employee is unsuccessful in all bids, the word "Closed" and the battalion one chief's initials will be written next to the corresponding entry on the bid request.
- F. The effective date of the transfer from one division to another will occur the

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following Saturday, which is be the first day of the next pay period.

- G. If a vacancy is listed as “When Bid”, as described in Section 5.3.C, the qualified bidder may submit a bid request for that opening (regardless of order on the bid card) at any time. If more than one valid bid is received by 1800 hours on the same day, the senior bidder will prevail. If the bid card is received after 1800 hours, it will be considered submitted for the following day.
- H. If an employee is awarded a bid as “When Bid”, the phrase “Awarded as When Bid” and the battalion one chief’s initials will be written next to the corresponding entry on the bid request.
- I. All assignments awarded are final. Once assigned, employees forfeit the right to their current assignment. This is applicable to all assignments, regardless of permanent or temp-perm status.

5.7 HIRT, TRT, ARFF and Training Specialty Stations

A. HIRT Station Selection Process

- 1. Captain positions at the HIRT Station will be filled by an interview process.
 - a. Interviews will be conducted by the Special Operations Division at least once per year and a list will be established that will be utilized for one year to fill vacant positions.
 - b. Based on interview performance, applicants will be rated into one of the following categories: Highly Qualified (HQ), Qualified (Q) or Minimally Qualified (MQ). If there is more than one applicant in any category, placement on the list will be made by seniority.
 - c. When a captain vacancy occurs, personnel currently at the station will have the option of transferring divisions, based on seniority in rank, prior to filling with new personnel.
 - d. If filling a temp-perm vacancy at a time when interviews are being conducted to establish a new list, personnel will not be required to interview. When the temp-perm assignment ends, personnel will be placed back on the list in the HQ category based on seniority in rank.
- 2. All other ranks bidding to openings in the HIRT station will be filled by normal bid procedures.
 - a. Personnel attempting to bid into HIRT must currently be a member of the HIRT relief list.

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3. Personnel successfully bidding to HIRT, and currently under a two year commitment, will retain their former permanent station assignment until they have completed their three month (90 day) probationary period.
4. If a vacancy is not filled following the required advertising period, it will be listed on subsequent station for bid memoranda as "When Bid".
5. When a vacancy becomes "When Bid", employees from the HIRT relief list may be administratively assigned on a rotational basis to fill the vacancy for no longer than 90 days. The rotation will begin with the lowest in seniority of that specific rank.

EXCEPTION: Employees permanently assigned to Special Operations and training stations

- a. When administratively assigned, if the employee is displaced from a permanent station assignment, their station will be held until their administrative assignment has ended.
- b. The HIRT vacancy, filled by the administratively assigned employee, will continue to be available for bid during this duration. The cycle of filling the "When Bid" vacancy by lowest seniority process will continue which will provide a continuity flow of regular HIRT personnel.

B. Airport Fire Station, Station 3 and Station 8 (ARFF Stations)

1. Personnel successfully bidding to these stations must sign a 10 month commitment agreement prior to initiating ARFF training. Failure to sign the agreement will void their bid and place them on relief status.
 - a. The 10 month commitment agreement begins upon successful completion of the annual hot drill and expires 60 days prior to the next annual hot drill recertification date.
2. Personnel who successfully bid to Station 3 and 8, and sign the commitment agreement will be permitted to transfer to their new station in the normal timeframe, without first completing the necessary ARFF training.
3. Personnel who successfully bid to the airport fire station and sign the commitment agreement will be permitted to remain in their current assignment until they meet the minimum requirements to transfer, as long as they comply with the policies listed below.
4. Personnel who sign the commitment agreement will be permitted to

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begin training and will be bound by the following policies.

- a. Upon notification of a successful bid, they must contact the captain of the shift to which they will be assigned to arrange a training plan, if not already certified.
 - b. Initial training must be completed off-duty with overtime compensation provided (SDFD reimbursed by Airport Authority).
 - c. Initial training will be completed within 60 calendar days of selection, absent delays which are beyond the control of the employee.
 - d. Employees who have completed the required training to qualify for ARFF assignment will be permitted to transfer to the airport fire station. At this point, the station from where they came will be filled by the successful bidder.
 - e. Employees who have not completed the required minimum training within 60 days, will be required to provide an FD-7 explaining the delay to the deputy chief of operations. The deputy chief of operations shall determine whether an extension will be granted or the bid forfeited and the employee placed on relief status.
5. Personnel desiring to bid out of their station during the 60 day period between commitment agreements must notify their division's ARFF Captain within the first 15 days of this period.
 6. Personnel desiring to remain within their stations, but not sign a commitment agreement will be permitted to attend the hot drill on their own time and at their own expense to comply with this training requirement. They may then bid out of the station at any time, but will be required to comply with all requirements listed below while they remain assigned to ARFF duties.
- C. Training Station(s) Selection Process
1. Engineers and captain positions at the training stations will be filled by an interview process.
 2. Interviews will be conducted by the Training Division at least once a year and a list will be established that will be utilized for one year to fill vacant positions.
 - a. Based on interview performance, applicants will be rated into one of the following categories: Highly Qualified (HQ), Qualified (Q) or Minimally Qualified (MQ). If there is more than one

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applicant in any category, placement on the list will be made by seniority.

3. When a rated vacancy occurs, personnel currently at the station will have the option of transferring divisions, based on seniority in rank, prior to filling with new personnel.
4. If filling a temp-perm vacancy at a time when interviews are being conducted to establish a new list, personnel will not be required to interview. When the temp-perm assignment ends, personnel will be placed back on the list in the HQ category based on seniority in rank.
5. If the paramedic of record position comes available, it will first be offered to a rated paramedic currently at the training station.
 - a. This position will be offered to the rated paramedic with the most seniority in the rank that is open.
6. One captain/paramedic position and engineer/paramedic position will be maintained for each division.
7. If no probationary firefighters are assigned to the training station, the firefighter positions will be opened up as temp-perm positions to firefighters.
 - a. The paramedic of record will continue to be the rated paramedic on the crew.
7. Battalion Medical Officer (BMO) Selection/Assignment
 - a. BMOs will be selected by rank and seniority in their respective permanent station assigned within a battalion.
 - b. It is the responsibility of the assigned battalion chief to designate the BMO starting with the senior rated captain/paramedic.
 - i. If there is not a captain/paramedic available or a captain/paramedic that accepts the assignment then selection falls to the senior engineer/paramedic.
 - ii. If there is not an engineer/paramedic available or an engineer/paramedic that accepts the assignment then selection falls to the senior firefighter/paramedic.
 - c. Should the assigned BMO voluntarily transfer stations that removes them from the battalion in which they are the BMO. It shall be understood that the BMO position rights and specialty

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pay are waived.

- d. BMO positions will be filled by the process described above as soon as a vacancy occurs. Awarding personnel BMO responsibilities shall not be delayed due to the next bid cycle.
- e. Each battalion/division will maintain a back-up BMO. This position will be filled on a voluntary basis and does not include specialty pay. Holding this position will not guarantee permanent BMO status if the position becomes available.

5.8 Notification of Bids Awarded (Station Assignments)

- A. The battalion one chief who filled stations at the end of the bid cycle will email a Station Assignments Memorandum to the parties listed below.
 - 1. All uniformed personnel
 - 2. Staffing desk
 - 3. Executive command staff (ECS)
 - 4. Human resources
 - 5. Payroll Supervisor
- B. Recipients of the Station Assignments Memorandum will be responsible for the following.
 - 1. Reviewing the information and advising the battalion one chiefs of additions, corrections or deletions needed by emailing an explanation to the battalion one chiefs as soon as possible.
 - 2. Ensuring their personnel have access to the information in a timely manner. This may be accomplished by posting the memorandum or forwarding it to their personnel via email.
- C. Revisions to the Station Assignments Memorandum.
 - 1. The battalion one chiefs will make any necessary revisions and re-distribute a "Revised" Station Assignments Memorandum to the recipients as noted in Section 5.8.A.
 - 2. Recipients will be responsible for ensuring their personnel have access to the information, as noted in Section 5.8.B.

5.9 Permanent Assignment Retention Rights

- A. Once personnel are assigned to a permanent position, they will retain rights to remain in that assignment unless:
 - 1. They are absent from the position for more than six months due to a

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non-industrial injury/illness.

2. They are absent from the position for more than two year due to their acceptance of a special assignment (battalion chiefs exempted).
3. They voluntarily bid to HIRT and have completed their three month probationary period.
4. They are involuntarily transferred to another division to balance the board.
5. They fail to achieve and maintain required apparatus certifications as outlined in Section 5.1.B.4.

5.10 Temp-Perm Assignment Retention Rights

- A. Once personnel are assigned to a temp-perm vacancy, they will retain rights to remain in that assignment unless.
 1. The permanently assigned incumbent returns to the position.
 2. The position is needed for the specialty assignment for which it was created (e.g. EDT positions at fire station one, temp-perm firefighter positions at training stations).
 3. They are absent from the assignment for 18 or more shifts. In this case, the temp-perm vacancy would again be advertised, and filled in the manner detailed above.
 4. The vacancy subsequently becomes a permanent one. In this case, the vacancy must now be advertised and filled in accordance with the provisions of Section 5.3.
 5. They are involuntarily transferred to another division to balance the board.