

**Tempe Fire Department Policies and Procedures**  
**Seniority Based Company Assignments**  
**104.17**  
**Rev 11-12-04**

**PURPOSE**

The following guidelines describe the primary method to be used to assign personnel. The Fire Department reserves the right to assign personnel to any assignment considered to be in the best interest of the organization in terms of training, education, personnel growth, career development, and organizational need. Any such assignment must be approved by the Assistant Chief of Emergency Services. Any member passed over for an assignment will be notified and provided an explanation.

**POLICY**

It is the policy of the Tempe Fire Department that all vacancies will be filled as expediently as possible. Temporary positions of short duration need not be advertised in accordance with this procedure.

**STANDARD COMPANY COMPLIMENT**

The standard compliment of personnel with permanent assignments to a company is a captain, engineer and two firefighters. On the designated paramedic companies a minimum of two of those four personnel shall be assigned paramedics. The standard complement for L273 will consist of a captain, engineer, an ALS firefighter (with a minimum of one year experience as a Tempe Firefighter/Paramedic) and a BLS firefighter.

**SENIORITY**

Seniority will be determined based on time employed as a full-time employee of the Fire Department. The Department will maintain a certified hire date list of all members. Employees hired on the same date will have their seniority ranking determined, as accurately as possible, by employment order (employee number) from their original hiring list. (Exception: Promoted employees hired on the same date will have seniority calculated by time in rank instead of employee number).

Promoted employees will be exempted from the bid process while on probation.

**REQUEST FOR TRANSFER**

When a position becomes open, a member may request an assignment transfer or placement in roving status by completing the Request for Transfer form and submitting it to the Assistant Chief's Office. Once the position has been filled, the remaining Requests for Transfer will be purged from the file.

A member who has a request for transfer honored for an assigned position is ineligible for another transfer for a period of six months. An exception would be if a vacancy occurs in which there are no requests for transfers on file and none have been submitted after the vacancy has been advertised.

Personnel on staff assignments are eligible to bid on vacancies. If successful in their bid, that position will be held for them while they complete their staff assignment.

**ASSIGNMENTS TO POSITIONS**

The Assistant Chief is responsible for filling all vacant positions as expediently as possible. A position is considered vacant at 0800 hours on the shift the previously assigned member is no longer assigned to that position. A position will not be filled until it becomes vacant.

When a position in Emergency Services is vacant, the Assistant Chief will publish the vacancy via electronic mail. Requests for transfer will be accepted for a nine (9) day period, beginning with the vacancy publish date and ending at 1300 hours on the ninth day.

Any interested member must deliver a Request for Transfer to the Assistant Chief's Office. The member with the most seniority will be given first right to the refusal. If he/she refused or is not chosen, the opportunity would go to the next most senior member with a request on file. A member refusing an assignment will have his/her name removed from the Request for Transfer Log for that position.

When the Assistant Chief has no request on file and receives no response after the position has been advertised the most junior member of the respective rank and assignment will be assigned to the vacant position.

### **LOSING AN ASSIGNMENT**

Anytime an assignment has been reclassified and a member is required to move, the new assignment will not be subject to the "6 month rule." (See Section on REQUEST FOR TRANSFER paragraph four).

Any member who is absent from their assigned position for more than 12 consecutive months, or a total of 12 months in any 18 month period will have their rights to that assignment revoked.

Staff Captains can maintain their assigned positions for 18 months.

Members on military leave will retain their position indefinitely.

Members accepting assignment to 40 hour paramedic school will surrender their position immediately upon beginning a program.

### **ASSIGNMENTS TO NEW ALS COMPANIES**

Assignments to new ALS companies will be made using a three step process.

- Step 1: Select the captain, engineers and firefighters with the most seniority regardless of ALS or BLS status. If this does not satisfy the staffing requirements (two ALS), Step 2 will be utilized.
- Step 2: Use the certified hire date to select the first two persons from the Step 1 process that will be assigned to the company. Those two individuals with the most time on the Department regardless of rank or ALS or BLS status will be assigned to the company. After the first two selections, depending on ALS or BLS status needs, make all of the remaining assignments using seniority. If this does not satisfy the staffing requirements, Step 3 will be utilized.
- Step 3: Use the certified hire date and ALS or BLS status to make the remaining position assignments.

### **ASSIGNMENT TO AN ALS COMPANY BEING CONVERTED FROM A BLS COMPANY**

- Step 1: The 2 most senior members of the crew shall remain assigned; the other 2 positions shall open for bid.
- Step 2: If nobody bids any of the positions, the ALS component will be filled from the pool of unassigned paramedics.

### **ROVING LISTS**

Firefighters who are not assigned will automatically be placed in roving status. Daily vacancies on the shifts will be filled with the rovers.

Firefighter paramedics without a permanent assignment will automatically be placed in rover status. Personnel in a rover status will be "attached" to a particular company for purposes of member development plans, accountability, training, etc. and to allow them a semblance of permanency.

Employees who are in roving status may be assigned by seniority to a different shift in order to balance the shifts.

When possible, long term vacancies (greater than 14 shifts) will be offered to roving personnel based on seniority. Members who have permanent station assignments will not be considered for these positions. The attached rover on a company will automatically move into a long-term vacancy on their company (assuming it meets their standard company configuration).

Any person who requests to be placed on the roving list forfeits his/her regular assignment.

The paramedic assigned to L273 will only rove when no other rover medics are available.

Personnel who are state certified paramedics and receiving 5% pay but not Tempe Fire Department paramedics will be the last ones used as rovers.

### **FILLING VACANCIES ON SPECIAL OPERATION TEAMS**

Vacancies on special operations units will be filled through a combination of qualification, testing and seniority.

### **ASSIGNMENT TO FIELD INCIDENT TECHNICIAN**

Field Incident Technician (FIT) vacancies will be published the same as all other positions in Emergency Services. The Assistant Chief and District Managers will make a selection based on selected criteria. This selection will not necessarily be based on seniority. The FIT position may be staffed by an ALS or BLS captain.

The successful candidate or person being assigned will typically be expected to fill the position for 12 to 24 months unless released by the district manager.

### **SCENE SUPPORT TRUCK**

Scene Support engineer vacancies will be published the same as all other positions in Emergency Services. The Assistant Chief and Battalion Chief of Training/Professional Development will make a selection based on selected criteria. This selection will not necessarily be based on seniority.

In order to receive assignment to this position, individuals must commit to a minimum of 18 months on the truck. Although these engineers will have a captain at their station as their designated supervisor, they will also receive functional supervision from and be responsible to the Battalion Chief of Training/Professional Development during those periods when they are assigned to the Training Center. Key to receiving this assignment will be their commitment and evaluated capability in promoting and advancing training within our department.

Backup engineers for the Scene Support will be selected in the same manner and based on the same set of criteria. There shall be one backup engineer per shift.

Scene Support engineers will be allowed to fill the position as long as it is acceptable to both the Battalion Chief of Training and the Scene Support engineer.

### **STATION ASSIGNMENT TRADES**

When two members request to trade assignments, they must submit a Request for Transfer through channels, indicating that a trade is being requested. The Assistant Chief will post the trade request to determine if any possible conflicts exist with members that have requested one or both of the assignments involved in the trade.

Any member who submits a request for assignment to one of the positions involved and who has more seniority than either of the members requesting the trade may veto the trade. The senior member vetoing the trade must accept the assignment if offered.

The assignment trade process is not intended to allow members to circumvent the personnel assignment process. This will be a strong consideration in the decision to approve or disapprove the trade.

### **ASSIGNMENT TO TEMPORARY POSITIONS FOR SPECIAL PROJECTS**

Members assigned temporarily for special projects may maintain a vested interest in their regular assignment for up to a maximum of six months. If there is a need to extend the time period, it is subject to review. Temporary positions for special projects normally do not extend beyond six months. These projects are outside the regular duties of permanent staff positions or to assist regular staff personnel with a specific portion of their overall job.

### **ASSIGNMENT OF RELATIVES**

All assignments of this type must be in accordance with the Policy and Procedures on "Assignment of Relatives".

### **PROBATIONARY FIREFIGHTER ASSIGNMENTS**

Probationary firefighters are not eligible to participate in this process. The Assistant Chief will determine the station assignments for probationary firefighters.

The least senior firefighter on the truck designated to receive a probationary firefighter will be temporarily moved to a roving position to provide an opening for the probationary firefighter.

### **GUIDELINES FOR IMPLEMENTATION**

1. Vacant positions will be filled by members of the same rank and assignment whenever possible. (For example, a position left vacant by a captain-paramedic will be filled by another captain-paramedic.) If no one of the same rank and assignment is available or submits a bid then the position will be opened to all members of that rank, regardless of assignment (i.e. ALS or BLS). If no one bids for the position the junior member of that rank will be assigned with the exception that ALS members will not be assigned to BLS trucks (other than as described in Standard Company Compliment).
2. Promoted members and members who bid to move to another shift might not have their vacation selections honored on the receiving shift depending on available vacation and staffing levels. The vacation selection of an employee who is "bumped" to another shift will be honored on the receiving shift.
3. If a member with ten years or more on the job is "bumped", he/she will be granted "super seniority." Super seniority will give the bumped employee the first right of refusal for any vacant position of the appropriate rank which comes available during the next six months.
4. When two positions on one apparatus are open simultaneously, and one position is ALS and one is BLS, both positions will be opened to all persons of the appropriate rank regardless of ALS or BLS status. The most senior person in both ranks will be selected first and this will determine the ALS or BLS status of the second position.
5. Assignment of new ALS personnel may necessitate bumping BLS personnel from ALS trucks to BLS trucks. When this is the case, the junior BLS employee will be moved.

### **AUTHORITY FOR ASSIGNMENTS**

Final decisions regarding assignments will be made by a two person committee consisting of a staff representative (designated by the fire chief) and an employee representative (from the rank of captain or below).