

**Phoenix Fire Department  
Volume 1 – Manual Procedures**

**ASSIGNMENTS**

<b>MP 104.02</b>	Date Revised: 03/23
Related Policies: 104.02a	

**POLICY**

It is the Phoenix Fire Department's policy that all vacancies, except training assignments, be filled as expediently as possible. Temporary positions of short duration need not be advertised in accordance with this procedure.

The following guidelines will be used to assign personnel. **The department will attempt to follow this procedure to the best of its ability and reserves the right to correct errors that were made in good faith in the least disruptive manner possible.** 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, personal growth, career development, organizational need and compliance with the requirements of the Americans with Disabilities Act. Any such assignment must be approved by the affected Division Head and the Assistant Chief of Personnel Services and may be discussed by the labor-management committee. Any member passed over for an assignment will be notified and provided an explanation.

**REQUEST FOR TRANSFER WITHIN THE OPERATIONS DIVISION**

A member may request an assignment transfer or placement in roving status by completing the Request for Transfer details by e-mail and submitting it to [request.for.transfer.pfd@phoenix.gov](mailto:request.for.transfer.pfd@phoenix.gov). If a member is willing to change shifts to get the desired transfer, this must be indicated in the Request for Transfer e-mail Request. The request will then be logged by the Emergency Services Staffing Officer (ERSO) or designee. It is strongly suggested that members request receipts via the email delivery system. Requests for transfer will be confidential. The ERSO office is prohibited from providing information related to requests for transfer.

Request for Transfers are only applicable for the advertising period in which they are received. Members must resubmit Request for Transfer each advertising period. Request for Transfers are not kept on file beyond the advertising period in which they are received.

A member who has a Request for Transfer honored for a position shall physically occupy the position within 30 days after the position is assigned. A member effectively gives up his/her old position at the time they accept/are awarded a new position. Members are not eligible to receive another assignment for a period of six months from the date the member accepted/was awarded a position unless a vacancy occurs where there are no requests for transfer on file after the vacancy has been advertised.

**All positions assigned through this process will be recorded in an electronic Report of Assignment Change (RAC) document by the Emergency Response Staffing Officer and distributed via e-mail on the day after the close of the advertising period.**

### **ASSIGNMENTS TO POSITIONS WITHIN THE OPERATIONS DIVISION**

The Emergency Response Staffing Officer (ERSO) is responsible for filling all vacant positions as expeditiously as possible. A position is considered vacant at 0800 hours on the shift the previously assigned member is no longer assigned to that position. The previously assigned member forfeits assignment rights to that position at the time the position is vacated. Members who are enrolled in the DROP have a fixed end date and must vacate their position prior to or on this date. These positions can be advertised approximately two weeks prior to the member leaving. Members who request to transfer to one of these positions must qualify for the position by the first day of the following month after the DROP position vacates (example June DROP positions, applicants must qualify for the position by July 1st, July DROP positions, applicants must qualify for the position by August 1st. etc.).

When a position in the Operations Division is vacant, the Emergency Response Staffing Officer (ERSO) will publish the vacancy biweekly electronically or via the Bucksip. Requests for transfer will be accepted for a twelve (12) day period by e-mail, beginning with the vacancy publish date and ending at 1000 hours on the twelfth (12th) day (Closing day). Request for transfer will not be considered after this period. Any interested member must send a Request for Transfer via e-mail to request.for.transfer.pfd@phoenix.gov. Members must be eligible to occupy the position at the time it closes in order to be considered for the position. The ERSO will rank all interested members in the order of their seniority. **The member with the most seniority in rank will be given first consideration. If he/she refuses or is not chosen, the opportunity would go to the next member with the most seniority in rank that has a request on file. The position shall be filled within 30 days of the closing date. Members must provide telephone numbers where they will be available between the hours of 1000 and 1700 on the Tuesday the advertisement closes. Members who cannot be reached by their contact numbers will be passed, and the position will be offered to the next senior member. If for some reason a member will not be available for contact, the member must make some other arrangement with the ERSO for acceptance (An example of this might be the member sending an "Auto-Accept" to the ERSO. This would be an e-mail stating that the member will be unavailable by phone when the advertisement closes, but if offered the member would accept the position).** Request for transfers must specify a particular position and a specific shift *in order of preference*. ERSO will not accept requests for "Any" positions A member who accepts a position when called by ERSO gives up the rights to his/her old position at that time.

Special operations units will be filled first followed by multiple simultaneous assignments to ALS companies and then all remaining positions.

The ERSO will need to verify the following criteria prior to making assignments.

1. Captains and Engineers were promoted on or before the qualification date.

2. Members with Special Operations certifications have met their commitment to the Special Operations Program.

When the ERSO receives no response after publishing the vacancy in the "Buckslip", the following process shall be used:

1. The position will be offered to all rovers of that rank on the affected shift by seniority.
2. The position will be offered to members on that shift on promotional lists by seniority.
3. The position will be offered to members on that shift who are on qualified out of classification lists.

If the position is still vacant, the most junior roving member of the respective rank on the appropriate shift will be assigned to the vacant position. If the position being filled is a rescue assignment, the most senior roving member who has not completed his/her rescue obligation will be assigned. Positions filled in this manner will not be subject to the 6-month rule. If a position has been advertised and no requests for transfers are received, the position will continue to be advertised, even if the position has been filled utilizing the above process.

### **LOSING AN ASSIGNMENT**

Anytime an assignment has been reclassified and a member is required to move to a different assignment, this assignment will not be subject to the 6-month rule. Any member who is absent from his/her assigned position for more than 12 consecutive months, or a total of 12 months in any 18-month period will have their assignment rights to that assignment revoked.

EXCEPTION: Members working out of classification in the Operations Division or leave taken under the Family Medical Leave Act (FMLA time not to exceed 672 hours or 28 shifts).

Members that are absent from their assigned position for more than 12 months due to an industrial injury, and prior to having their position revoked, may submit a request to ERSO to keep their assignment prior to having their position revoked. The circumstances surrounding the members absence from the position will be evaluated and the ERSO, in conjunction with the Operations Assistant Chief and designated labor representative, will decide whether the member is allowed to maintain their assignment. Members who have had their rights to an assignment revoked are not eligible to be awarded that assignment upon its subsequent advertisement unless no other qualified member applies for it.

### **Multiple Simultaneous Assignments to an Existing ALS Company**

Step One: Select the Captain, Engineer, and/or Firefighters with the most seniority in rank regardless of ALS or BLS status. If this does not satisfy the staffing requirements, Step 2 will be used.

Step Two: Begin with the member with the highest certified hire date (recruit seniority) to select the member(s) from the Step 1 process that will be assigned to the company. Continue using certified hire date of the individuals in Step One until all ALS and BLS staffing requirements that can be met are met.

Step Three: Remaining positions will be filled by members who have the most seniority in rank and meet the ALS / BLS requirements of the positions left to be filled.

### **MULTIPLE SIMULTANEOUS ASSIGNMENTS TO A NEWLY CREATED ALS COMPANY**

This process is intended to be used when a new ALS company is going into service. Multiple simultaneous assignments to newly created ALS companies will be made using a three- step process:

Step One: Select the Captain, Engineer and /or Firefighters with the most seniority in rank regardless of ALS or BLS status. If this does not satisfy the staffing requirements Step 2 will be used.

Step Two: Begin with the member with the highest certified hire date (recruit seniority) to select the member(s) from the Step 1 process that will be assigned to the company. Continue using certified hire date of the individuals in Step One until all ALS and BLS staffing requirements that can be met are met.

Step Three: Remaining positions will be filled by members who have the most seniority in rank and meet the ALS / BLS requirements of the positions left to be filled.

### **FILLING VACANCIES ON SPECIAL OPERATIONS AND ARFF TEAMS**

Assignments to Special Operations (HazMat/TRT) and Airport Rescue Fire Firefighting (ARFF) Teams are made as follows:

ARFF positions will be filled with the member with the most seniority in rank as long as all other members of the unit are certified ARFF technicians. If more than one vacancy occurs on the same unit, only one position may be filled/awarded based solely on seniority in rank. Subsequent vacant positions on the same unit must be filled by members who are ARFF technicians (If no ARFF technicians put in for these positions they will be filled by the member with the most seniority in rank.) until such time as the non-ARFF technician receives training and is permanently assigned to the unit. Positions filled by members who do not hold the necessary Technical Specialty shall as a requirement of the position be trained in the Technical Specialty and as a condition of filling the position, a "Letter of Commitment" must be signed by the member agreeing to remain in the position for not less than 2 years from the time the position is awarded, and staying in the program for 3 years after completion of the training and receiving applicable technical certification. Non- ARFF technicians awarded positions under this provision will not occupy the position until after completing the training program and will remain in their current assignment until such time. They will give up all rights to their previous position at the time they begin ARFF training.

Special Operations (HazMat, TRT or Bi-Tech) units allow for one training position on each 4 or 5-member unit. If a vacancy occurs on a 4-member unit that has 3 permanently assigned trained technicians or a 5-member unit that has 4 permanently assigned trained technicians, the vacant position will be filled by the member with the most seniority in rank, regardless of whether the member holds the required Technical Specialty or not. A member can be awarded and occupy a

Bi-Tech unit if he/she is a TRT or HazMat technician and the unit maintains a minimum of 60% TRT staffing as well as a minimum of 60% HazMat staffing (Squad), this will not be considered assignment in a “training” position. This member will as a requirement of the position be trained in the Technical Specialty which they lack in order to be a Bi-Tech and as a condition of filling the position, a “Letter of Commitment” must be signed by the member agreeing to remain in the position for not less than 2 years from the time the position is awarded, and staying in the program for not less than 3 years after completion of the training and receiving applicable technical certification. If the position is awarded to a non-technician, the member shall as a requirement of the position be trained in the Technical Specialty and as a condition of filling the position, a “Letter of Commitment” must be signed by the member agreeing to remain in the position for not less than 2 years from the time the position is awarded, and staying in the program for not less than 3 years after completion of the training and receiving applicable technical certification. Non-technicians awarded positions under this provision will occupy the position immediately (within 30 days per this MP) so long as doing so allows the unit to maintain a minimum 60% specialty staffing. Upon acceptance of the Special Ops position they will also give up all rights to their previous position even though they have not yet completed the training program. If the non-technician occupying the position would cause the unit to drop below 60% specialty staffing, then the non-technician will not occupy the position until after completing the training program and will remain in their current assignment until such time. They will give up all rights to their previous position at the time they begin their Special Operations training. If more than one vacancy occurs on the same unit, only one position may be filled/awarded based solely on seniority in rank. Subsequent vacant positions on the same unit must be filled by members who hold the technical specialty (If no HazMat or TRT technicians put in for these positions they will be filled by the member with the most seniority in rank.) until such time as the non-HazMat or TRT technician receives training and is permanently assigned to the unit. Positions filled by members who do not hold the necessary Technical Specialty shall as a requirement of the position be trained in the Technical Specialty and as a condition of filling the position, a “Letter of Commitment” must be signed by the member agreeing to remain in the position for not less than 2 years from the time the position is awarded, and staying in the program for 3 years after completion of the training and receiving applicable technical certification. Non- HazMat or TRT technicians awarded positions under this provision will not occupy the position until after completing the training program and will remain in their current assignment until such time. They will give up all rights to their previous position at the time they begin HazMat or TRT training. This supersedes other Assignment MPs that may conflict with this rule. Member selected as Rovers for Special Operations or ARFF Teams must stay on the assigned shift for not less than 2 years.

The exceptions to this rule are:

1. A Special Operations or ARFF Rover may fill a vacant position on a Special Operations or ARFF unit, for which they are certified.
2. A Special Operations technician may transfer to another special operations assignment within the same discipline.

- a. This “Like for Like” exception applies to single tech and dual tech positions and also includes a single tech applying for a dual-tech position.
- b. The transfer cannot create a staffing issue as it relates to multiple vacancies on either Special Operations company affected by the transfer.

### **Members Holding Dual Certifications**

Members may be allowed to hold any TWO certifications at one time (Example: TRT and Haz-Mat). Holding multiple certifications is dependent on the member fulfilling the commitment for each certification as outlined within the “Letter of Commitment”. In the event a member already holds two certifications and is awarded a position or is eligible and selected to attend a rover class within another certification, that member will be required to select which two certifications they would like to maintain and would not be eligible for the third certification. To be eligible to drop a certification the member must have once again fulfilled his commitment to that certification as outlined within the signed “Letter of Commitment”. Members shall NOT be allowed to hold ARFF certification with any Special Operations certification (HazMat/TRT). Members seeking permanent and roving ARFF positions who are Special Operations (HazMat/TRT) certified must be willing and eligible to drop their Special Operations (HazMat/TRT) certifications to be considered for ARFF assignments.

### **Paramedic Assignments to Non-Paramedic Positions**

In the event that an ALS member desires to submit a request for transfer to a BLS position that member must submit a letter to ERSO outlining the request to ‘drop’ their paramedic certification and operate in a BLS capacity if awarded the position. This request must be made prior to the assignment close date. The request will then be evaluated on a case-by-case basis by ERSO along with the Operations Assistant Chief and either granted or denied based on the organizational need for paramedic staffing. If approved, the member may then be eligible for the BLS position. Paramedics assigned to non-paramedic positions do not qualify for paramedic assignment pay for the duration of the assignment. If the member chooses to maintain their paramedic certification it is their responsibility to obtain the necessary certification requirements and will not be paid overtime for attended CE’s.

### **Paramedic Option to Rove in a BLS Capacity**

A paramedic has the option to give up their paramedic assignment and pay in order to rove in a BLS capacity for a maximum of six (6) months. At the end of six (6) months the member must return to an ALS status unless they choose to give up their paramedic assignment. An ALS member can exercise this option only once. Promotions will not affect the six (6) month time commitment. If the member chooses to give up their paramedic assignment while roving BLS, they must make their request in writing to the Fire Chief or his/her designee. The following outlines the BASIC points of the agreement allowing the member to work for PFD in a BLS capacity, while maintaining their ALS certification on their own:

- A member must receive documented approval for their ALS/BLS preference before submitting a request for transfer to an advertised position. A member may not change ALS/BLS status in order to apply for an open position once the advertisement has begun.

Requests to change must be submitted in writing and are subject to the approval of the Fire Chief or his/her designee.

- PFD will provide the 16-hour recertification course required every 2 years.
- The member may attend PFD CE classes; however, NO overtime will be paid and attendance will be limited, based on the number of available seats. The member should confirm availability by contacting the EMS office.
- BLS members will not receive assignment pay.
- If BLS, the member may not display the Paramedic patch on their uniform (DHS regulation).
- The EMS office will continue to monitor approved CE hours and assist the members in the recertification process.
- All dates will be documented to provide accurate tracking of members' status.

Paramedics assigned to non-paramedic positions will be personally responsible for meeting all Phoenix Fire Department and Arizona Department of Health Services requirements for maintaining their paramedic certification. Prior to returning to a paramedic assignment the paramedic may, at the discretion of the Phoenix Fire Department EMS Section be required to:

1. Attend a Paramedic Refresher Training Program.
2. Attend a Clinical Skills Refresher Training Program; or
3. Successfully complete a written and skills test conducted by the base hospital or the Arizona Department of Health Services prior to being reassigned as a Paramedic.

### **Self-Demotion**

Positions are advertised and assigned by rank. A member must hold the advertised rank to be assigned to the advertised position. A member who wishes to self-demote to be eligible for a lower rank position must submit their request for self-demotion in writing to the Fire Chief or his/her designee. Requests are subject to the approval of the Fire Chief or his/her designee and the City Manager. The approval process can be lengthy (in excess of 30 days) and approval is not guaranteed. A member must receive documented approval of their self-demotion prior to the closing date of the advertised position. A member may not self-demote to apply for an open position once the advertisement has begun.

### **Station Assignment Trades Within the Operations Division**

Trading Assignments must be coordinated by the ERSO. When two members request to trade assignments, they must notify the ERSO of their request by forwarding a Request for Transfer through channels, indicating that a trade is being requested. The ERSO will advertise both

positions and indicate that a trade is being requested. Any member who properly files a request for transfer during the advertisement period to one of the stations involved who has more seniority than either or both of the members requesting the trade may veto the trade. The assignment trade process is not intended to allow members to circumvent the Personnel Assignment Procedure. This will be a strong consideration in the decision to approve or disapprove requests.

### **Long-Term Temporary Positions**

Long-term temporary positions are created due to long-term sickness, industrial injuries, special assignments, staff assignments, fire department strategic planning, or vacant probationary firefighter positions. When these positions are projected to be vacant for 90 days or longer (long term), they may be filled by any member utilizing the regular District vacancy process. If assigned to long-term position members will not be eligible for other temporary positions for at least 90 days. Other temporary positions projected to be vacant longer than 30 days and less than 90 days will be filled by the assignment of rovers based on their seniority among other factors on the specific shift. Once the member has completed the long-term temporary assignment they must return to their original assignment and shift.

### **CRV Engineer**

The Command Van position is assigned to Operations. This is an engineer position that reports directly to the Shift Commander. This position works as a team member on a particular shift. This assignment has a workload that is primarily administrative. There is extensive contact with field members. Sensitive information, including EAP related activities, occurs frequently. **The position demands interpersonal skills, with the ability to be extremely discreet and maintain confidentiality.**

### **FILLING OPENINGS FOR CRV ENGINEER**

- The affected Shift Commander will advertise an opening. This will be consistent with M.P. 104.02, the Assignment Procedure.
- The SDC may interview for this position.
- Assignments will be based on seniority.

### **EXCLUSIONS**

- Those who have not completed their 6-month obligation to an assignment.
- Members who have not completed two years in a Special Ops assignment.
- Members who have a permanent assignment and have been a CRV Driver for one year need to release their permanent assignment or return to it.

### **FILLING POSITIONS**

Due to the interactions and relationships that certain positions require inside and outside of the Fire Department, Labor and Management have agreed to include an interview as part of the selection process when filling certain positions. This process will mirror the process used throughout the City of Phoenix when filling vacancies. These positions include:

1. Planning Captain
2. EMS Lead Captain
3. RTO Lead Captain
4. Car 957 Captains
5. TLO Captains
6. PIO Captains
7. Mentor Firefighter (TA)
8. Arson Investigators
9. Car 959 Captain

The basic steps of the process are outlined below.

The positions will be advertised with a list of “minimum qualifications” that must be met for a member to be eligible to apply. All candidates will be informed of the expectations associated with the position and given the opportunity to ask questions regarding the details of the position.

The members will then be screened by a joint Labor/Management committee to suggest which members move on to the interview process based on the qualifications and resumes of the candidates. At the conclusion of the interviews the candidates will be ranked in order of seniority establishing a final eligibility list.

If the most senior member is not chosen, the Fire Chief or his/her designee, in accordance with the existing procedure in Vol 1 MP 104.02, “reserves the right to assign personnel to any assignment considered to be in the best interest of the organization in terms of training, education, personal growth, career development and organizational need”

### **SHIFT BALANCE**

Shift balancing is a process and not an event. For the most part it takes care of itself naturally through promotions, filling of vacancies, and the assignment of probationary firefighters. However, these, along with other variables, can also cause the shifts to become out of balance. Approximately every 6 weeks a shift count is conducted to give an accurate reflection on the condition of each shift. When the shifts become "out of balance", any, and all-viable options are considered to get them back into balance. These may include granting request for transfers, considering when recruit classes or other training classes will be completed, etc. The last of the options is to move members.

When members are moved to another shift, to accommodate a shift balance, the following will take place:

1. The member will be called and explained the situation.
2. A shift change date will be set up, usually as soon as possible.
3. If at the time of the call, a member had any vacation or comp time leave scheduled, they will be granted, "like leave" on their new shift.

For a member to return to the original shift he/she must submit a "request for transfer" to the Staffing Captain at the South Shift Commander's office, which will remain on file for a calendar year. A member may return to their original shift in one of two ways:

1. Accept a permanent assignment to that shift. (You will be required to remain in that position for a minimum of 6 months.)
2. Return via the shift balance process by your request for transfer.

For this to occur, a shift count must reflect vacancies on your requested shift. Request for transfers will then be granted by "seniority in rank" order of those on file. Note that a member leaving the shift, in which you want to return, does not constitute an opening on that shift. There are many other variables and movement through the normal processes that must be considered.

Some of these include members going into, and returning from staff assignments, long-term industrial and alternate duty leave, training classes, and the normal changing of shifts through the assignment procedure. Also note that members with less seniority who go roving from permanent assignments, does not allow the more senior member to return to his or her shift by "bumping" the less senior member. If this were true, the shift balancing would never end, as movement would take place every time a new member goes roving.

### **SWITCHING SHIFTS**

(See M.P. 104.02A, page 1)

To switch shifts, such as from A shift to B shift, certain criteria must be met:

1. There must be an opening on the shift to which the employee wishes to transfer.
2. E-mail Request for Transfer, must be submitted to the Staffing Captain and approved.

### **RESCUE ASSIGNMENTS**

All members will be required to serve a maximum of 200 shifts on a rescue. Based on departmental need, and evaluated in the labor/management process, members may be required to vacate a rescue assignment prior to the completion of the 200-shift requirement to allow other members to begin the requirement. If a member is removed from a rescue assignment for any reason prior to the completion of the required 200 shifts, they may be called upon in the future to complete the 200-shift obligation.

After completing the twelve (12) month probationary period, firefighters are automatically placed on the Rescue Assignment List. The firefighter's position on this list is determined by seniority. Recruit class seniority will determine the seniority/ranking of members who began employment on the same date.

When establishing the cadre of firefighters for the Rescue Assignment List, the firefighter with the most seniority, who has completed the probationary period, but has not completed the rescue shift obligation, is the first to be placed on the Rescue Assignment List. The firefighter with the next most seniority is the second to be placed on the Rescue Assignment List, etc. Shift assignment changes may be required to maintain a cadre of firefighters available for permanent assignment to rescues. Members assigned to rescue units must have received training in rescue procedures/protocol and driver training.

### **ROVING LISTS**

Firefighters who are not assigned to rescues will automatically be placed on the roving firefighter list. The employee's position on this list is determined by seniority. Recruit class seniority will determine the seniority/ranking of members who began employment on the same date. Captains and Engineers will be placed on a roving list by seniority in rank, until an assignment becomes available (See SENIORITY - M.P. 104.02A, page 2). All roving personnel will be assigned to a District for administrative business, i.e., sick leave reports, AWRs, training make-up, or any other administrative functions.

Any person, who voluntarily requests to be placed on a roving list, forfeits his/her regular assignment. Such requests shall be made in writing and are subject to the approval of the affected Shift Commander. Roving personnel are required to call the South Shift Command between 0615 to 0645 hours on the morning of their shift to receive their station assignment.

### **OUT-OF-CLASS**

The Operations Division will maintain an out-of-class list for Engineer and Captain positions. This list will consist of those members on a current promotional eligibility list followed in seniority by others requesting out-of-class assignments. All out-of-class assignments will be made from this list, except when the position to be filled requires special certification or training. In such cases, out-of-class assignments will be made by seniority from the group of qualified eligible individuals. All members on promotional lists are required to work out of classification. Members requesting the Shift Commander to place them on an out-of-class list will automatically authorize assignment to any station in the City for an out-of-class position.

An Out-of-Class Form, 90-82D, must be signed by members requesting an out-of-class assignment. Members requesting an out-of-class assignment may maintain a vested interest in their permanent assignment but must agree to rove in an out-of-class position for at least 90 days. A member wishing to have his/her name removed from the roving out-of-class list must notify the affected Shift Commander.

Anytime the number of members on the out-of-class list is fewer than the number of out-of-class positions available, the Shift Commander will make assignment adjustments as necessary.

Firefighters wishing to act out-of-class as either Captain or Engineers must complete an out-of-class request for each position. Engineers and Firefighters wishing to work out-of-class as Captains will be integrated into one out-of-class list. Seniority will be calculated from the date of hire as a firefighter recruit. If two or more members have the same hire date, recruit class seniority will be used. Paramedic Firefighters and Paramedic Engineers may work out-of-class as Paramedic Captains. Seniority will be calculated based on recruit class seniority. In the absence of available paramedics to work out-of-class as Paramedic Captains, the South Shift Commander will adjust to meet ALS/BLS staffing requirements.

### **ASSIGNMENTS TO STAFF POSITIONS**

When a vacancy is anticipated in a staff position, the Section Head will notify the Fire Personnel/Human Resource Section of the opening. The Fire Personnel/Human Resource Section will determine if the position can be filled by a member with a permanent disability to comply with the requirements of the Americans with Disabilities Act. If the above does not apply the Fire Personnel/Human Resource Section will notify the appropriate Section Head.

The Section Head will then announce the vacancy for two consecutive weeks in the Department Buckslip, which will include a description of the duties, preferred knowledge, skills, and requirements, as described in M.P. 104.02A, beginning page 3, for the position. Any member requesting a position other than Operations shall submit a Request for Transfer to the appropriate Section Head by e-mail.

The Section Head responsible for filling the vacancy will review all requests. The review may include a personal interview with each applicant to explain the needs and duties of the staff position. The minimum and maximum time one must remain in the position should be explained during the interview. Assignments to staff positions shall be by seniority when qualifications of requirements are equal. To determine qualifications, section heads may require resumes, conduct formal interviews, conduct skills/aptitude assessments, and review past performance applicable to the position. If none of the requests contain the minimum qualifications, or no requests are received, the Section Head will make an assignment considered to be in the best interest of the Department. Certain staff positions are difficult to fill. In the case of a difficult position, the assignment procedure will be followed unless it is unable to satisfy this position. If unable to fill a position, the Fire Chief and the Union President will make the final determination whether an alternate plan is achievable. Members assigned to staff positions may maintain a vested interest in their assignment in the Operations Division for a MAXIMUM of 12 months. (See M.P. 104.02A, beginning page 3)