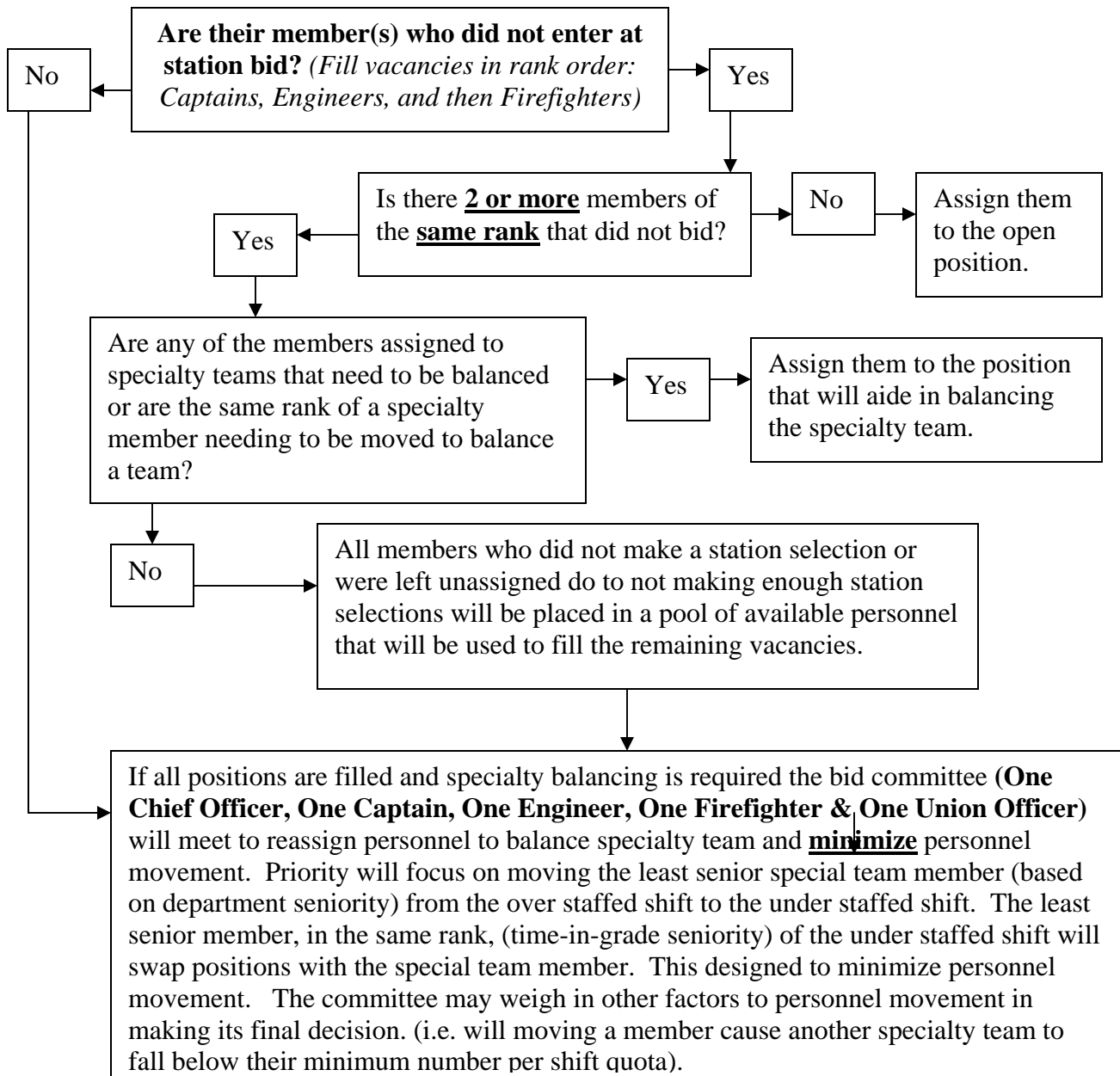


## Special Team & Shift Balancing Flow





# POLICY MANUAL

## Daily Operations - Staffing

### Bid System Selection Policy

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5.0 Purpose: To establish an orderly procedure by which station and shift assignments are granted based upon an individual's Time in Grade (for Captains and Engineers) and Date of Hire (for Firefighters).

5.01 Scope: To include all Captains, Engineers and Firefighters.

#### 5.02 **FREQUENCY**

A department wide bid process will be conducted approximately every three (3) years or as jointly determined to be necessary by the Fire Command Team and CFFA.

During the approximate 3 year duration of the bid cycle, it may be necessary to perform "shift-wide" bids of the "affected rank" to accommodate permanent vacancies.

#### 5.03 **VACANCY BIDDING**

Vacancies can occur as a result of, but not limited to, retirements, dismissals, resignations, promotions, demotions, reassignments, or by placing additional stations and/or apparatus in service.

Bidding for vacancies shall occur:

1. A permanent vacancy occurs.
  - 1a. When a permanent vacancy occurs in the middle of the "3-year bid cycle," a "shift wide" bid will be allowed for the affected rank of the shift which has the vacancy. This will allow for personnel of the affected rank to bid for a vacant position on the shift. When the seniority "trickle down effect" stops, the least senior person of the affected rank and shift will be assigned to the open position.
2. A scheduled rotation of personnel from a 40-hour work week to a 56-hour work week. The personnel coming off of a 40-hour work week will be assigned to the shift that their replacement is coming from.
3. Temporary vacancies will be filled by the Fire Chief or his/her designee.



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### 5.04 **BID RANKING**

All Captains and Engineers shall be assigned a bid ranking as determined by each individual's date of promotion (Time in Grade) with their present rank. When multiple individuals are promoted on the same day, their ranking on the eligibility list will also be used to provide a final bid ranking.

Firefighters' bid ranking will be determined by each individual's date of hire. When multiple individuals are hired on the same day, their academy ranking (badge number) will also be used to provide a final bid ranking.

### 5.05 **INFORMATION PRIOR TO BIDDING**

Prior to the beginning of a department-wide bid, the Fire Chief or his designee will make every effort to post the following information:

- a. Projected work assignments for all Chief Officers
- b. The minimum number of special team members required for each shift.

### 5.06 **40-HOUR POSITIONS**

Members who have transferred from shift work to 40-hour assignments will be allowed to transfer back to shift assignments subject to the bid process and the time duration required for that specific 40-hour assignment.

### 5.07 **BIDDING ORDER**

Members shall bid for their station and shift assignments based on their bid ranking established within each rank in the following order:

- 1<sup>st</sup> Captains
- 2<sup>nd</sup> Engineers
- 3<sup>rd</sup> Firefighters



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#### 5.08 DEPARTMENT-WIDE BIDDING PROCEDURE

##### Captains:

Beginning on September 1 to September 12, Captains shall enter a series of bid requests in the department's bid selection program. The cutoff hour will be midnight of the last day.

##### Engineers:

Beginning on September 13 to September 24, Engineers shall enter a series of bid requests in the department's bid selection program. The cutoff hour will be midnight of the last day.

##### Firefighters:

Beginning on September 25 to October 6, Firefighters shall enter a series of bid requests in the department's bid selection program. The cutoff hour will be midnight of the last day.

October 7 - Shift Assignments submittals completed.

October 9 to 12 - Evaluation of operational readiness. (Special Team balance)

October 13 - Final staffing published.

December 1 - Vacation Selection begins.

The bid selection transition will begin during the first week in January 2007, following the guidelines of the MOU Article 12.4.

Upon the conclusion of the bid process, members of the Command Team and CFFA shall meet in order to review the bidding results and assess any anomalies that may have occurred.

It is recognized that the department must maintain a high level of operational readiness which cannot be comprised as a result of this bidding procedure. Special Team personnel **must** maintain (self-policed) a balance on all shifts. The departmental seniority (badge number) of an individual will be the criteria used to maintain equal distribution. The Command Team designee and the CFFA E- Board will use the attached flow chart (attachment 1A) as a guideline to make that determination.



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**Maximum** selections are encouraged by all personnel. The department will follow the City of Clovis' nepotism policy.

Member(s) who fail to properly enter a bid request during the specified time period for their rank shall automatically be placed at the bottom of the bid ranking for their respective classification. This will continue to occur until all open positions in a specific rank are assigned.

The minimum number of shifts off required by the MOU shall be recognized when transfers between shifts become necessary.

Personnel should enter their choices based off of station location **not apparatus** because apparatus locations may change. Personnel are encouraged to review the projected apparatus/station plan before submittal.

In the event that Operational Readiness is not met, or failure to submit your bid in the appropriate time frame, the Fire Chief and representation from the Association will determine the move that best suits the department. No Company Officer will have two new probationary Firefighters assigned to his/her crew.

The Fire Chief has the right to move ANY individual/s that he/she sees necessary to support the mission of the Fire Department.

See Attachment 1A