

**PHOENIX FIRE DEPARTMENT**  
**Volume 1 – Manual Procedures**  
**ASSIGNMENTS**

<b>MP 104.02</b>	Date Revised: 04/24
Related Policies: 104.02A, 1201.03, 1201.04	

**POLICY**

It is the Phoenix Fire Department's policy that all vacancies, except training assignments, be filled as expediently as possible. The ERSO Deputy Chief is responsible for facilitating the filling of any vacant position within the Operations Division.

The following guidelines will be used to assign personnel. “Letters of Commitment” will be referenced and honored for Special Ops and ARFF programs in accordance with M.P. 104.02. 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.

**Member Responsibilities to Request Transfer Within the Operations Division**

A member may request an assignment transfer or vacate a position and be placed 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). When there is a known vacancy within the Operations Division that position will be advertised bi-weekly via email or in the Buckslip. The advertising period will be open for no less than 12 days. The member must ensure all information needed to fill the position is provided in their email including the position they are requesting to transfer to along with the corresponding shift. If the member is requesting to transfer to multiple positions, they must list their requests in priority order. Members must also ensure their contact number is current in Telestaff and be available to receive a call on the Tuesday when the advertisement closes at 1000 hours and calls can then be made to fill from 1000 to 1700 hours. If a member is not available by phone and not on shift, they will have 15 minutes to return the phone call from ERSO otherwise they will be passed, and the position will be offered to the next most senior member. The member may place auto accept on the request for transfer at time of submission.

A request to leave an assignment and go roving will be processed for the next shift or in a timely manner by ERSO staff. If a member occupied a long-term temp on a different shift and the temp becomes unavailable or the member wants to leave the temp, the member is required to return to

their assigned shift. 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 effectively gives up his/her old position at the time they accept/are awarded a new position. The member who has a Request for Transfer honored for a position shall physically occupy the position within 30 days after the position is assigned unless training is required. If awaiting training, the member will remain in their current position until the start of the required training for the new position, at which time the member will then be required to forfeit their previous 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.

### **ERSO Responsibilities for Assignments to Positions within the Operations Division**

The ERSO Deputy Chief is responsible for facilitating the filling of any vacant position within the Operations Division. When filling positions, ERSO will rank all members in order of seniority in rank. The member with the highest seniority in rank will be offered the vacant position first. If the member passes, the position will be offered to the next most senior member in rank until there are no other members with a request to transfer to the position. Prior to awarding positions ERSO will verify that Captains or Engineers have been promoted on, or before, the qualification date and members with special operations team certifications have met the "Letter of Commitment" to the special operations programs.

### **ERSO Responsibilities for Assignments to Positions Holding Team Certifications**

Assignments to Special Operations Teams (HazMat "Hazardous Materials", TRT "Technical Rescue Training", ARFF "Airport Rescue Fire Fighting" and Heavy Rescues) are made as follows: positions will be filled with the member with the most seniority in rank as long as all other members of the unit are certified 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 technicians until such time as the non-technician receives training and is permanently assigned to the unit. If no technicians put in for these positions, they will be filled by the member with the most seniority in rank. 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 a "Letter of Commitment" must be signed. Members selected as Rovers for Special Operations or ARFF Teams must stay on the assigned shift for not less than 2 years.

Non-technicians awarded positions under this provision will not occupy the position until after completing the training program. They will give up all rights to their previous position at the time they begin training.

For filling vacancies on Heavy Rescues, if more than one vacancy occurs, only one position may be filled/awarded based solely on seniority in rank. Subsequent vacant positions on the same unit must be filled first by members who hold both certifications. If no bi-techs put in, the position will then go to a single tech applicant. If no HazMat or TRT technicians put in for these positions, they will be filled by the member with the most seniority in rank. Non-HazMat or TRT technicians awarded positions under this provision will not occupy the position until after completing both certification programs. They will give up all rights to their previous position at the time they begin final certification training. When awarded a position requiring training to obtain a needed certification the member will be required to sign a “Letter of Commitment”.

### **Members Holding Team Certifications**

Members may be allowed to hold TWO Special Operations certifications at one time (Example: TRT and Haz-Mat). Holding dual certifications is dependent on the member fulfilling the commitment for each certification as outlined within the “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) to be considered for ARFF assignments. To be eligible to drop a certification, the member must have fulfilled their commitment to that certification as outlined in the signed “Letter of Commitment”.

### **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 member's absence from the position will be evaluated by ERSO, in conjunction with the Operations Assistant Chief and designated labor representative, who 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, in which case, rules for occupying the position within 30 days still apply.

### **Simultaneous Assignments to Newly Created and Existing ALS Companies**

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 the certified hire date of the individuals in Step One until all ALS and BLS staffing requirements that can be met are met.

Step Three: The 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.

### **Paramedic Assignments to Non-Paramedic Positions or Rove in a BLS Capacity**

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 the ERSO at [request.for.transfer.pfd@phoenix.gov](mailto:request.for.transfer.pfd@phoenix.gov) 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 the ERSO Deputy Chief 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. Downgraded paramedics assigned to non-paramedic positions in Operations 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.

A paramedic also 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. This request is also made by submitting a request in writing to [request.for.transfer.pfd@phoenix.gov](mailto:request.for.transfer.pfd@phoenix.gov) and evaluated on a case-by-case basis by the ERSO Deputy Chief along with the Operations Assistant Chief and either granted or denied based on the organizational need for paramedic staffing. 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. M.P. 1201.03 and M.P. 1201.04 outlines the basic points of the agreement allowing the member to work in a BLS capacity.

### **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 ERSO. When two members request to trade assignments, they must notify ERSO in writing to [request.for.transfer.pfd@phoenix.gov](mailto:request.for.transfer.pfd@phoenix.gov)

indicating that a trade is being requested. 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 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 a long-term temporary 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.

### **Filling Positions with Interviews**

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. If the most senior member is not chosen, the Fire Chief or his/her designee 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. These positions include:

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

The basic steps of the process are outlined below.

The positions will be advertised with a list of “minimum and required qualifications” that must be met for a member to be eligible to apply. Candidates will be informed of the expectations

associated with the position and given the opportunity to ask questions regarding the details of the position. Section Heads may require a resume and credentials as part of their minimum requirements.

An interview process will be hosted by a panel of Labor and Management representatives to ensure the required qualifications are met as described in M.P.104.02A. At the conclusion of the interviews, the candidates will be ranked in order of seniority establishing a final eligibility list.

### **Shift 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. A memo to the membership from ERSO will be emailed to give members the opportunity to move to the balanced shift before official balancing occurs.

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. ERP assigned days will be considered as well. Request for transfers will then be granted by "seniority in rank".

For a member to return to the original shift he/she must submit a "request for transfer" to the Staffing Captain assigned to ERSO. 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.

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 movements 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 do 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, and the switch should improve the overall balance which will be determined by both ERSO and South Shift Command.
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 needs, 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.

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, Captain, and Battalion Chief 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 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 submit a written request to [request.for.transfer.pfd@phoenix.gov](mailto:request.for.transfer.pfd@phoenix.gov).

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. Captains will be used out-of-class based on current Battalion Chief's eligibility 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. 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 on 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)