

ARTICLE 15 PROMOTIONAL PROCEDURES - Section 6. Miscellaneous Provisions

Submitted by member for observation

(~~Double strike through~~ = suggested removed from Article)

(Underlined = suggested addition to Article)

a. All vacancies for Driver, Captain and Inspector existing on the date a sequence list is established for those positions will be filled from that list. Following such appointments, the next three (3) candidates in descending order of their score shall remain on the sequence list until they are selected or until the expiration of a three (3) year period from the date the list is first established, whichever occurs first.

b. Notice of examination and source of testing material shall be published at least thirty (30) days prior to any written and Practical Factor Examination. Source of testing material shall be published during the month of January of each calendar year and shall remain the source material for any promotional test given before April 1st of the following calendar year.

c. Persons eligible for the examination must be present at the announced examination time and shall remain until they have completed the test unless an alternative time is approved by the Promotion Board.

d. The termination date of the incumbent creating the vacancy ~~or the date new positions are approved by the City Council~~ shall be the cutoff date for determining in grade service eligibility and seniority points and the test date will be posted no later than thirty (30) days from that date.

e. Promotions shall not be made other than to the position on the list on which the appointees' name appears.

f. An employee on temporary work review shall be allowed to compete in any promotional examination (work review is any disciplinary suspension or probation).

g. Medical leave or other time that an employee is carried "injured on duty" will not be counted as a break in service.

1. The cutoff date for determining eligibility for the positions of Captain and Fire

Apparatus Driver shall be when either of the following occur:

a. the day the last person on the eligibility list for the position is promoted or,

b. the day the eligibility list for the position expires. (see 6.a.)

Either occurrence shall result in a test date being posted within thirty (30) days from that date.

h. All employees tested may review their written test and Practical Factor test results with the Promotion Board during the protest period. There will be a 3-day protest period between each phase of the selection procedure. A seven (7) day protest period will follow the Practical Factor Test or final selection procedure in the promotion process after which a sequence list will be posted.

i. In case a tie occurs on the total points, the following steps shall be used to determine the candidates' position on the sequence list:

1. Seniority in classification
2. Seniority in Fire Department
3. The highest score on the Practical Factor Examination
4. The highest score on the 100 points examination.

j. If there is not at least one (1) three (3) year driver eligible to take the Captain test, then it will revert to two (2) year drivers, then one (1) year drivers, then all drivers.

k. Personnel holding rank of Fire Inspector who have a combination of three years in grade as a Driver and a Fire inspector shall be eligible to compete in the promotional examination for Captain.

l. Recognizing the difficulty in constructing practical factor exams that conform exactly to the percentage weights defined in this contract, the weights of the various components may be varied. The total weights shall not exceed 100%. Any changes made in the relative weights of any practical factor exam that vary from those set forth in the contract shall be posted 30 days prior to the test.

m. It is the intent of the promotional system for all employees receiving promotions to receive a minimum of a 4% pay adjustment in the first year of promotion. An exception to this procedure shall be made when a qualified employee takes a voluntary demotion in rank. In that event, the employee being demoted by one rank would be placed in the same step as would an employee who was being promoted up one rank to the position. The merit date in this situation shall change to reflect the starting date in the new position. 20

n. Promotions are to be made no later than the next regularly scheduled pay period after the protest period and receipt of the eligibility list by the Fire Chief.