


**Payson Fire Department
Standard Operating Procedures**

Section: Operations Subject: Shift Bid Process	SOP # 2.4.8 Date: 2/16 Revision Hx: 
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PURPOSE

To provide a system to utilize “Bidding” of shift and crew assignments by full-time line personnel working 24 hour shift work. These personnel include Battalion Chiefs, Captains, Engineers, and Firefighters. This SOP has been created to benefit the department by providing a workable solution for shift and crew assignments, allowing line personnel to select the shift assignment of their choice. However, departmental operations will have priority and the Fire Chief may place personnel to meet the needs of the organization.

POLICY

The policy of the Payson Fire Department is to allow line personnel assigned to 24-hour shift work to select their shift and crew assignment based upon a seniority system.

PROCEDURE

Definitions:

Position Rank Seniority: Time served in the rank of the position being bid

Departmental Seniority: Time served as a full time member of the fire department.

A departmental shift bid will be conducted every two years in August.

Position specific bids will be conducted as vacancies occur during the two-year term.

RESPONSIBILITY

The Fire Chief (or his designee) shall be responsible for conducting the bid process insuring the continuity of rules and procedures reinforcing fairness in the bid process.

The Fire Chief (or his designee) each July of the year that a shift bid is to occur will announce, by Department publication, that notice of the date in August that the bid will be held.

Vacation and/or shift trades that are affected by the bid process shall be the responsibility of the employee to make the necessary changes as a result of any movement.

IMPLEMENTATION PROCEDURES

In accordance with this guideline, the Fire Chief or his designee will post the "Notice of Bid" at all fire stations. The bid process will be conducted every 2-years on the second Saturday of August. Implementation of the personnel movements shall not cause any financial impacts to the department and shall occur no later than the end of September of the same year.

This bid process will open every line position in the department for bid. This is to serve several issues:

1. It allows members who wish to move to a different station and/or shift to do so even if positions are not vacant. .
2. It fosters diversity and personal growth while alleviating the possibility of "stagnation" that can commonly occur when there is little movement within a department.

The bid process shall be completed during a one-day session and be performed at a location determined by the Fire Chief (or his designee). Fire department members (BC through Firefighter) should make themselves available either in person or by phone. If you are unable to attend the bid process and will not be available by phone, an email must be submitted to the Fire Chief (or his designee) assigning a member who will bid as your proxy. On-duty personnel will be allowed to participate in the bid process at the determined location and must be coordinated through the duty BC ensuring district response. Engine companies that are not allowed to leave their district will be contacted by phone or will participate via other technologies as they become available.

Universal requirements pertaining to the bid are as follows:

1. The Bid process will start at the Battalion Chief (BC) level and move from the most senior member in their Position Rank Seniority, moving forward until the bid concludes with the Firefighter with the least Position Rank Seniority. The bid will always move from:

- a. BC Highest Position Rank Seniority – Lowest Position Rank Seniority
- b. Captain Highest Position Rank Seniority – Lowest Position Rank Seniority
- c. Engineer Highest Position Rank Seniority – Lowest Position Rank Seniority
- d. Firefighter Highest Position Rank Seniority – Lowest Position Rank Seniority

2. The bid process will be a 4-tiered process. Battalion Chiefs will be the first to bid, followed by Captains, then Engineers, and last Firefighters.

3. Due to the specific nature of this procedure and the need to fill specific staffing requirements on some apparatus, each member must bid when it is their turn. If a member is not available, is unreachable, or has not designated a proxy, that member will be assigned to the last available position they are capable of filling within their rank.

4. All companies will be required to have a minimum of 2 paramedics.

5. Department members who are on initial probationary status in accordance with town policy will be placed into the last remaining vacant, unbidded, position/s. These individuals will not be allowed to bid until the scheduled August bid following the end of their probationary period. Those in probationary positions due to promotions will be allowed to bid. This is allowed because those individuals will be last in line of position seniority but may not be last in line due to multiple promotions. This allows fair placement under those conditions.

There will be no restrictions on how many consecutive times a member can bid back into a given position assuming their Position Rank Seniority allows it.

Ties

When a tie exists in determining Position Rank Seniority the tiebreaker process will be:

1. Departmental Seniority
2. Flip of a Coin

Vacancies that Occur between Departmental Bids:

Should a vacancy occur between Departmental bids, the Fire Chief or his designee will post by email the vacancy and notify members of a planned bid process to occur two

weeks from the posting. Using the selection process in this SOP the Fire Chief or his designee will contact the member who has the most seniority and offer the opening to them. The member may accept the opening or pass. The Fire Chief or his designee will continue contacting the eligible members until either one accepts the position or the most junior member is assigned the position. If a member, other than the most junior accepts the position the process will start all over with the most senior eligible member for the new position. Members may only bid once per day, once they accept a position they are ineligible to bid for any subsequent openings stemming from that cycle. Once a member accepts a position the person running the bid will notify the department by the scheduling program notification system. When the bids are complete the final roster will be released and the members notified when they will start at their new position.

Departmental Needs:

If the Department determines a need exists for movement of personnel outside of the Bid process then the member moved will be considered first to return to that member's bided spot when the need expires.

The Fire Chief retains the authority to move personnel as he/she deems necessary for the benefit of the organization.