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| City of Lawrence Fire DepartmentGeneral Order |
|  | Personnel Policies | Date: | February 5, 2015 |
| Title: Bid System - FIRE | Revised: | February 5, 2015August 6, 2015January 7, 2016August 2, 2018December 5, 2018July 3, 2020June 29, 2021January 27, 2022March 11, 2023March 15, 2024 |
| Number: | 2.40 | Pages | 3 |

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| PURPOSE: | To establish a procedure for posting and filing Merit position vacancies occurring within the City of Lawrence Fire Department |
| PROCEDURES: | 1. When a Merit firefighter wishes to give up their bid spot, they must submit an email to the Deputy Chief of Administration giving their intentions. At that time, the firefighter is assigned to the substitute pool and can bid new assignments based on their fire department seniority date. Firefighters will not be allowed to rebid the spot that they just vacated during the first posting period.
	1. Recruits are not allowed to bid a float seat until they are released from probationary status.
	2. Firefighters must have 3 years on the job before bidding an apparatus seat.
	3. A firefighter giving up their bid seat shall keep their Kelly Day until the vacancy is filled unless bidding directly to a float pool spot.
2. When vacancies exist in Operations, the Deputy Chief of Administration or a designee will perform the following functions:
	1. Identify the current department vacancies
	2. Consult with the Chief concerning which vacancies will be posted.
3. On the 14th Day of each pay period, if a vacancy exists, a posting of any available positions will be posted and sent to all members via email. Merit Firefighters will have 7 calendar days to respond with their request for the bid assignment on the 21st day of the pay period (or first office day after) the bid winner will be announced.
4. All bid spots will be awarded by seniority and qualifications unless extenuating circumstances exist as outlined below or determined by the Administration.
5. On the 1st day of the next pay period the move will take place.
6. No officer or firefighter shall attempt to prejudge or prevent a request for transfer or reassignment from being submitted within the guidelines of this Rule and Regulation.
7. The Deputy Chief of Administration will review the submitted requests and ensure that the basic qualifications of each position are met. Any firefighter who is not qualified or submits a request after the end of the posting period will be notified with an explanation via email that the request will be nullified. The Union President will also be copied on this email.
8. The Deputy Chief of Administration will acknowledge requests by email and will keep those requests confidential or make known only to the pertinent chiefs or shift commanders.
9. If a firefighter requests more than one vacancy, the list will indicate which of those requests is the firefighter’s first, second, third, etc. bid choice.
10. Individuals with specialty training can be given consideration for a posted position when assignments are made. When possible, the most senior person on the list may be awarded the bid spot if they agree to complete the specialty training in question within a period outlined by the Chiefs Office.
11. A firefighter in operations may NOT be permanently BID to any apparatus on the same shift where immediate family i.e., Parent, Spouse, Sibling, Child, and the Parent of a common Child are already assigned/BID with the expectation of Fill-In. If the Chief or his designee approves the requests, the Deputy Chief of Administration will process the necessary orders and distribute them by email to the appropriate personnel.
12. After bid spots are filled, the posting period will be re-initiated in accordance with this Rule and Regulation.

QUALIFICATIONS FOR REQUESTING TRANSFER1. There is no limit to the number of vacancies that a permanently assigned firefighter may request if the following provisions are met. Firefighters must meet the basic qualifications for each position requested; (i.e. Must be an engineer, lieutenant, or captain, vacancies in Operations)
2. Any vacant position that has been properly posted and has not been filled through the posting process will be re-posted in the next posting period and then will be handled in either of the following ways: For unassigned positions (floats) such as engineer, lieutenant, or captain, they will be required to either;
	1. Be given the opportunity to fill the vacant spot first or;
	2. Give up their merit rank so a firefighter can be promoted off a current list that may take said assignment.
	3. The vacant position is first offered to the least senior engineer, lieutenant, or captain. If the least senior engineer, lieutenant, or captain declines to fill the vacant spot they may be required to give up their Merit Rank. The vacancy is then offered to the next lowest unassigned (float) engineer, lieutenant, or captain for the process to repeat.
		1. If the assignment is a specialty assignment, then the least senior engineer, lieutenant, or captain with that specialty will be offered the spot. The process remains the same as outlined in #c in this paragraph. Engineers, lieutenants, or captains that do not meet the qualifications of the position will not be forced to give up their Merit Rank as they were never eligible for said spot.
		2. Merit engineers, lieutenants, or captains are allowed to give up their specialty to avoid losing Merit Rank if they choose. However, if someone gives up their specialty then they may not use it for other openings or technical pay
		3. Any unassigned Private may be assigned to the open position starting with the least Senior Firefighter. This may occur for a position that has been previously posted and unassigned for 2 posting periods. If the assignment is a specialty assignment, then the least senior private with that specialty will be offered the spot.
3. Requests for positions will not be carried over to the next posting period.

MISCELLANEOUS1. Any policy/rule change must be presented to the Union President of the Lawrence Fire Department for discussion before implementation.
2. Questions on items needing clarification, regarding a posting, must be directed to the Deputy Chief or designee.
3. It is understood that bid positions are the choice of the firefighter. LFD will make an attempt to honor any time off that is already scheduled. This is done by transfer any scheduled time to the day before or after the firefighter’s previously scheduled days. However, the department makes no guarantees on honoring scheduled days off due to voluntary moves. If a firefighter is forced to fill a vacancy due to conditions beyond their control, then all scheduled time off will be honored. Kelly Day assignments will stay with the seat.
4. The Apparatus Engineer and Officers positions are permanent assignments. Overall firefighter seniority for the 3rd, 4th and 5th seats still determines who will stay on the apparatus for staffing issues in day-to-day operations.
5. For consistency of crews, bid positions cannot be bumped due to overtime or personnel temporarily assigned to a station or apparatus.
	1. The only exceptions to this rule will be:
		1. Officers on overtime or trade shall be placed in open officer spots.
		2. Kelly day trades
		3. Shift Merit rank floats with no merit seat open their shift day.
		4. Overtime on your Kelly Day
		5. Extenuating circumstances at the will and pleasure of the Chief or his designee. This should be the exception and not the norm.
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By Order Of,



Robert Wallace, Chief

City of Lawrence Fire Department