

EAST COUNTY FIRE & RESCUE

Policies, Procedures, and Guidelines

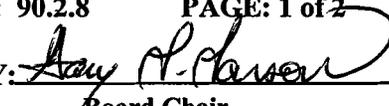
SUBJECT: Seniority Policy

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APPROVED BY: 
Board Chair

REVIEWED: _____ BY: _____

POLICY:

1. Seniority shall be the length of continuous service with East County Fire and Rescue, from the date of hire. Continuous service shall be broken by resignation, discharge, or retirement. "Date of hire" shall mean the official date of employment as indicated on the employees "Conditional Offer of Employment" with the District.
2. Seniority shall not accrue during the period that any employee is on an authorized leave-of-absence without pay, disability retirement or lay-off status.
3. Employees with the same hire date shall be assigned to the seniority list in order of position on the hiring list used on the date of hire. An employee shall lose all seniority credit in the event of voluntary or involuntary termination or a lay-off period of sixty (60) or more days separation.
4. Two separate seniority lists shall be maintained – one for full-time line personnel and one for part-time personnel.
5. Seniority lists shall be posted on the "members" section of the Districts website and updated as needed.

REDUCTION IN FORCE

1. In the event a work force reduction is required, reductions in force (RIF) will be made on a seniority basis (those employees on the bottom of the list will receive RIF first).
2. Employees with the least seniority (within their respective list) shall be laid off first. Should the reduction in force necessitate any reduction in rank for remaining personnel, the person(s) with the least seniority in the higher rank shall be reduced first. Reduction in rank shall be based on time in grade (classification). In the event a reduction-in-force occurs for a Full-time employee, they will have the opportunity to move to the top of the part-time list. If this were to occur, the part-timer(s) with the least seniority may receive a reduction-in-force notification.

3. The District shall give a minimum thirty (30) days notice to any employee prior to a reduction-in-force or demotion. Upon lay-off, the employee will be placed on a reinstatement list for a period of eighteen (18) months. During this period of time, new promotions shall not be made ahead of promotions lost as a result of work force reduction. Employees on lay-off status shall keep the District notified of address, telephone number and hours at which he/she may be contacted. East County Fire & Rescue will make every attempt to make a timely notification in case of possible rehire.

RETURN TO DUTY

- A. In the event of a call to return to duty, the last employee laid off shall be the first employee recalled. New employees shall not be hired until all laid off employees have been given an opportunity to return to duty. This obligation shall remain in effect for a period of eighteen (18) months from the time a lay-off has occurred; or the District has been unable to notify an employee to return to duty (per section C, below).
- B. The employee shall be given a complete physical examination when he/she leaves the fire service and upon re-entry to active duty (if lay-off has been 180 days or more). Upon recall to active duty, the employee must reasonably meet the requirements of the entry-level physical agility examination.
- C. If the District is unable to contact the employee within fourteen (14) calendar days from the determination of possible re-hire, the District's obligation to recall the employee ceases.
- D. If the employee does not return to work within fourteen (14) calendar days after recall, without prior authorization, the District shall have no further obligation to the employee.