SECTION I

A. PURPOSE AND OBJECTIVE

It is the San Ramon Valley Fire Protection District (District) policy objective to enable all Firefighters, Engineers and Captains to bid for station preference. It is also the objective of the District to contribute and maintain a high level of department readiness and skill which will contribute to and maintain a high level of morale among the employees of the District.

B. AUTHORITY AND RESPONSIBILITY

The bid system is not a right of the employee, but rather an administrative method of allowing those employees to select their assignment by department seniority. The bid process will be carried out by the Station Bid Committee. The bid process will be conducted and maintained by the employees of the District. District personnel shall adhere to this policy when requesting a station assignment. The Personnel and/ or Operations Chief will follow these guidelines and communicate with the Station Bid Committee regarding District needs and filling an open station assignment.

C. POLICY

The Station Bid Preference process shall be held on a biannual basis.

The biannual Station Bid shall be announced in the August preceding the upcoming bid selection process anticipated for the month of September. Personnel transfers to selected bid assignments will be effective the following January.
SECTION II

STATION BID PROCEDURE

A. Biannual Selection

1. An official Station Preference bid location shall be given in a posted announcement. Members are encouraged to be at the bid location, if possible, to view and participate in the Station Bid process.

The IAFF Local 3546 Union will create a Station Bid internet site so that members can view the bid selection process as it happens. Members may directly access stationbid.com. As members choose their station and shift assignments, the website will be immediately updated to reflect the current selection status.

All members should be ready to bid their shift and station request when they are contacted. Those members on duty during the process will be notified as to when their approximate selection time shall occur. If the member is on a call or another assignment, the Station Bid Committee shall delay the selection process before moving on to the next member.

2. ****If a member cannot be at the Station Preference location, they are required to notify the Station Bid Committee of their location and telephone number no later than seventy-two (72) hours prior to the commencement of the Station Preference selection process.**** The Station Bid Committee will use home or designated landline telephone numbers, Station telephone numbers, cell phone numbers, or pager numbers provided by the Union member. **Members have ten (10) minutes to respond after the Station Bid Committee leaves a message on their submitted telephone number or pages them. After ten (10) minutes expires, said member will be assigned the last available position.** If the member contacts the Station Bid Committee late, he/she must wait until the person with the current selection period has completed their request. Then, the late contacting member shall be given the opportunity to choose an open assignment.

3. Once verbally contacted by the Station Bid Committee, a member shall have five (5) minutes to make their selection of shift/station assignment.

4. Members not available during the specified Station Preference period must deliver a signed proxy to the Station Bid Committee or send their bid position preferences via stationbid@srvff.org email no later than seventy-two (72) hours prior to the commencement of the Station
**Preference process.** Members are urged to list all stations and/or shifts in descending order of priority on their proxy. When their selection time occurs, the Station Bid Committee will follow the submitted proxy and the member will have his/her choice, in order of preference, awarded on an as currently available basis.

5. The station bid process will be based on seniority in department. The bidding order, as approved by IAFF Local 3546 Union vote, calculated on September 05, 2003, will be: Captains will pick first, Engineers, and Firefighters respectively. Reverse seniority is based on these elements.

6. During the Station Preference process the need for specialized trained personnel shall be observed. (Ex: Haz-Mat, Probationary employees) The District, prior to the commencement of the Station Preference selection process, will establish these requirements. See Letter of Understanding, Station Bidding, between the District and IAFF Local 3546, accepted by the Union Executive Board on October 18, 2005.

In the event that any specialty positions are not selected during the Station Bid process, in bidding order, qualified personnel reverse seniority will be used to fill these vacant positions.

7. There shall be a minimum of one (1) licensed and Contra Costa County accredited paramedic per company.

8. Staffing levels shall be divided equally among the shifts, +/- one (1). *(as determined by Operations.)*

**B. Filling Vacancies During Cycle**

1. Promotional/ Probationary/ Retirement Assignment Vacancies

If a shift becomes in need of personnel due to promotions, probationary requirements, retirements, or terminations, the Personnel and/or Operations Chief will notify the Station Bid Committee of the need to fill the position. Bidding for position shall be by seniority in department.

Primarily, if the position is not bid for; reverse seniority on shift, based on District need and staffing levels will be used to fill the vacant position. However, if filling the vacancy by shift seniority does not fulfill District need and/or staffing levels, department reverse seniority shall be utilized. In some cases, moves shall be postponed due to District need and/or staffing levels.
PROMOTIONAL SCENARIO:

If a position becomes vacated due to a promotion or retirement, that vacated position will go up for bid, District-wide, and will be awarded based on Seniority in District.

In the event that no one in the District elects to bid for the vacated position and that specific bid selection period has terminated, the vacated spot must be filled.

The promoted employee may be placed in that unbid spot.

However, the promoted personnel may, instead, be administratively assigned to a specific station by the Operations Chief either on his/ her current shift or to another shift, based on District need, for his/ her probationary period.

This administrative assignment may cause a temporary displacement of additional personnel of the same classification at the involved station(s).

The displaced employee shall go to the unbid spot for the duration of promoted employee’s probationary period; after which the displaced employee will be returned to their originally bid spot.

If there are two or more personnel of the same classification at the displacement station, the senior of those personnel will have first choice to stay at the current station or move to the unbid station.

When the Personnel and/or Operation Chief initiates the transfer and shift movement has occurred, that affected person/ persons will fall under the title of Administrative Assignment. The District will guarantee that preselected vacation time and dates will be transferred to the newly assigned shift.

2. Procedure for Filling Vacancy Assignments

When assignments become open at any time during the calendar year, the Station Bid Committee will follow the Station Bid Preference Procedure. (As stated in Station Bid Preference Guideline, Section II.)

When an assignment becomes available, the Station Bid Committee will post the opening on srvff.org at the Station Bid Section to all suppression personnel and send a page to eligible suppression members in the available rank. Bids will be accepted for a five (5) consecutive day
period, beginning with the posting date and ending at 1000 hours on the fifth day. Bids will not be considered after this period.

If, within the five (5) day bid acceptance period, a member who has placed a bid preference selection in the announced bid period, would like to remove his/ her name from consideration, he/ she may do so. Removal of consideration must be received in writing by the Station Bid Committee prior to 1000 hours on the fifth day of the said bid vacancy cycle.

The Station Bid committee will rank all interested bidders in the order of seniority in department. The member with the highest District seniority will be given first consideration. If the member is awarded this position he/she must realize that this transfer is voluntary and binding. In the event that the position is not filled, reverse seniority in District will be used to fill the vacancy.

An unbid position opening that remains after the close of the bidding period, may be requested if no Operational need or determination exists or has commenced (i.e. promotion, staffing, FLSA.) Such requests, must be submitted to the Station Bid Committee in writing via email, and will be awarded on a first-come basis based on the time stamp contained within the correspondence. When a member is awarded this position, he/ she must realize that this transfer is voluntary and binding. The member’s previous bid spot will be posted for bid.

Primarily, if the position is not bid for; reverse seniority on shift, based on District need and staffing levels will be used to fill the vacant position. However, if filling the vacancy by shift seniority does not fulfill District need and/ or staffing levels, department reverse seniority shall be utilized. In some cases, moves shall be postponed due to District need and/ or staffing levels.

SECTION III

ASSIGNMENT GUIDELINES

Assignment guidelines, (refer to included Letter of Understanding, # 2006-4, Station Bidding), have been established between San Ramon Valley Fire Protection District and IAFF Local 3546. These guidelines were revised on October 18, 2005.

1. Hazardous Materials Team

There shall be three (3) personnel, per shift, with Haz-Mat Certifications at Station 35 as established by the District. (Filled according to
Section II, STATION BID PROCEDURE, A-6)

2. Probationary Employee

Probationary employees may be assigned to specific stations during their probationary period. During such time, the bid assigned member may be temporarily displaced to another station or placed on the Route on the same shift. Upon completion of the probationary period, the displaced member may return to their selected bid assignment.

**Station 31 and Station 34 have a high potential for the incidence of station displacement by promoted Captains, promoted Engineers, and/or probationary employees.**

Operational need may necessitate inclusion of additional stations.

4. Route Position

Personnel may elect to choose a Route Assignment. The number of Route positions will depend on the number of excess personnel at the time of the bid selection process. Route positions will be equal among all shifts, +/- one (1). *(as determined by Operations.)*

Per District staffing policy, the minimum number per shift is 43 shift personnel.

Additional firefighters above 43 personnel on shift may bid these stations:

Station 31
Station 33
Station 34
Station 39

Route position personnel movement for filling vacancies is determined based on Section II: Station Bid Procedure, B. Filling Vacancies During Cycle.

Route position personnel movement used to cover daily absences: vacation, sick leave, District staffing need; shall be based on minimizing undue personnel movement throughout the District or based on reverse seniority on that shift.

Movement of Route personnel shall be based on shift or department seniority based on District staffing needs rather than station location.
5. **EMS Training**

Paramedic evaluation personnel may be transferred to a designated station to perform a competency evaluation, a provisional assignment, or a preceptorship for a new paramedic. The paramedic that is displaced will switch stations with the training paramedic. At the completion of the training assignment; **members shall return to their selection process bid assignments.**

This process shall be followed to avoid circumvention of the bid selection process and maintain the integrity of the L3546 seniority-driven Bid system.

(Ex: FF/PM @ Sta. 39 is moved to Sta. 38 so FF/PM from Sta. 38 can do a Paramedic preceptorship on a new probationary FF at Sta. 39.)

**LETTER OF UNDERSTANDING**

Between

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

And

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS

LOCAL 3546

Station Bidding

The following letter of understanding will confirm the following agreements between Local 3546 and The District. This letter of understanding supersedes and replaces all previous letters of understanding.

**HISTORY**

The first agreement was dated September 29, 2003 both parties agreed to the process of station bidding.

About January 1, 2005 both parties met and reviewed the process. No changes were made at that time.

On September 20, 2005 some changes were made to the September 29, 2003 document after a meet and confer meeting. The following changes were revised on October 18, 2005.

*For clarity, nonapplicable guidelines due to Operational changes (08/09) have been removed.*
STATION BID GUIDELINES

1. First preference is Department wide.

2. A licensed paramedic on every company.

3. Hazmat Tech/Specialist at Station 35, with a minimum bid of three employees per shift. In the event there are not three bids per shift then the least senior three employees qualified will be assigned for each shift.

4. Per agreement, a new Acting BC may be assigned to Station 31 for a 3 to 6 month period for training purposes.

5. New employees and newly promoted employees for the period of their probation may be assigned by management.

6. Management has the prerogative to make assignments when a paramedic with declining ALS skills is identified by either EMS QI or the Operations Chief.

7. Employee(s) may be moved due to conflicts that may arise that cannot be resolved after advising the Union.

8. Once the station bid process has been initiated and employees are working their approved positions, temporary vacancies will be filled through the M.O.U. Permanent openings will be open and handled through the station bid process.

9. The minimum per shift will be 43 shift personnel. If there are extra personnel above 43 on shift these extra personnel may bid the following stations: Station(s) 31, 33, 34, and 39.

SECTION IV

ADVISORY BOARD

An Advisory Board consisting of the Station Bid Committee and a representative from The IAFF Local 3546 Association shall resolve discrepancies that may arise through interpretation of Station Bid Preference Guideline, Section III regarding Assignment Guidelines.
Purpose: To provide the ability for employees to trade their selected bid positions on their shift and across shifts with other employees of the same classification. Any trade shall comply with the Station Bidding Agreement between the San Ramon Valley Firefighters, Local 3546 (Association), and the San Ramon Valley Fire Protection District (District) as approved by both parties.

PROCEDURE:

With respect to inter/ intra-shift trade requests, an employee may choose to trade his bid position with another employee in the same classification on the same shift or across shifts provided the following guidelines are met:

1. The trade does not conflict with District needs as defined in the Station Bidding Agreement between the San Ramon Valley Fire Protection District and the Association dated October 18, 2005.

2. The Station Bidding Committee has reviewed and approved the trade request.

3. The employee(s) requesting the trade has not made two inter/ intra-shift trade with another employee within the current 2-year bid cycle.

Any request for trade, whether inter/ intra shall be posted on srvff.org/ Union email for review 5 days prior to the Bid Committee’s approval of the trade.

All trades between employees shall be made within classification.

A special team member, i.e. Hazmat, heavy rescue currently assigned to a special assignment position and having bid the special assignment position for the current bid cycle, shall not trade with a non special team member for that position. This employee could appeal to the Station Bid Committee if the following conditions are met:

1. Another employee assigned to the respective special assignment station was not a special assignment team member at the time he bid, and has since become a team member, and remains at that station.

2. The employee who has become a team member during his stay at the respective station did not have an agreement with the District that he would become a team member and fill the required position at the station prior to bidding in the current bidding cycle.
3. The number of team members at the respective special assignment station will be equal to or greater than the number of team members that were present at that station at the beginning of the current bid cycle.

Employees shall not be granted more than two (2) trades per bid cycle; whether an inter-shift trade or an intra-shift trade.

Regarding employees who have commenced a mutual trade agreement within the last calendar year, if one of the involved employees vacates one of the traded position(s) due to retirement, promotion, etc., the persons shall return to their originally assigned bid spots and the vacated position shall be placed up for bid.

This process shall be followed to prevent a member from switching into a desired position in order to circumvent the bid selection process.