# LETTER OF UNDERSTANDING 04 - SENIORITY BID SYSTEM (Work Location)

Communications platoon assignments and Operations station assignments shall be based on seniority with regard for the balancing of staff (crews). The Fire Chief shall make the initial assignments of all recruits and any required moves for Firefighters and Communications Operators below 1st Class. The Seniority Bid System shall provide the conditions under which other transfers are made. Transfers shall be awarded by seniority, provided that the member requesting the transfer meet the requirements as detailed below.

Seniority will be measured by badge number, except for Platoon Chief, District Chief, Captain, Acting Captain, and Acting Chief Communications Officer, which shall be measured by date of promotion.

The Fire Chief may, in consultation with the Association President, transfer staff in case of unforeseen vacancies.

## 1. EXPERIENCE CATEGORIES

In accordance with, but not limited to, operational requirements, each staffed apparatus or Communications Division platoon will have a defined number of positions within the following experience categories:

1. Firefighter 1st Class
2. Acting Captain Position (if available)
3. Captain
4. District Chief
5, Platoon Chief
6. Communications Operator 1st Class
7. Acting Chief Communications Officer (if available)

## 2. POSTING OF OPEN POSITIONS

Prior to September 1 each year, any open positions in Section 1 (Experience Categories) listed, shall be posted according to the appropriate rank.

All members within Section 1 (Experience Categories) may submit a transfer request in writing to the Fire Chief (or designate) for any opening no later than 1700hrs on September 30.

## 3. ANNUAL TRANSFER WINDOW

The Annual Transfer Window will take place from September 1 to September 30. During the Annual Transfer Window of each year any members from Section 1 (Experience Categories) may submit their request to transfer to any open position that they qualify for.

Annual Transfer Requests cannot be made for a rank/qualification which the employee currently does not hold.

## 4. SPECULATION TRANSFERS

A Speculation Transfer Request allows members from Section 1 (Experience Categories) to submit requests to transfer to positions that are not open but may come open during the Annual Transfer Window.

All Speculation Transfer requests must be submitted during the Annual Transfer Window and will remain valid until December 1 of that current year. Depending on when the vacancy occurs, will dictate whether speculation transfer requests will be initiated.

Vacancy Occurs September 1 to December 1:

- Position is temporarily filled until December 31.
- As of January 1, the position will be permanently filled using Speculation Transfer requests.

Vacancy Occurs December 1 to December 31:

- Position will be temporarily filled for the following year.
- The position will be posted in the following year's Annual Transfer Window.

Depending on operational needs the Fire Chief (or designate) may fill the vacancies temporarily until permanently filled during the Annual Transfer Window.

If an individual submits multiple Speculation Transfer request sheets during the Annual Transfer Window, only the last Speculation Transfer request sheet will be considered. Speculation Transfer Requests cannot be made for a rank/qualification which the employee currently does not hold.

## 5. ACTING CAPTAIN & ACTING CHIEF COMMUNICATIONS OFFICER BIDS

Acting Captains & Acting Chief Communications Officer vacancies and bids will be included in the Annual Transfer Window and follow all the rules stated in the Annual Transfer Window and Speculation Transfers. These positions can only select a vacant Acting spot during the Annual Transfer Window or speculate as described above. An Acting Captain or Acting Chief Communications Officer vacancy on any platoon will be awarded based on overall ranking on their respective Acting List.

If there are more Acting Captains or Acting Chief Communications Officers than there are open positions (1 per Apparatus or Platoon) due to their ranking on their respecting Acting List, than

all remaining Acting Captains and Acting Chief Communications Officers will bid as a Firefighter or Communications Operator, respectively. When the ranking on their respective list falls into the available stations or platoons, they will be included into the Acting Captain Station & Acting Chief Communications Officer Bid process.

These positions may be reassigned to another platoon by the Fire Chief, in consultation with the Association President, after the Annual Transfer Window has closed if the following conditions are met:

a) changes to the respective Acting List dictate a need to do so

b) there are available work locations, and

c) the provisions of the no bump clause are followed.

(Ex: A significant imbalance of Actors on one Platoon compared to another).

## 6. ACTING CAPTAIN AND ACTING CHIEF COMMUNICATIONS OFFICER DEPLOYMENT

In the absence of the regularly assigned Acting Captain or Acting Chief Communications Officer, the vacancy will be filled by the highest ranked available Acting Captain or Acting Chief Communications Officer, in their respective division and on the platoon where the vacancy exists.

When an accommodation is required under the *Ontario Human Rights Code* or there is a need for redeployment of personnel, an Acting Captain will be "bumped" back to Firefighter in the following order:

1) Lowest ranking Acting Captain who is not on an acting assignment within their regularly assigned station.

2) If all Acting Captains are within their regularly assigned station, then the lowest ranked Acting Captain on duty

## 7. 2025 NEW SELECTION PROCESS FOR CERTAIN EXPERIENCE CATEGORIES

For one time only during the 2025 selection process all Acting Captains, Acting Chief Communications Officers, & Communications Operators will be removed from their respective platoons and will be required to select a new work location on any platoon/station. This selection will be their permanent work location moving forward and can only be changed as described in *LOU 04 Seniority Bid System.* Acting Captains will not be subject to Minimum Transfer Duration (Section 10) for 2025 but will be in future selection years.

Details regarding the process will be laid out in the 2025 Seniority Bid Memo for Operations and Communications.

## 8. PRIORITY OF SELECTION

When open positions for Firefighter and Communications Operator are filled, the priority of selection will be based as follows:

1. Lowest badge number from any platoon

When open positions for Platoon Chief, District Chief, Captain, Acting Captain, or Acting Chief Communications Officer are filled, the priority of selection will be based as follows:

1. Date of promotion or ranking on the Acting List

2. If the date of promotion is the same, priority will be given to the qualified applicant through their order of promotion on the appropriate list.

## 9. NOT A BUMP SYSTEM

None of the positions listed in Section 1 (Experience Categories) can be displaced by another equally ranked/qualified person, regardless of seniority, due to the Seniority Bid System.

The Fire Chief, in consultation with the Association President, may exchange two employees of equal rank or qualification to resolve a conflict that has developed within the workplace.

## 10. MINIMUM TRANSFER DURATION

Any fulfilled requests for transfer (including mutual) to stations containing the following apparatus:

Aerial 716 (Station 71) – 2 years

Platform 737 (Station 73) – 3 years

Hazmat 738 (Station 73) – 3 years

Rescue 729 (Station 72) - 3 years

Rescue 759 (Station 75) - 3 years

will be for a period as indicated above before another transfer request can be submitted.

Any fulfilled request for transfer (including mutual) to stations containing apparatus other than apparatus identified above will be for a period of 1 year before another transfer request can be submitted.

For Communications Operators any fulfilled request for platoon transfers (including mutual) will be for a period of 1 year before another transfer request can be submitted.

At any given time, the organization may introduce new apparatus that may be deemed technical in nature requiring a minimum transfer duration to be applied.

## 11. MUTUAL AGREED TRANSFERS

When two members from the same "Experience Category" (Section 1) mutually agree to a transfer, such request for transfer shall be submitted in writing to the Fire Chief or their designate, twenty-eight (28) days prior to the date of the requested change.

It is understood the employees shall assume each other's vacation time, or such time can be rescheduled according to the Duty Roster Scheduling Guideline. Requests for transfer will not be unreasonably denied.

When two employees of equal rank and experience category agree to a Mutual Transfer, it is understood that the transfer will be for at least 1 year. If a member has not completed their minimum transfer duration (as outlined above), they cannot agree to a Mutual Transfer. If a Mutual Transfer is being performed by two individuals from the same specialty halls/apparatus, the mutual transfer shall be approved and if any minimum duration time remains, it shall follow the individual and the transfer shall be approved.

For mutually agreed upon transfers, in the event one of the parties retires, resigns, transfers between divisions, is promoted or attains an acting position within twelve (12) months of the transfer, the other party will be transferred back to their original work location. If some unforeseen circumstance occurs, the affected Firefighter may make application to the Fire Chief to remain at their current location. This process may apply to other individual's who are involved in any subsequent mutually agreed to transfers involving one of these parties.

## 12. NEW STATION OPENINGS AND ADDITIONAL APPARATUS ADDED

If a new station opens or an additional apparatus is added to the regular compliment of apparatus and does not meet the timeline for the Annual Transfer Window, the Fire Chief, in consultation with the Association President, may hold a "New Station or New Apparatus Bid Window" process for anyone on any platoon. These will be permanent work location selections.

All subsequent openings created by this process will be included during the next Annual Transfer Window and follow the *LOU 04 Seniority Bid System*.

## 13. VACANCY EXAMPLES

Scenario #1 - Vacancy Occurs Prior to the Annual Transfer Window (January 1 to August 31)

Ex: Captain position becomes vacant on March 3

- Highest ranked Acting Captain is promoted and fills the vacant position until December 31
- Position will be posted prior to September 1 as part of the Annual Transfer Window and is eligible for bid requests
- On January 1, the successful bid request permanently fills the position

Scenario #2 - Vacancy Occurs During or After the Annual Transfer Window (September 1 to November 30)

Ex: Captain position becomes vacant on October 3

- Highest ranked Acting Captain is promoted and fills the vacant position until December 31
- Position will be filled using the most recent Speculation Transfer requests
- On January 1, the successful Speculation Transfer request permanently fills the position
- If there's no Speculation Transfer requests for the position, the position will be posted as part of the following Annual Transfer Window

Scenario #3 - Vacancy Occurs on/after December 1

Ex: Captain position becomes vacant on December 3rd

- Highest ranked Acting Captain is promoted and fills the vacant position until December 31 of the following year
- Position will be posted prior to September 1 in the following year's Annual Transfer Window and is eligible for bid requests

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For The City

Andrew Anthony

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For the Association