SCHEDULE "B"

1. GENERAL CONDITIONS

All recommendations for promotions shall be made by the Fire Chief or designate of the VFRS.

The Association observers involved in the examination processes will be selected by the President with preference given to an observer who has already successfully completed the examination in question.

2. PROMOTIONAL PROCESS FOR OFFICER(S) IN THE FOLLOWING DIVISIONS: Operations, Prevention, Training, Communications, Mechanical

2.1 ELIGIBILITY TO PARTICIPATE

Candidates will be deemed eligible to participate in the Promotional Process for Officer if they have, or will have, completed at least eight (8) years of service **and** is a 1st Class Firefighter/Inspector/Technologist/Communications Operator/Mechanic in the year the process is conducted. The prerequisite years of service must be attained in the division of the promotional process.

For the purposes of Schedule B, Article 2.1, a 1st Class Firefighter shall include those Firefighters, Inspectors, Technologists, Communications Operators and Mechanics who are at the top salary rate of their respective classification and division.

(a) OPERATIONS DIVISION

Candidates for the position of Operations Captain must come from the Operations Division.

Candidates for the position of District Chief will be deemed eligible to participate in the process if they have completed at least 2 years as an Operations Captain in the year the process is conducted.

(b) PREVENTION DIVISION

Candidates for the position of Fire Prevention Captain must come from the Fire Prevention Division (excluding the Fire and Life Safety Educator).

Candidates for the position of Chief Fire Prevention Officer will be deemed eligible if they hold the rank of Fire Prevention Captain or two years in the rank of Acting Fire Prevention Officer in the year the process is conducted.

(c) TRAINING DIVISION

Candidates for the position of Training Officer must come from the Operations Division.

Candidates for the position of Chief Training Officer will be deemed eligible if they hold the rank of Training Officer or two years in the rank of Acting Training Officer in the year the process is conducted.

(d) COMMUNICATIONS DIVISION

Candidates for the position of Communications Shift Supervisor must come from the Communications Division.

Candidates for the position of Chief Communications Officer will be deemed eligible if they hold the rank of Communications Shift Supervisor or two years in the rank of Acting Communications Shift Supervisor in the year the process is conducted.

(e) MECHANICAL DIVISION

Candidates for the position of Chief Mechanical Officer must come from the Mechanical Division.

2.2 MARKING PROCEDURE

All applicants shall be examined and evaluated in the following four (4) categories:

1) written examination

2) a panel style interview

3) practical evaluation

4) performance evaluation

The applicants' final mark shall be the average of the marks in each category. (Maximum 100%)

The mark for each category will be the raw percentage number to the second decimal.

The final mark will be the addition of all the percentages to obtain the raw aggregate percentage to the second decimal, divided by the number of categories, then rounded to the whole number.

Example:

Written	Interview	Practical	Evaluation	Total/4	Aggregate Total	Rounded Total
67.01%	77.01%	81.02%	93.50%	318.54%/4	79.64%	80%

All reasonable efforts will be made to ensure consistency between each candidate's examination.

2.3 QUALIFYING MARK

The rounded total mark shall be 75%, with not less than 60% in any of the categories in Section 2.2. Candidates who receive below 60% on any exam category will continue with the promotional process, but will be considered unsuccessful, pending the appeals process in Section 2.5 (Mark Review and Review Board).

2.4 EXAMINATION BOARD

The Examination Board shall consist of up to:

(2) Deputy or Assistant Deputy Fire Chiefs (Co-Chairs)

(4) Chief Officers (or designates)

(1) Human Resources representative

(1) Executive Committee member (or designate) of the Vaughan Professional Fire Fighters Association

An additional executive committee member (or designate) of the Vaughan Professional Fire Fighters Association shall be present as a non-participating observer.

2.5 MARK REVIEW AND REVIEW BOARD

(a) Mark Review

If applicants wish to see their personal marks and examinations, such marks and examinations shall be made available to them by the Deputy Fire Chief or Assistant Deputy Fire Chief. The Deputy Fire Chief/Assistant Deputy Fire Chief will have the authority to correct simple computational errors. Final marks will be delivered to all candidates within thirty (30) days of the completion of the promotional routine.

If candidates wish to dispute any portion of their examination, a written request shall be made to the Fire Chief (or designate) within seven (7) days of the written receipt of their mark. The request shall outline any/all questions regarding the disputed item(s). The concerns will be examined by the Review Board.

(b) Review Board Composition

A Review Board will be comprised of two (2) representatives of the Employer and two (2) representatives of the Association. Members of the Review Board shall not have sat on the Examination Board, including as the Association Observer.

(c) Review Board Process

If the Review Board determines an interview is necessary, one will be scheduled with the candidate. The Review Board will provide their decision to the candidate in writing, after it has considered the questions. Adjustments will be made when there is consensus of the Review Board. The decision of the Review Board shall be final.

2.6 WRITTEN EXAMINATION

(a) Written Examinations for all candidates shall be adjudicated by the Examination Board or delegates.

(b) The Written Examination shall be compiled and reviewed by the Examination Board.

(c) The Examination Board or delegates shall meet to conduct the written examination and mark the exam. With the consent of both parties as it relates to scheduling the exam and marking, only one member from each of the Management and Association representatives need be present to collate the results.

(d) When the invitation to write qualifying exams is posted, all required reference material shall be clearly identified for all candidates to access.

2.7 PANEL INTERVIEW

(a) The questions for the interview are composed by the Examination Board or delegates. The Examination Board will conduct and mark each applicant according to the established test procedure.

(b) Each applicant may be asked a maximum of ten (10) oral questions.

(c) The list of panel interview questions will be issued to the applicant thirty (30) minutes before the panel interview begins. This will allow the applicant time to prepare answers prior to presentation before the Board.

2.8 PRACTICAL EVOLUTIONS

(a) Practical evolutions are to be composed by the Examination Board or delegates. The Examination Board will conduct and mark each applicant according to the established test procedure.

(b) Each applicant shall perform a practical evolution(s).

(c) In 2.8(b) each applicant will be thoroughly familiar with the procedures.

(d) Only employees directly involved or required will attend the practical evolution.

2.9 PERFORMANCE EVALUATION

(a) Performance evaluations will be reviewed collectively by the Examination Board and a percentage score will be assigned.

(b) The Performance Evaluation will be marked on the following criteria:

- Emergency Service Experience
- Department Experience/Activity
- Formal Training/Education
- Supervisor Evaluation.

The Performance Evaluation shall be made available to all candidates with the 'Invitation to Participate'.

(c) All candidates will submit the General Application Form and Resume within thirty (30) days of the 'Invitation to Participate' in the promotional routine for evaluation.

2.10 QUALIFYING LISTS

(a) A composite list of the rounded scores shall be submitted by the Examination Board to the Fire Chief (or designate). Where the rounded scores of employees are relatively equal, seniority will be the determining factor in the ranking among said employees in accordance with 2.13 (c). For any new additions to current lists (2024 onward), for any rank above Captain/Officer, seniority will be calculated from the date of last promotion. If the date of promotion is the same, priority will be given to the qualified candidate through their order of promotion on the appropriate list.

(b) All populated Qualifying and/or Acting Lists shall be published annually by January 30th. If revisions are made to the qualifying lists, updated lists will be posted thirty (30) days following.

(i) Only those on the Acting Captain List (Operations) shall be used as Acting Captains.

(ii) Only those on the Acting Fire Prevention Captain List shall be used as Acting Fire Prevention Captain.

(iii) Only those on the Acting Training Officer List shall be used as Acting Training Officers.

(iv) Only those on the Acting Communications Shift Supervisor List shall be used as Acting Communications Shift Supervisor.

(v) Only those on the Acting Chief Officer List shall be used as Acting Platoon Chief and Acting District Chief.

(vi) Only those on the Acting Chief Fire Prevention Officer List shall be used as the Chief Fire Prevention Officer.

(vii) Only those on the Acting Chief Training Officer List shall be used as Acting Chief Training Officers.

(viii) Only those on the Acting Chief Communications Officer List shall be used as Acting Chief Communications Officer.

(ix) Only those on the Chief Mechanical Officer List shall be used as Acting Chief Mechanical Officers.

(c) Each rank shall be entitled to act on each platoon or division based on their position on the qualifying list. The person who has the highest ranking shall have the opportunity to act first except as stated in LOU 4 Seniority Bid – Article 6.

2.11 ADDITIONS TO THE QUALIFYING LISTS

Regular Qualifying Examinations shall be held according to the below schedule when there are new applicants for the position in question:

(a) Regular Qualifying Examinations for Acting Captain (Operations) and Acting Chief Officer (Operations) shall take place in 2026 and every 4 years afterwards.

(b) Regular Qualifying Examinations for Acting Chief Fire Prevention Officer and Acting Fire Prevention Captain shall take place in 2023 and every two (2) years afterwards.

(c) Regular Qualifying Examinations for Acting Chief Training Officer and Acting Training Officer shall take place in 2023 and every two (2) years afterwards.

(d) Regular Qualifying Examinations for Acting Chief Communications Officer and Acting Communications Shift Supervisor shall take place in 2023 and every two (2) years afterwards.

(e) Regular Qualifying Examinations for Acting Chief Mechanical Officer shall take place in 2023 and every two (2) years afterwards.

There will be a special process in 2024 for Acting Chief Training Officer, Acting Chief Fire Prevention Officer, and Acting Chief Mechanical Officer. After 2024, the process will revert to the regular schedule outlined above.

All successful candidates from the Qualifying Examinations shall be added to the bottom of the existing Acting Lists in groups (cohorts) according to their marks and the year of Qualifying Examination.

If deemed necessary, the Fire Chief will consult with the Association to revise qualifying examination schedules if there are no candidates qualified in the year of the scheduled qualifying routine(s) in 2.11(a)-(e).

2.12 EXAMINATION MATERIAL

Questions and answers for promotion routine(s) use will be compiled into a question bank which shall be continually updated to reflect the current practises. The Examination Board members may contribute questions for use into the bank. Questions may be used in the written examination, panel interview or practical evolution of the promotion routine.

2.13 BROKEN SERVICE, ADDED MARKS, AND RELATIVE SENIORITY

(a) Broken Service (Voluntary Relief from Acting Assignments)

If an acting officer's service is broken for less than 12 months, they will reclaim the previous position on their respective list(s) upon their return.

If an acting officer's service is broken for longer than 12 months, but less than 24 months, they will reclaim a position on their respective list(s) upon their return, but in the lowest position of their cohort.

If an acting officer's service is broken for longer than 24 months, they will be removed from their respective list(s) and will have to re-qualify as an acting officer in a new cohort.

(b) Added Marks

On January 1st of each year when the Acting Captain List, Acting Training Officer List, Acting Fire Prevention Captain List, and Acting Communications Shift Supervisor List (hereafter "respective lists") are prepared for the year, each candidate on the respective lists shall receive added marks for their experience as an acting officer.

For each completed calendar year that the candidate has been on the respective list, the candidate shall receive an added mark of 0.75 percent to a maximum of 6 added percentage marks for 8 years on the respective list.

Added marks for acting officer experience are used only for determining ranking on the respective list and are not awarded during the qualifying process under Schedule B, Section 2.

(c) Relative Seniority

For the purposes of Schedule B, Article 2.10 (a), the term "relatively equal" shall mean within 5%. Aggregate scores are rounded to the nearest whole number for the purposes of ranking. The incremental score groups are:

75 – 79
80 – 84
85 – 89
90 – 94
95 – 100

Within each incremental score grouping, the personnel shall be ranked according to their seniority within the VFRS.

3. ELIGIBILITY FOR PROMOTION

3.1 OPERATIONS CAPTAIN

The Acting Captain with the highest ranking will be entitled to the promotion.

3.2 DISTRICT CHIEF

(a) The Acting Chief Officer (Operations) with the highest ranking will be entitled to the promotion.

(b) The Acting Chief Officer (Operations) shall be entitled to acting assignments based on their position on the Acting Chief Officer List (Operations).

3.3 PLATOON CHIEF

(a) The most senior District Chief (promotion date) will be entitled to the promotion.

(b) Acting Platoon Chief Assignments shall be assigned to the District Chief of that Platoon. In the absence of a District Chief, Acting Platoon Chief assignments shall be based on the ranking on the Acting Chief Officer List (Operations) on that Platoon.

3.4 TRAINING OFFICER

The Acting Training Officer with the highest ranking will be entitled to the promotion.

3.5 CHIEF TRAINING OFFICER

(a) The Acting Chief Training Officer with the highest ranking will be entitled to the promotion.

(b) Acting Chief Training Officer assignments shall be based on their position on the Acting Chief Training Officer List.

3.6 FIRE PREVENTION CAPTAIN

(a) The Acting Fire Prevention Captain with the highest ranking will be entitled to the promotion.

(b) Acting Fire Prevention Captain assignments shall be based on their position on the Acting Fire Prevention Captain List.

3.7 CHIEF FIRE PREVENTION OFFICER

(a) The Acting Chief Fire Prevention Officer with the highest ranking will be entitled to the promotion.

(b) Acting Chief Fire Prevention Officer Assignments shall be based on their position on the Acting Chief Fire Prevention Officer List.

3.8 COMMUNICATIONS SHIFT SUPERVISOR

(a) The Acting Communications Shift Supervisor with the highest ranking will be entitled to the promotion.

(b) Acting Communications Shift Supervisor Assignments shall be based on their position on the Acting Communications Shift Supervisor List.

3.9 CHIEF COMMUNICATIONS OFFICER

(a) The Acting Chief Communications Officer with the highest ranking will be entitled to the promotion.

(b) Acting Chief Communications Officer Assignments shall be based on their position on the Acting Chief Communications Officer List.

3.10 CHIEF MECHANICAL OFFICER

(a) The Acting Chief Mechanical Officer with the highest ranking will be entitled to the promotion.

(b) Acting Chief Mechanical Officer Assignments shall be based on their position on the Acting Chief Mechanical Officer List.

4. DIVISIONAL TRANSFER

If a member transfers from one division of the VFRS to another division, for purposes of this policy, accumulated time in the new division shall not count towards promotion in the former division if the employee subsequently returns. Accumulated time can only be applied towards a promotion within the division where the time was accumulated.

In the event a Firefighter is promoted in one division, other than through the procedures outlined above, the rank so attained is non-transferable to the other division.

Andrew Zvanitajs

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For The City

Andrew Anthony

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For the Association