Purpose:

The intent of this guideline is to provide recommendations that should be followed for filling temporary or permanent shift vacancies throughout the year. This is not intended to replace the current shift bid process. The Shift Commanders reserve the right to override or modify this procedure at any time.

Guideline:

Temporary Vacancies
A temporary vacancy is defined as a vacant shift that is anticipated to range 30-90 days for such items as FMLA, Leave of Absence, or OTJI. It will be offered to the currently assigned float staff of the same credential level. This will be a short bid process and will be awarded to the eligible employee with the most seniority at the time. Once the employee that vacated the position returns to full duty status the temporary employee will be moved back to the float pool assignment, if available, or moved to another opening if necessary. If the employee that created the vacancy does not return to work then the current temporarily assigned employee will be assigned for the remainder of the shift bid period.

Permanent Vacancies
A permanent vacancy is defined as a vacant shift due to an employee separating from the company or moving to part time status. It will be offered to the currently assigned float staff of the same credential level. ICE candidates nearing the end of their training and anticipated to be successful will be permitted to bid on open Incharge spots. This will be a short bid process and will be awarded to the employee with the most seniority at the time. If no float staff employees express interest in the current opening then it will be filled in accordance to unfilled vacancies procedure.

Unfilled Vacancies
When there is a permanent vacancy on a truck (Not Float Slots) and no staff have voluntarily bid for the position then it will be assigned to the lowest seniority person of that credential level. All open slots on a truck must be filled before newly promoted Incharge Paramedics and newly released nEop staff will be allowed to bid on a float position. This will be decided by release date, not seniority, from the IC or nEop process on a first done first pick basis. Staff currently assigned to a float position as of 3/15/18 will be grandfathered and exempt from the reassignment rule.