



FIRE AND RESCUE DEPARTMENT

September 13, 2013

INSTRUCTIONAL BULLETIN #13-35

TO: All Fire and Rescue Personnel

FROM: Ivan T. Mote, Division Chief of Rescue *ITM*
Kurt Wilson, Division Chief of Operations *KW*

RE: **ELECTRONIC REASSIGNMENT REQUESTS**

FIELD PERSONNEL:

1. Field personnel will submit all requests for reassignment by logging into the Resource Management System. The “**Reassignment Request**” option is located on the left side under the ADMIN tab.
2. Field personnel are permitted to enter a maximum of five (5) requests per calendar year. The Resource Management System will not allow employees to exceed five (5) reassignment requests.
3. Field personnel can delete one request and add another; however, the Resource Management System will not allow employees to exceed the five (5) total reassignment requests.
4. Field personnel are required to be specific when submitting a reassignment request. This includes unit and shift.
5. Field personnel are required to have **ONE YEAR** of service at their current assignment before requesting a new assignment.
6. Field personnel reassignment requests will automatically be ranked by the Resource Management System in order of seniority (years of service and years in current rank), **NOT** by date of submission.
7. Positions will be posted vacant for a minimum of **15 DAYS**, except for administrative assignment.



PROCESSING THE REASSIGNMENT REQUEST:

1. After each reassignment request is submitted, the employee will receive a confirmation email stating that the reassignment request was successfully submitted to the appropriate Division Chief.
2. All reassignment requests will remain **PENDING** until a selection is made by the appropriate Division Chief.
3. The reassignment requests are sent directly to the appropriate Division Chief for approval or denial.
4. If/when the appropriate Division Chief approves a reassignment request, the employee being granted the new assignment will receive a confirmation email.
5. If/when the appropriate Division Chief approves a reassignment request; *the employee is required to remain in the new assignment for **ONE YEAR**.*

ADDITIONAL:

1. **Management retains the right of assignment in accordance with the IAFF collective bargaining agreement.**
2. The District/ Battalion Chief and current unit Captain will be notified via email when an individual under their command requests reassignment.
3. Reassignments (not appointments) will be made primarily on the basis of seniority and management's determination of what is in the best interest of the department.

Any questions, contact your District or Battalion Chief.

ITM/KW/af