


SCOTTS VALLEY FIRE PROTECTION DISTRICT



STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1116
	SECTION: 1100 PERSONNEL	
	SUBJECT: SHIFT BIDDING PROCESS	
	DATE APPROVED: 09/11/2024	
APPROVED:		

Purpose:

To provide a procedure and identify guidelines for the shift bidding process.

Scope:

Firefighters, Engineers and Fire Captains.

Procedure:

The shift bidding procedure shall be implemented by the Union President or designee annually beginning in the month of October. The Union shall provide the Fire Chief or designee with a bid assignment sheet no later than November 15 of each year, with the goal of implementing the approved station assignments in the first FLSA cycle in January.

The following procedures and definitions shall be used in the bidding process:

1. Firefighter and Engineer seniority shall be based on the employee's hire date. Employees hired on the same date will be placed on the seniority list in order of their hiring test score.
2. Captain seniority shall be based on the employee promotional date. Employees who were promoted on the same date shall be placed on the seniority list based on their ranking on the promotional list.
3. The bid order shall be:
 - 1) Captain
 - 2) Engineer
 - 3) Firefighters
4. Each shift shall have at least one (1) Acting Captain, and one (1) Acting Battalion Chief when qualified staffing permits.
5. Each shift shall have at least two (2) Hazardous Materials Technicians when all eight (8) positions are filled. There shall be a minimum of one (1) per shift if six (6) or less technicians are on the team.
6. Each shift shall have not more than two (2) EMTs with not more than one (1) per station.
7. Probationary employees that have six (6) months or more remaining in their probationary period, at the time of the bid, shall not participate in the bidding process. They will be assigned by management to either a station or specific company officer.
8. If a vacancy arises from retirement or resignation, the position will be filled by assignment by the Fire Chief until the next bid cycle.

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9. All station assignments shall be approved by the Fire Chief or designee. The bidding of a shift and or station is not guaranteed and subject to approval by the Fire Chief. Although the goal is to limit the movement of staff, operational, fiscal or other needs may require movement of stations outside the bid cycle.