


VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

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	Approved By:		Date Issued:	Revision Date:
Fire Chief Robertson		10/12/10		
Attachments:	Resources/Cross Reference:			
Purpose: To define the various types of vacancies with in the Fire Department				

Procedure:

A. Vacancy Definitions

1. Regular Vacancy - A vacancy which is created due to a promotion, an existing member leaving employment with the Vallejo Fire Department, or due to the creation of a new position.

2. Regular Assignment - Assignment of a member in a specific classification to a specific division, station, shift, due to the availability of a Regular Vacancy. Such assignment is deemed to be permanent in nature, until such member transfers to another regular assignment. This is not to be construed as affecting daily transfers under the MOU.

3. Regular Appointment - Appointment of a member to a specific classification within the Fire Department. Such appointment is deemed to be permanent in nature, until such member receives another regular appointment (Firefighter, Firefighter/Paramedic, Firefighter/Engineer, Fire Prevention Inspector, Training Officer, Fire Captain, Assistant Fire Marshal, Battalion Chief or Assistant Fire Chief).

4. Temporary Vacancy - A vacancy which is created due to an existing member not filling his/her regular assignment for any reason other than leaving employment with the City of Vallejo.

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5. Temporary Assignment - Assignment of an member in a specific classification to a specific division, station, shift, due to the availability of a Temporary Vacancy. Such assignment is deemed to be temporary in nature. Members filling a temporary assignment shall do so until the regularly assigned member returns to the position or until the position is posted for regular assignment.
6. Limited Appointment - Appointment of a member off a Register of Eligibles to a specific classification within the Fire Department (Firefighter/Engineer, Fire Prevention Inspector, Fire Captain, Training Officer, Assistant Fire Marshal, or Assistant Fire Chief or Battalion Chief). Such appointment is deemed to be temporary in nature. Limited Appointments shall be utilized to fill vacancies in the Fire Suppression, Fire Training and Fire Prevention Divisions. Employees serving in a Limited Appointment capacity shall be afforded all the rights, benefits and requirements of the position to which they are appointed for the duration of the appointment (hold-ins, order-ins, overtime, etc.) excluding seniority and fulfillment of probationary periods.
7. Temporary Appointment - Appointment of a member in the absence of a Register of Eligibles to a specific classification within the Fire Department (Fire Prevention Inspector, Fire Captain, Training Officer Assistant Fire Marshal, Battalion Chief or Assistant Fire Chief). Temporary Appointments shall only be utilized to fill vacancies which occur in the Fire Training and Fire Prevention Divisions. Such appointment is deemed to be temporary in nature. Any member meeting the minimum qualifications for the classification to be filled may submit his/her request in writing to fill the position needed. The most senior qualified employee submitting such a request shall be offered the Temporary Appointment. Temporary Appointments shall last until the regularly assigned member returns or until a Register of Eligibles is established, at which time a Limited Appointment shall be made for the remainder of the vacancy. Members serving in a Temporary Appointment capacity shall be afforded all the rights, benefits, and requirements of the position to which they are appointed for the duration of the appointment (hold-ins, order-ins, overtime, etc.) excluding seniority and fulfillment of probationary periods.