


# VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

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	Approved By:		Date Issued:
Fire Chief Robertson		10/12/10	
Attachments:	Resources/Cross Reference:		
Purpose: Establish procedure which effect delay's in the Apprenticeship program			

**Procedure:**

- A. The following conditions shall apply for failures in the Apprenticeship Program that cause delays due to substandard or unsatisfactory performance.
  - 1. Apprentices shall not accrue seniority for the duration of any delay caused by failure in the Apprenticeship Program.
  - 2. Step increases shall be withheld for the duration of any delays in the program.
  - 3. Apprentices shall not be allowed station picks until successful completion of the Apprenticeship Program.
  - 4. Apprentices shall not be eligible to participate in promotional examinations until they have successfully completed the Apprenticeship Program.
  
- B. The following conditions shall apply for delays in the Apprenticeship Program caused by Light Duty, Military Leave, Maternity Leave, Worker's Compensation Leave, extended Sick Leave or Family Medical Leave, except under circumstances where the employee is on Leave Without Pay.
  - 1. Apprentices shall be frozen at their current position (months) in the program but shall not lose department seniority.

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Procedure:

2. Apprentices shall not be allowed station picks until successful completion of the Apprenticeship Program.
3. Apprentices shall not be eligible to participate in promotional examinations until they have successfully completed the Apprenticeship Program.