

EL DORADO COUNTY FIRE PROTECTION DISTRICT

POLICY TITLE: Seniority

POLICY NUMBER: 2200

2200.10

Seniority: The purpose of this policy is to provide work security for the employees measured by length of service with the Fire District and to provide means by which job movement of employees will be regulated.

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Definitions:

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Hire Date Seniority: shall be the date the employee was hired under full-time status with the El Dorado County Fire Protection District.

New Hires/Non-Consolidation: For employees absorbed through a reorganization or consolidation, seniority shall be pursuant to the Memorandum of Understanding in effect (Section 1.12 "Layoff-Seniority")

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Classification Seniority: shall be defined as the original date of entry into a job classification.

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Promotion: shall be defined as a change to a job classification for which the top rate of pay is greater than the top rate of pay of the employee's present job classification.

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Downgrade: shall be defined as a change to a job classification for which the top rate of pay is less than the top rate of pay of the employee's present job classification.

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Transfer: shall be defined as a movement of an employee from one shift to another and/or one work organization to another without a change of job classification.

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Layoff: shall be defined as a removal from active payroll of the Fire District because of reduction in the working force.

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Recall Rights: shall be defined as those rights which an employee has when laid off or downgraded from a job classification.

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Layoffs and Downgrades

In administering layoffs and downgrades, seniority shall be applied as follows:

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The employee having the least hire date seniority within the affected job classification shall be the first displaced and the last recalled.

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Method of Recall

An employee subject to recall shall be sent a certified or registered letter to the employee's address provided by the employee after layoff. Upon receipt of the certified or registered letter, the employee notifies the Fire District within three (3) working days from the receipt of the letter whether or not he/she will accept or refuse recall. If he/she fails to reply or refuses to accept the job, their seniority rights are forfeited. If an employee accepts recall, he/she must report to work within fourteen (14) working days from the date of the receipt of the certified or registered letter. If an employee accepts recall to their highest rated job and fails to report within fourteen (14) working days he/she will forfeit their seniority rights to all job classifications by mutual agreement between the District and the employee.

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Seniority will be lost by:

- A. Resignation
- B. Discharge for just cause
- C. Failure to comply, report, or refusal of recall in accordance with this article.
- D. Layoff in excess of 24 consecutive months
- E. Failure to return from or comply with the provisions of an authorized leave of absence
- F. Retirement
- G. Leave without pay in excess of 30 days (only to lose actual time accumulated).