

Grand Forks Fire Department

Standard Operating Procedures

SOP# 100.11	Section Rules and Regulations	Title Seniority List
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1. Seniority lists shall be prepared for the department. The seniority lists will be updated at least annually.
2. One seniority list shall rank department employees according to their employment date. This list shall be used when signing for vacation or other seniority based items. This list is the main seniority list for the department. The Administrative Offices will maintain this list.
3. One seniority list shall rank employees according to their date of employment with the Grand Forks Fire Department, including any time worked as a temporary employee of this department. This list shall be used for calculation of in-house training points for promotional purposes. The Training Office will maintain this list.
4. One seniority list shall rank employees by rank in descending order. Employees shall be listed in their respective rank by time in grade. The member in a respective rank for the longest period of time shall appear at the top of the list for that rank. The Deputy Chief's office will maintain this list.
5. If two or more employees of a given rank have the same time in grade, their positions on the seniority list shall be based on their respective dates of employment. If their dates of employment are the same, their positions shall be determined by their ranking on the eligibility list for their current classification.
6. The seniority list maintained by the Deputy Chief shall include each member's date of employment (including temporary employment dates) or the date of the member's most recent promotion (including temporary promotions).