

# City of Winter Park Fire-Rescue Standard Operating Guideline

# 100.06

**Title: Employee Transfers between Fire-Rescue, Fire Administration and the Office of the Fire Marshal**

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**Purpose:** To establish a policy where by interested employees may transfer to other operations within the Fire Department and back into their original Divisions.

**Scope:** This policy is designed to outline for all personnel the guideline for transferring from the Fire -Rescue Division to either the Fire Administration or the Office of the Fire Marshal and back to Fire -Rescue.

**General:** Anyone may apply for any appointed or specialty position from any rank they presently hold. An individual may request to return to the Fire - Rescue Division and do so only when there is an opening in the rank he or she held upon leaving, or in a lower rank.

## **100.06.01. Transfer Procedures:**

Promotional procedure guidelines for those returning to the Fire - Rescue Division who left with a competitive rank are:

- Upon requesting to return within the first year, the employee is eligible for the next promotional opportunity, provided he or she has completed the first year probationary period in the rank to which they are returning..
- After one year in a specialty or appointed position, the employee is eligible for promotion after he/she has returned to the Fire -Rescue Division for a period of six (6) months, and after completing one (1) year of probation in the rank to which they are returning.
- If the employee chooses to return to a lower rank, they are eligible to compete for the next highest position immediately.

Promotional procedure guidelines for those returning to the Fire -Rescue Division who left with a non-competitive rank are:

- Anyone returning to the Fire - Rescue Division in a non-supervisory position may apply for the next highest promotion immediately, provided they meet the promotional requirements passed by the Civil Service Board in SOG 120.02 & 120.03.
- An individual who is in an appointed or specialty position may compete for the next highest position without returning to the Fire - Rescue Division provided they meet the promotional requirements passed by the Civil Service Board in SOG 120.02 & 120.03.

***If an individual is the successful candidate and they do not accept the position, or do not obtain permanent status and either stays, or returns to the appointed position, the guidelines in this SOG under Section 1 will be followed for their next attempt for a Fire – Rescue Division promotion.***

*NOTE: For the purpose of this SOG the Fire - Rescue Division refers to those employees who are considered 56 hour per week employees.*