



# Carroll County Department of Fire & EMS

<b>Standard Operating Procedure: 1.10</b>	<b>Effective Date: June 8, 2023</b>
<b>Subject: Seniority List for Fire and EMS Personnel</b>	<b>Section: Administration</b>
<b>Authorized: Chief Michael Robinson</b>	<b>Revision Date: N/A</b>

## I. PURPOSE

To provide a standardized seniority list for Department of Fire and Emergency Medical Services personnel.

## II. DEFINITIONS

- A. DFEMS Date of Hire – the date of employment in a full time, uniformed position within the Department of Fire and Emergency Medical Services.
- B. Job Class Begin Date – the date of promotion or demotion into current rank within the Department of Fire and Emergency Medical Services. Ranked in order from Chief, Fire & EMS to Firefighter/EMT within hire date range or academy class.
- C. Seniority List Committee – the committee for the list will be represented by at least one DFEMS Shift Commander Lieutenant, two representatives from the remaining DFEMS employees.
- D. Lottery Pick – This policy will be developed and maintained by the DFEMS (Future).

## III. PROCEDURES

- A. The order of seniority within the Department will be established for all personnel based on their DFEMS Date of Hire and Job Class Begin Date. For those employees that have the same hire date the DFEMS will determine the order based on a lottery.
- B. DFEMS will provide an updated seniority list.
- C. The seniority list shall be adjusted should an employee separate from DFEMS employment.

- D. Employees that are reinstated will use the hire date provided by Human Resources for placement on the seniority list.
- E. The list will be established annually.
- F. The list will be communicated to the members of DFEMS by September 1st each year in a General Order that shall include:
  - 1. Seniority Number
  - 2. Date of Hire
  - 3. Employee Name
  - 4. Rank
  - 5. Job Class Begin Date
  - 6. Recruit Class Number (if applicable)
- G. Any questions with an employee's placement on the Seniority List will be addressed by the DFEMS employee through the chain of command.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Seniority List for Fire and EMS Personnel or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.