

LETTER OF UNDERSTANDING
between the
ANAHEIM FIREFIGHTERS ASSOCIATION, Local 2899
and the
CITY OF ANAHEIM

The Anaheim Firefighters Association, Local 2899 (AFA) and the City of Anaheim (ANAHEIM) have met and conferred and have reached an agreement to amend Article 19 Appointments and Promotions of the Memorandum of Understanding between the parties dated July 1, 2001 through June 30, as follows:

ARTICLE 19
APPOINTMENTS AND PROMOTIONS

- 19.1 Appointments and promotions shall be based on merit and fitness to be ascertained so far as practicable by competitive examinations. Examinations shall be used and conducted to aid in the selection of qualified employees, and shall consist of recognized selection techniques which will, in the opinion of ANAHEIM, test fairly the qualifications of candidates.
- 19.2 Minimum standards of employment for each job classification shall be established by ANAHEIM.
- 19.3 Vacancies in positions above the entry level shall be filled by promotion whenever one or more qualified candidates are available, except when a qualified, work disabled employee is placed in such position according to the Vocational Rehabilitation Administrative Regulation. Promotions shall be on a competitive basis except when the Human Resources Director finds that the number of employees qualified for promotion is insufficient to justify competition. Appropriate consideration shall be given to promotional candidates' qualification, record of performance, and seniority, in that order.
- 19.3.1 Advancement to a higher paid job classification shall constitute a promotion.
- 19.3.2 Employees promoted to Fire Engineer or Fire Captain shall be placed in the "E" step of the salary schedule.
- 19.4 Examinations for appointments and promotions shall be in such form as will fairly test the abilities and aptitudes of candidates for the duties to be performed, so that such appointments and promotions will be solely based on qualifications without regard to race, color, national origin, religious or political affiliation or belief, membership in or attitude toward any employee organization, sex, age, or physical disability, except where sex, age, or lack of physical disability is a bona fide occupation qualification.
- 19.5 Candidates who qualify for employment or promotion shall be placed on an eligibility list for the appropriate job classification. At such times as a Fire Department management evaluation is included in the establishment of a promotional eligibility list, the list shall rank

the eligible candidates in the order of final evaluation, and appointment from that list shall normally follow rank order.

19.5.1 Records Retention Period

At the minimum, ANAHEIM, shall provide for the preservation of the rater's sheets and notes for the duration of the eligibility list, or for the duration of litigation if any.

19.6 The Fire Chief, with the concurrence of the Human Resources Director, may order names removed from an eligibility list for good and sufficient reasons.

19.7 In the absence of appropriate employment lists, a provisional appointment may be made by ANAHEIM of a person meeting the minimum qualifications for the position. An eligibility list shall be established within six months for any regular, fulltime position filled by provisional appointment. In the event that any provisional appointee fails to qualify on the eligibility list as established within six months of his provisional appointment, said provisional appointee shall have his employment terminated at the close of the first complete biweekly pay period following the establishment of the eligibility list.

19.8 Appointments to certain grant funded positions as designated by the City Manager may be made without competitive examinations and/or evaluations. Such appointments may be made by ANAHEIM. In the event that a grant funded appointee fails to complete competitive examinations and/or evaluations and is not appointed to a City funded position during his period of employment under the grant, said grant funded appointee shall be terminated from ANAHEIM employment.

STAFF OFFICIALS of the CITY of ANAHEIM,
a Municipal Corporation

ANAHEIM FIREFIGHTERS ASSOCIATION

By: David Hill

By: [Signature]

By: _____

By: _____

By: _____

By: _____

Dated: 10-26-01

Dated: 10-26-01