

# **MERSEYSIDE FIRE SERVICE**

## **PROTOCOL FOR MANAGEMENT OF TRANSFERS OF OPERATIONAL PERSONNEL**

THIS DOCUMENT HAS BEEN JOINTLY AGREED BETWEEN MERSEYSIDE FIRE  
SERVICE AND THE FIRE BRIGADES UNION.



## **Transfer Protocol**

The following principles will apply to the transfer of those personnel available for operational duties:

Individuals shall be given a minimum notice in writing of 21 days prior to the effective date of the transfer. Where an employee indicates that they are willing to transfer before this period of time has elapsed the Service will seek to manage this, subject to the agreement of other parties involved.

The notice shall detail the reasons for the necessity to transfer and provide any other information relevant to the decision (see 'Appendix A' below).

It remains the right of any individual to who is subject of the transfer to raise an objection to the transfer by means of a grievance.

The submission of the grievance shall not delay or alter in any way the proposal to transfer, **except** that the following will apply;

- a) any grievance raised within two working days (i.e. the days on which the member is next on duty) of the notice being served will be considered at Functional level (SDO Human Resources or equivalent), within the 21 day notice period.
- b) If the grievance is upheld it will annul the proposal to transfer the relevant individual.
- c) If this grievance is not upheld at Functional level this will not affect its further pursuance, if so desired, but the transfer will be enacted within the original timescale.

**NB** In accordance with the views of the Joint Secretaries every attempt will be made to adhere to the notice period given to individuals as stated above. However, there may be exceptional circumstances where this notice period can not be guaranteed, for example, the urgent need to re-establish station staffing levels due to accident or injury.

## APPENDIX A

This letter is an example of what should be sent to personnel who are being transferred. This is not intended to be a standard template for all letters, which may vary depending on circumstances of the particular transfer. However, the information contained in fields 1-6 below must always be provided in such letters.

**From:** ADO/Section Head

**To:** Person being transferred

Dear

Further to our discussion on.... (insert date)

or

In accordance with Brigade Order \*\*\*\*\* and in order to maintain the operational efficiency of the Service....

it is necessary to transfer you from your current post as follows:

1. From: Stn/Watch
2. To: Stn/Watch
3. Effective date:
4. Reasons: (eg Driver shortfall, Long Term Sick, Retirement)
5. Criteria why you have been selected: (eg Home address, specialist qualification)
6. This posting is on a permanent/temporary basis (delete as applicable)

While I would be happy to discuss aspects of the move with you, it will not be possible to alter the details of the transfer via that forum.

Please accept my thanks for the work you have done in your current post and I wish you luck in your new post.

Yours sincerely

Station Commander/Section Head