

APPOINTMENT EFFECTIVE DATES AND EXCEPTIONS 4180

(No.13 July 2014)

PERMANENT APPOINTMENT TO FF II 4180.1

(No. 6 February 2007)

Employees hired into the classification of FFII on a permanent basis are required to participate in the Joint Apprenticeship training program. The standard hiring process provides that the effective date of permanent appointment to the FFII classification and the effective date of apprenticeship occur on the same date the apprentice begins their required Academy course. The only exception to the effective date of appointment policy is critical need early hiring.

- 1) Critical Need Early Hiring Exception
 - a) When it is necessary to hire a FFII outside of the normal hiring process due to critical hiring needs, employees may be permanently appointed to the classification with the approval of SubJAC. Their apprentice agreement is activated and signed prior to attending the Academy and their effective date of appointment is the date of the agreement. In order for an apprentice to be hired before the start of an Academy the following must occur:
 - b) Prior to the proposed date of appointment, the Unit Chief must submit an Early Hiring Exception request through the CAL FIRE chain of command. The request should then be forwarded to the Statewide JAC Coordinator who will submit it to SubJAC for consideration. The request should include:
 - The reason for the critical hiring need,
 - The potential consequence if the early hiring exception is not granted,
 - And a commitment that the Unit will schedule the employees for Academy training as soon as possible.
 - c) SubJAC must review the critical hiring need and approve or deny the request
 - d) The apprentice must attend the Academy as soon as possible, but no later than 12 months from appointment date. The Region JAC Coordinator should give these apprentices high priority when assigning students for Academy training.

- e) The administration of progress exams and/or journey-level exams may be adjusted to allow the apprentice sufficient time to complete the related and supplemental training. The time adjustments should not be greater than the length of apprenticeship time served prior to Academy attendance.

APPOINTMENT TO FAE

4180.2

(No. 6 February 2007)

Employees hired into the classification of FAE are required to participate in the Joint Apprenticeship training program. The standard hiring process provides that the effective date of the appointment to the FAE classification occurs on the same date the apprentice begins their required Academy course. Exceptions to the effective date of appointment policies are below.

- 1) Appointment on May 15, 2006
 - A decision was made to include all LT FAE's in the Joint Apprenticeship Program.
 - Apprenticeship was granted to those LT FAE's working on May 15, 2006 who had not previously signed an FAE apprentice agreement.
- 2) Employees who are appointed to the classification of FAE who have attended both a Fire Fighter Module (FFM) as a permanent FFII and a 2A or 2A Challenge Course as a LT FAE have satisfied all Academy training requirements. Therefore, the effective date of appointment to the permanent FAE classification is based on Unit needs and employee eligibility. NOTE: When this occurs, the Region JAC Coordinator must be notified so that an apprentice file can be created and so that an apprentice agreement is initiated for the employee by the statewide JAC Coordinator.
- 3) Critical Need Early Hiring Exception
 - a) When it is necessary to hire FFII's or FAE's outside of the normal hiring process due to critical hiring needs, apprentices may be permanently appointed to the classification of FFII or FAE and indentured as apprentices without immediately attending the Academy. Thus the effective date of appointment will not coincide with the date of Academy training. In order for an apprentice to be hired before the start of an Academy the following must occur:

- b) Prior to the proposed date of appointment, the Unit Chief must submit an Early Hiring Exception request through the CAL FIRE chain of command. The request should then be forwarded to the Statewide JAC Coordinator who will submit it to SubJAC for consideration. The request should include:
 - The reason for the critical hiring need,
 - The potential consequence if the early hiring exception is not granted,
 - And a commitment that the Unit will schedule the employees for Academy training as soon as possible.
- c) SubJAC must approve of the action.
- d) The apprentice must attend the Academy as soon as possible, but no later than 12 months from appointment date. The Region JAC Coordinator should give these apprentices high priority when assigning students for Academy training.
- e) The administration of progress exams and/or journey-level exams may be adjusted to allow the apprentice sufficient time to complete the related and supplemental training. The time adjustments should not be greater than the length of apprenticeship time served prior to Academy attendance.

TRAINING AND DEVELOPMENT ASSIGNMENTS

4180.3

(No. 6 February 2007)

When an employee participates in a Training and Development (T&D) assignment, the employee is not appointed to the classification of FFII or FAE and does not serve as a formal apprentice. The effective date of apprentice equivalency for a T&D assignment depends on the result of the SubJAC review. At the completion of the T&D assignment or at the time the employee has other eligibility for appointment to the class, e.g. reachable on the list, the employee can be appointed to the FFII or FAE classification. Consequently, the date of Academy training (if required under the terms of the T&D assignment) and the date of appointment to the classification will not coincide. See [Section 4184.2 SubJAC Review](#), for information concerning T & D assignments to apprentice classifications.

BLANKETED-IN EMPLOYEES

4180.4

(No. 6 February 2007)

The effective date of apprenticeship, if required, for FFII and FAE employees, is the same date the apprentice is Blanketed-In to CAL FIRE employment. Not all Blanketed-In FFII and FAE employees are required to serve in the apprenticeship program. See [Section 4182](#) Blanketed-In Employee for additional information concerning Blanketed-In employees.

APPOINTMENT TO HFEO

4180.5

(No.13 July 2014)

Employees appointed into the classification of HFEO as of January 23, 2013, are required to participate in the Joint Apprenticeship training program. The standard hiring process provides that the effective date of the appointment to the HFEO classification occurs on the same date the apprentice is hired.

Employees appointed the classification of HFEO prior to January 23, 2013, who successfully completed in the pilot HFEO class held at the CAL FIRE Academy in 2012 will be included in the Joint Apprenticeship training program. Based on their date of hire, they must have a minimum of six months remaining time to be eligible to receive a Joint Apprenticeship Committee (JAC) agreement, per Division of Apprenticeship Standard rules.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)