

6/30/97

Grand Rapids, City of

**AGREEMENT
BETWEEN
THE CITY OF GRAND RAPIDS
AND
LOCAL 366 OF THE INTERNATIONAL ASSOCIATION
OF FIRE FIGHTERS (AFL-CIO)
JULY 1, 1994 THROUGH JUNE 30, 1997**

AGREEMENT BETWEEN LOCAL 366
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS AFL-CIO
AND THE CITY OF GRAND RAPIDS

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AGREEMENT

AGREEMENT is entered into as of July 1, 1994, between the CITY OF GRAND RAPIDS, hereinafter referred to as the "MANAGEMENT", and LOCAL 366 of the International Association of Fire Fighters, also known as the Grand Rapids Fire Fighters Association (AFL-CIO), hereinafter referred to as the "UNION". It is the intent and purpose of this Agreement to assure sound and mutually beneficial working and economic relationships between the parties hereto, to provide an orderly and peaceful means of resolving any misunderstandings or differences which may arise, and to set forth herein the basic and full agreement between the parties concerning rates of pay, wages, hours of employment and other conditions of employment.

ARTICLE 1. RECOGNITION

SECTION 1. BARGAINING AGENT

Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, Management recognizes the Union as the exclusive bargaining representative for those employees in the defined bargaining unit for the purpose of collective bargaining with respect to rate of pay, wages, hours of employment and other conditions of employment.

SECTION 2. BARGAINING UNIT

The bargaining unit consists of all permanent employees except those designated as excluded, holding positions in the classifications shown in Appendix A or which may hereafter be added thereto or changed as hereinafter provided, and excludes all other employees not specifically included in Appendix A as it now exists or is changed in accordance with this Agreement.

ARTICLE 2. NEW EMPLOYEES

SECTION 1. UNION SHOP

Management will make available to all employees in the bargaining unit a copy of this Agreement calling their attention to the fact that Local 366 of the International Association of Fire Fighters (AFL-CIO), has been recognized as the exclusive bargaining representative for all employees in the bargaining unit.

SECTION 2. MEMBERSHIP

All employees covered by this Agreement who voluntarily are or who voluntarily become members of the Union in good standing following the date of signing of this Agreement or at the beginning of their employment, shall, as a condition of their employment, remain members of the Union in good standing during the term of this Agreement. This provision shall not apply to any employee, who, within thirty (30) days preceding the next ending of this Agreement, shall withdraw from the Union by sending a signed withdrawal letter to the office of the local Union with a copy to Management.

SECTION 3. SERVICE CHARGE

An employee who is not or does not become a Union member shall be required as a condition of employment to have a service charge, an amount equal to the Union initiation fee and monthly dues, deducted from wages due in the same manner as checkoff of Union dues. Such deduction shall begin within thirty (30) days after the signing of this Agreement or not less than ninety (90) days or more than one (1) year for probationary employees. This Section 3 shall be subject to amendment during the life of the contract, upon mutual agreement of the parties.

SECTION 4. PAYROLL DEDUCTION

Upon receipt of a written assignment from an employee covered by this Agreement, Management will every pay day, deduct from the employee's pay, the amount owed

to the Union by such employee for Union membership dues or service charge. Management will remit all deductions made to the designated Union official within five (5) days of the time the deductions are made.

SECTION 5. DUES NOTIFICATION

Any changes in the present Union membership dues or service charge rate will be certified to the City Manager by an authorized officer of the Union at least two (2) months in advance of the effective date of such change.

SECTION 6. CHECKOFF DISCLAIMER

The Union will indemnify, defend and hold Management harmless against any claims made and against any suit instituted against Management on account of any checkoff of Union dues or service charge.

SECTION 7. REFUND OF ERRORS

The Union agrees to refund to Management any amounts paid to it in error on account of the checkoff provision upon presentation of proper evidence thereof.

SECTION 8. RIGHT TO PAYROLL DEDUCTION

Nothing contained in this paragraph or any other portion of the written Agreement shall be deemed to prevent or prohibit an employee whether or not a member of the Union, from signing and submitting to the City a card individually authorizing dues deductions or service charges from the payroll check of said employee.

SECTION 9. PROBATIONARY PERIOD

All original appointments shall be probationary and subject to a probationary period of one (1) year after appointment. At any time during the probationary period, the City Manager may remove an employee whose performance does not meet the required work standards. Any probationary employee who is so removed shall have no right to appeal such action to the Civil Service Board or the Grievance Procedure of Article 8.

ARTICLE 3. MANAGEMENT SECURITY

SECTION 1. NO STRIKES OR PICKETING

The Union and employees agree that during the life of this Agreement they will not cause, encourage, participate in or support any strike or picketing against Management or on any slowdown or other interruption of or interference with the normal functions of Management concerning any matter which is subject to the grievance procedure or to the jurisdiction of the board of Arbitration. Violation of this paragraph shall be grounds for disciplinary action up to and including discharge without recourse to the grievance procedure.

ARTICLE 4. MANAGEMENT RIGHTS

SECTION 1. DIRECTING WORK FORCE

Except as otherwise specifically provided herein, the Management of the City of Grand Rapids and the direction of the work force, including but not limited to the right to hire, the right to discipline or discharge for proper cause, the right to decide job qualifications for hiring, the right to lay off for lack of work or funds, the right to abolish positions, the right to make rules and regulations governing conduct and safety, the right to determine schedules of work, the right to subcontract work (when it is not feasible or economical for the City employees to perform such work), together with the right to determine the methods, processes and manner of performing work, are vested exclusively in Management. Management, in exercising these functions, will not discriminate against any employee because of membership in the Union.

SECTION 2. RULES OF CONDUCT

Rules of conduct not inconsistent herewith in effect at the date of this

Agreement shall be continued. Management shall have the right to amend, supplement, or add to said rules during the term of this Agreement, provided, however, that Management shall first meet and confer with the Union prior to any such amendments. Such rules shall be reasonable and shall relate to the proper performance of the Fire Fighter's duties and shall not be applied in a discriminatory manner. It is recognized that rules covering off-duty conduct are related to the proper performance of a Fire Fighter's duties.

ARTICLE 5. UNION BARGAINING COMMITTEE

SECTION 1. BARGAINING MEMBERS

The bargaining committee of the Union will include not more than five (5) bargaining unit members and two (2) alternate members employed by the City of Grand Rapids. It may also include non-employee representatives of Local 366 of the International Association of Fire Fighters, not more than two (2) in number. The Union will give to Management in writing the name of its employee representatives on the bargaining committee at least sixty (60) days prior to the expiration of this Agreement.

SECTION 2. NO DISCRIMINATION

There will be no discrimination against any employee because of duties as a Union official, Steward or committee member.

SECTION 3. NO LOST TIME

Employee members of the bargaining committee will be paid by Management for time spent in negotiations with Management, but only for the straight time hours they would otherwise have worked on the regular work schedule. For the purpose of computing overtime, time spent in negotiations shall be considered as hours worked to the extent of the regular work schedule hours which otherwise would have been worked by the committee person.

ARTICLE 6. SPECIAL MEETINGS

SECTION 1. METHODS

Management and the Union agree to meet and confer on matters of interest upon the written request of either party. The written request shall state the nature of the matters to be discussed and the reason(s) for requesting the meeting. Discussion shall be limited to matters set forth in the request, but it is understood that these special meetings shall not be used to renegotiate this Agreement. Special meetings shall be held within ten (10) calendar days of the receipt of the written request and shall be held between 8:00 A.M. and 5:00 P.M. at a time designated by Management. The Union and Management shall be represented by not more than five (5) persons at special meetings.

SECTION 2. UNION PRE-MEETING

The Union representatives may meet at a place designated by Management, on management's property, for a period not to exceed one-half (1/2) hour immediately preceding a meeting for which a written request has been made.

SECTION 3. NO LOST TIME

Employee representatives of the Union at special meetings will be paid by Management for time spent in special meetings, but only for the straight time hours they would otherwise have worked on their regular work schedule. For the purpose of computing overtime, time spent in special meetings shall be considered as hours worked to the extent of the regular work schedule hours which they otherwise would have worked.

ARTICLE 7. UNION STEWARDS AND OFFICIALS

SECTION 1. NUMBER OF STEWARDS

Employees within the bargaining unit shall be represented by two (2) Stewards for each work shift, one (1) City-wide Steward, one (1) Steward to represent the employees of the Dispatch office, and one (1) Steward for all forty (40) hour week employees. The Union shall furnish Management with a list of the names of its Stewards, Officers and Committee Personnel and their assigned areas and shall keep the list current at all times. In the event a vacancy occurs in the Steward's list, the Union shall notify Management within thirty (30) calendar days of the vacancy. Alternate Stewards may be appointed by the Local Union President to serve in the absence of the regular Stewards.

SECTION 2. STEWARD REPRESENTATION

- A. When requested by an aggrieved employee, a Steward may investigate any alleged or actual grievance in his/her area of responsibility, and assist in its presentation.
- B. Upon the request of an employee, a Steward shall be present and participate at any private meeting between a higher ranking officer and/or management representative, and the employee. If the meeting involves investigation into misconduct of the employee or management reasonably expects the meeting to result in disciplinary action to the employee, the Union President or Vice President (or their designee in writing) and the Steward shall be afforded the opportunity to be present, unless the employee waives such right to representation in writing prior to the meeting. In such cases where a waiver is signed, a copy shall be provided to the Union.
- C. The Steward, or Union President or Vice President (or their designee in writing) shall be allowed reasonable time for the activity described in this Section 2., during working hours without loss of time or pay upon notification and approval their supervisor. Any disputes regarding this provision shall be referred to the Battalion Chief.

SECTION 3. STEWARDS' RIGHTS

When an employee presents his/her own grievance without intervention of a Union Steward, the Steward shall be given an opportunity to be present and shall be allowed the time therefor, paid at his/her regular rate, upon notification and approval of his/her immediate supervisor. Any disputes regarding this provision shall be referred to the Battalion Chief.

SECTION 4. UNION OFFICER RIGHTS

The President, Vice-President, Secretary, Safety Committee Chairperson, Treasurer, and Pension Board Representative of the Union shall be allowed reasonable time during working hours to fulfill his/her Union responsibilities in the administration and enforcement of this Agreement and to attend safety matters, upon notification and approval of the Fire Chief.

SECTION 5. UNION BUSINESS

Union business, other than that cited above, shall be conducted so as not to interfere with the work assignment of Stewards or any other employees.

SECTION 6. GRIEVANCE COMMITTEE

The Grievance Committee shall have the same privileges as Stewards, in areas to which assigned, when any grievance has been processed to their level (Step 2) in the grievance procedure.

ARTICLE 8. GRIEVANCE PROCEDURE

SECTION 1. GRIEVANCES

- A. A grievance is any dispute, controversy or difference between (a) the parties, (b) Management and an employee or employees, on any issues with respect to, on account of, or concerning the meaning, interpretation or application of this Agreement or any terms or provisions thereof.
- B. A grievance shall refer to the specific provision or provisions of this Agreement alleged to have been violated. Any grievance not conforming to the provision of this paragraph shall be denied. The grievant and/or Union may amend a grievance at any step of the grievance procedure prior to advancement to arbitration by deletion or addition of Articles of the Agreement as supported by evidence presented during the grievance procedure.

SECTION 2. TIME LIMITS AND EXCLUSIVE REMEDIES

- A. Any grievance not initiated, taken to the next step or answered within the time limits specified herein will be considered settled on the basis of last answer by Management, if the Union does not move it to the next step within the time limits, or on the basis of the Union's last demand, if Management fails to give its answer within the time limit. Such time limits may be extended by mutual written agreement between the parties.
- B. If proceedings involving any matter which is or might be alleged as a grievance are instituted in any administrative action before a government board or agency, or in any court, then such administrative judicial procedure shall be the sole remedy, and grounds for a grievance under this Agreement shall no longer exist. No dispute subject to the grievance procedure may be submitted to the Civil Service Board.

SECTION 3. PROCEDURE AND ARBITRATION AND TIME LIMITS

Grievances will be processed in the following manner and within the stated time limits:

- A. Step 1: The grievance shall be reduced to writing on grievance forms provided by Management, signed by the aggrieved employee or group of employees and by the Union Steward. The grievance shall be prepared in accordance with the provisions of this Article and be dated. The grievance shall be presented to the Fire Chief within fifteen (15) calendar days of the occurrence of the alleged violation, not including the day of occurrence. The Fire Chief will reply to the grievance in writing within fifteen (15) calendar days of date of the presentation of the written grievance, not including the day of presentation. Such reply will be given to the Union President, Vice President, and the grievant either personally or by mail, postmarked no later than the last day specified herein for such reply. In the event the Fire Chief is absent, the grievance shall be presented to and answered by the Labor Relations Office within the time limits set forth above.
- B. Step 2:
 - 1. If the grievance is not settled at Step 1, the written grievance shall be presented to the City Manager's Office within fifteen (15) calendar days after the Fire Chief's response is given, not including the day of response. The grievance shall be presented along with all pertinent correspondence to date.
 - 2. Within fifteen (15) calendar days the parties shall meet to discuss the grievance. Each party shall be limited to three (3) participants, unless mutually agreed otherwise.

3. The City Manager or his/her designated representative will reply to the grievance in writing within fifteen (15) calendar days of the date of the meeting. Such reply will be given to the Union President, Vice President, and grievant either personally or by mail, postmarked no later than the last day specified herein for such reply.
4. The Union may initiate the grievance at this step of the grievance procedure. A Union grievance is one in which a right given to the Union as such is alleged to have been violated. Such grievances must be initiated within fifteen (15) calendar days of their occurrence.

C. Step 3:

1. The Union may submit a Demand for Arbitration within fifteen (15) calendar days after receipt of the City Manager's response in Step 2, not including the day of receipt of response. An arbitrator shall be selected from the following panel:

Benjamin Wolkinson
Elaine Frost
David W. Grissom
Ruth E. Kahn
Robert McCormick
Theodore St. Antoine

The method of selection shall be a blind draw. Once an arbitrator's name has been chosen, that arbitrator will not be eligible to be chosen again until two (2) other draws have occurred.

2. The arbitration shall be conducted in accordance with the rules of the American Arbitration Association. The power of the arbitrator shall be limited to the interpretation and application of the terms of this Agreement and the arbitrator shall have no power to alter, add to, subtract from or otherwise modify the terms of this Agreement as written. Decisions, on grievances within the jurisdiction of the arbitrator, shall be final and binding on the employee or employees, the Union and Management.
3. The fee and expenses of the arbitrator shall be paid by the Union if the grievance is denied and by the employer if the grievance is granted or as the arbitrator directs otherwise. Each party shall fully bear its costs regarding witnesses and any other persons it requires or requests to attend the arbitration.
4. It is specifically and expressly understood and agreed that submission of a grievance to arbitration constitutes a waiver of any and all rights by the appealing party and all persons it represents to litigate or otherwise contest the appealed subject matter in any court or other forum.

ARTICLE 9. PAYMENT OF BACK PAY CLAIMS

SECTION 1.

Back wages will be paid to any employee upon a finding that said employee is entitled thereto, in such amounts as may be determined through the grievance procedure.

SECTION 2.

No claim for back pay or wages shall exceed the amount of pay or wages the employee would otherwise have earned at his/her regular wage or pay rate, less compensation, if any, earned elsewhere during the period in question, where such compensation is attributable to the discharge, suspension or layoff period in issue, and which would not have been earned otherwise.

ARTICLE 10. DISCHARGE AND DISCIPLINE

SECTION 1. NOTICE

In cases of discharge or discipline, Management shall give prompt notice thereof in writing to the employee and the employee's Steward and the Union President and Vice President.

SECTION 2. UNION REPRESENTATION

The discharged or disciplined employee will be allowed to discuss such discharge or discipline with the Steward, Union President, and Vice President. Management will make available an area where the employee and the Union representatives may confer, if the employee is required to leave the premises. Such discharge or discipline may be contested in accordance with terms of Article 8.

SECTION 3. TIME LIMIT

In imposing any discipline on a current charge, Management will not take into account any prior infractions which occurred more than two (2) years previously, provided the employee was not subjected to disciplinary action (excluding letters of warning) during the two (2) year period. Management will not impose discipline on an employee for falsification of his/her employment application after a period of two (2) years from his/her date of hire. In the event an employee completes two (2) years of service without a disciplinary action, letters of warning, and/or suspension over two (2) years old shall be permanently removed from his/her personnel file upon request to the Human Resources Director.

SECTION 4. ARBITRATION PROCEDURE & TIME LIMIT

- A. The following procedure shall be followed when an employee is given a notice from the City Manager that a hearing will be held in accordance with the City Charter as to whether the employee is to be discharged, demoted or reduced in rank or compensation. Upon conclusion of the hearing and within fifteen (15) calendar days after the receipt of written notice confirming such disciplinary action from the City Manager, not including the day of receipt of such notice, the Union may at its discretion submit a Demand for Arbitration at Step 3 - Arbitration.
- B. The following procedure shall be followed when an employee is suspended without pay.
 - 1. If the employee is aggrieved by such suspension, the Union may initiate a Demand for Arbitration within fifteen (15) calendar days after the receipt of written notice from the City Manager of such suspension, not including the day of receipt of such notice.

SECTION 5. ELECTION OF REMEDIES

It is specifically and expressly understood and agreed that submission to a grievance arbitration constitutes a waiver of any and all rights by the appealing party and all persons it represents to litigate or otherwise contest the appealed subject matter in any court or other forum. Arbitration decisions shall be final and binding upon both parties.

ARTICLE 11. SENIORITY AND PROBATION PERIODS

SECTION 1. DEFINITION

Effective July 1, 1989, seniority shall mean the status attained by length of continuous service with the Fire Department, excluding any leaves of absence without pay in excess of sixty (60) days (see however Article 13 and Article 14). Employees who entered the Fire service prior to July 1, 1982, shall have their seniority determined by length of continuous service with the City, excluding any leaves of absence without pay in excess of sixty (60) days.

SECTION 2. ACCRUAL OF SENIORITY

- A. Seniority shall begin with the last date of entering the service of the Fire Department. Two (2) or more persons who entered the service on the same day shall, when necessary, have their relative seniority determined by their relative score on the Civil Service examination for Fire Fighters.
- B. The President, Vice-President, Secretary and Treasurer of the Union shall be retained in the City service in the event of layoff, regardless of their position on the seniority list, so long as there is work that they have the ability to do.
- C. All original appointments shall be probationary and subject to a probationary period of one (1) year after appointment. All promotional appointments shall be subject to a probationary period of one (1) year. At any time during the probationary period, the City Manager may remove or demote an employee whose performance does not meet the required work standards. Any employee on probation in a promotional appointment shall have the right to return to his/her previous appointment if the Manager decides to remove the employee from the promotional appointment during the period because the employee does not meet the required work standards. At any time during the first three months of the probationary period, the employee may elect to terminate probation and relinquish the appointment. Any employee on probation in a promotional appointment who is voluntarily or involuntarily demoted shall have the right to return to his/her last previous position in which he/she held permanent status.
- D. After July 1, 1982, the employees from other City departments who enter the Fire Department service, shall retain their earned seniority only for the purpose of determining the amount of vacation leave and longevity pay. Service time in other City Departments shall not be applicable to any other provisions of this Agreement.

SECTION 3. LOSS OF SENIORITY

Employees shall lose their seniority and their employment shall be terminated for the following reasons.

- A. Discharge if not reversed.
- B. Resignation: An employee absent for three (3) consecutive normally scheduled work days without notification of valid reason to the City, and who has no legitimate reason for not notifying the City of his/her absence may be considered as having resigned.
- C. Unexcused failure to return to work when recalled from layoff, as set forth in the recall procedure.
- D. Unexcused failure to return to work after expiration of a formal leave of absence.
- E. Retirement.

- F. Layoff for a continuous period of two (2) years or the length of the employee's seniority, whichever is greater.

SECTION 4. SENIORITY LISTS

Management shall maintain a roster of employees within the Fire Department, arranged according to seniority, showing name, position class, and seniority date and shall furnish a copy to the Union in March of each year.

SECTION 5. APPLICATION OF SENIORITY

Seniority shall apply to work assignments, transfers, vacations, and layoff and recall as otherwise provided in this Agreement.

ARTICLE 12. PROMOTION AND VOLUNTARY DEMOTIONS

SECTION 1. DATE OF PROMOTION

The undersigned parties agree that in instances of filling vacancies within the Fire Department, no certification from an eligible list will be made until the day following the actual date of termination of the individual whose termination creates the vacancy.

SECTION 2. PROMOTIONAL PROCEDURE

- A. Only those employees who have attained the Civil Service Board's service requirements may express their interest in being qualified for promotions by filing application with the Human Resources Department.
- B. A validated examination shall be administered under the supervision of the Civil Service Board. Participants who successfully complete the procedure on a pass/fail scoring basis shall constitute the eligible qualified candidate pool.
- C. Regardless of any rule regulation, or requirement to the contrary, the City Manager shall have the authority to promote any employee who is determined to be qualified.
- D. Except as otherwise specified above, the provision of the Civil Service Board rules and regulations shall apply to the promotional procedure; however it is expressly understood and agreed that the prior "rule of three (3)" certification restriction required by the City Charter shall be considered void and have no application to promotions occurring after July 1, 1991.

SECTION 3. ANNUAL EXAMINATIONS

There will be annual promotional examinations for the ranks of Fire Lieutenant, Fire Captain, and Fire Equipment Operator. The remaining ranks will be tested on an as-needed basis.

SECTION 4. ELIGIBLE LISTS

Eligible lists for Fire Lieutenant and Fire Captain will be in effect from April 1 through March 31. The Fire Equipment Operator eligible list will be in effect from June 1 through May 31. All remaining eligible lists would remain in effect for one (1) year from the date of certification by the Civil Service Board.

SECTION 5. FIRE PROMOTIONAL EXAMINATION PROTEST PROCEDURES

- A. Within fourteen (14) calendar days of the scoring of examination papers for a promotional examination, candidates will be allowed to review incorrect questions and all of the responses to such questions.

- B. Candidates will be allowed to submit appeals to incorrect questions on forms provided by the Human Resources Department.
- C. If the examination is based on specific reading/reference material, then the appeal must reference the source document where the material under question can be located.
- D. Where there is a conflict between current written departmental policy and designated reference material, current written departmental policy will prevail. Where there is a conflict between unwritten operational procedure and designated reference material, reference material will prevail.
- E. Protested questions will be reviewed in accordance with (D) above by a Subject Matter Expert (SME) Committee consisting of one person selected by the City, one by the Union, and a third by the other two members.
- F. The SME Committee shall be the final determinate of the validity of all protests and both the City and the Union agree to accept the Committee's recommendations regarding how a protested item will be scored subject to Civil Service Board acceptance.
- G. Results of any written test will be withheld from publication, Civil Service Board approval, and utilization until such time as the SME Committee rules on protested items.
- H. After the SME Committee has ruled, the promotional list will be published and posted for fourteen (14) calendar days. Promotions from such lists can be made after the fourteen (14) calendar day posting period.

SECTION 6. DEMOTIONS

- A. An employee who has successfully completed a probationary period in his or her present position classification may initiate a written request for voluntary demotion only to that bargaining unit position in which the employee has held prior permanent status (also see Article 11, Section 2 C).
- B. The Fire Chief may grant or deny any request for voluntary demotion solely at his or her discretion, provided that such discretion is not exercised in an arbitrary, capricious or discriminatory manner, and subject to the following conditions:
 - 1. There is a vacancy available in the subject classification, and;
 - 2. There is no current promotional eligible list for subject classification, and;
 - 3. Such demotion will not disrupt the order and efficient operations of the department in any manner or degree as determined by the Fire Chief.
- C. Any demotion made in accordance with this Section of the contract shall be permanent and the employee shall have no further right to be reinstated to his or her former position classification.
- D. It is not the intent of the parties that this Section be rendered meaningless by virtue of the occurrence of permanent eligible lists. Should there occur a situation where an eligible list is in continued effect, the parties shall meet for the purpose for adjusting this provision.

ARTICLE 13. LAYOFF AND RECALL

SECTION 1. DEFINITION

Layoff shall mean the separation of employees from the active work force due to lack of work or funds or causes beyond the control of Management or to abolition of positions because of changes in organization.

SECTION 2. ORDER OF LAYOFF-SENIORITY

- A. Except as provided in paragraph A.1. below, no permanent or probationary employee shall be laid off from his/her position in the department while any seasonal, temporary or provisional employees are serving in the same position class in the department. Position class shall be defined as any classification title listed in Appendix A.
1. Permanent and probationary employees may volunteer to be laid off. Such volunteers shall be laid off in accordance with the needs of the service and in order of seniority.
 2. Employees who volunteer for layoff may, subject to the needs of the service, decline recall if there are less senior employees available to maintain a satisfactory level of performance in the department.
 3. Employees who volunteer for layoff shall have RANK seniority in their position classes in accordance with Section 7.C. of this Article. Such employees may, upon giving Management ten (10) calendar days written notice, elect to return to work at any time and bump a less senior employee in their position classes.
- B. Permanent and probationary employees shall have RANK seniority in their position classes and, if exercised in the event a layoff becomes necessary, shall replace the employee with the least RANK seniority in the position classes.
- C. Except as otherwise provided, the layoff of probationary or permanent employees in the department shall be in inverse order of RANK seniority in the position classes affected.
- D. RANK SENIORITY SHALL DATE FROM THE DATE OF ORIGINAL APPOINTMENT IN POSITION CLASSES.

SECTION 3. DEMOTION IN LIEU OF LAYOFF

Except as provided elsewhere, an employee subject to layoff who so requests within forty eight (48) hours after receipt of notice of layoff, shall in lieu of layoff or transfer under Section 2., be demoted by RANK seniority to a lower position in the department. Demotion shall be through those classes in which the employee previously held permanent status, provided that an employee serving a probationary period shall not displace a permanent employee in a class in which the employee has not previously held permanent status.

SECTION 4. EXCEPTIONS TO SENIORITY

The City Manager may approve deviations from seniority in layoffs, or demotions in lieu of layoff when seniority alone would result in retaining employees unable to maintain a satisfactory level of performance in the department. In such cases, the affected employee shall be given written notice of the determination and the reason therefor.

SECTION 5. NOTICE OF LAYOFF

Employees to be laid off indefinitely shall be given at least seven (7) calendar day prior notice. Notice shall consist of personal delivery or certified mail to the last address of record.

SECTION 6. PREFERRED ELIGIBLE LISTS

- A. Employees demoted in lieu of layoff shall have their names placed on preferred eligible lists in order of RANK seniority for each class from which displaced within the department. Employees laid off shall have their names placed on preferred eligible lists in order of seniority for each class from which displaced.
- B. Names shall remain on the lists for two (2) years or the length of their seniority, whichever is greater, unless removed as provided below. Employees shall be recalled from layoff or shall be restored to positions from which demoted in the department, before any other persons are selected for employment or promotion in those classes.

SECTION 7. RECALL FROM LAYOFF

- A. Employees to be recalled from layoff shall be given a minimum of seven (7) calendar days to respond after notice has been sent by certified mail to their last known address.
- B. Employees who decline recall or who, in absence of extenuating circumstances, fail to respond as directed within the time allowed, shall be presumed to have resigned and their names shall be removed from seniority and preferred eligible lists.
- C. Permanent and probationary employees shall have RANK seniority in their position classes.

SECTION 8. POSITION RESTORATION

Employees to be restored to position from which they have been demoted in lieu of layoff shall be given seven (7) calendar days in which to accept upon receipt of notice. Names of those who decline shall be removed from the pertinent preferred eligible lists.

SECTION 9. BENEFIT PAYMENT LEVEL

The benefit payment level of the city layoff benefit plan, will be as provided in state statute.

ARTICLE 14. WORK ASSIGNMENT

SECTION 1. DEPARTMENT SENIORITY & TRANSFER

Where the needs of the service permit, Department Seniority shall be recognized as the basis of work assignment and transfers to fill vacancies.

SECTION 2. ANNUAL DUTY DRAW

- A. Duty assignments shall be made on a yearly basis, following completion of the annual duty draw. The draw shall be conducted on the first Monday each November unless agreed otherwise by the parties. All personnel should be at their station to make their selection, or leave a list. This provision shall remain in force and effect for the life of this Agreement unless modified by agreement of the parties.

The draw will be based on department seniority. No overtime will be allowed for the selection process. Transfers will be made shortly after January 1. A complete transfer list will be available as soon as details can be worked out.

- B. Probationary employees will select their duty assignment for the following year. During their probationary period, they may be reassigned among other probationary employees at the discretion of the Fire Chief. At the

end of the probationary period, those persons reassigned will return to the position originally drawn.

- C. The following procedures will be followed in the draw process:
1. Officer shift changes have been incorporated in the blank roster. Officers should draw on the proper shift.
 2. All L-Day assignments are furnished to the company. Each L-Day is assigned by shift and company. When you pick your machine and shift you will pick an L-Day assigned to the machine. No deviations to this list will be allowed.
 3. Passing your turn in seniority will be allowed. If you pass your turn Management will place you at the end of the draw.
 4. Two (2) positions per shift for Certified Mask Repair personnel at Station 1 will be required. These positions can be on E-9 or S-1.
 5. The blank roster shows the number of positions to be drawn equal to the number of Fire Suppression personnel. The positions in companies and L-Days marked with an asterisk (*) will be subject to transfer during the year to balance personnel as vacancies occur.
 6. A position that was assigned or vacant at the end of the annual draw will not come up again until the next annual draw.

SECTION 3. QUARTERLY DRAW

- A. As vacancies occur during the year, the Deputy Fire Chief of Administration will track those vacancies and on the tenth day of the third month of each quarter will put forth in writing a list of all fire suppression vacancies that are available for draw.
- B. Personnel interested in transfer to one of the vacant positions will be required to submit a request in writing on the Department's Transfer Request Form. This form is to be completed by the individual requesting the transfer and must contain his or her signature.
- C. The form is to be submitted to the Deputy Fire Chief of Administration's office no later than noon on the last day of the third month of the quarter. Individuals requesting a transfer under this policy are personally responsible for seeing to it that the form arrives at the Deputy's office in a timely manner. Delays that result from the U.S. Mail or intra-department mail will not be considered adequate excuse to waive the requirement for timely submission of the form.
- D. Persons requesting a transfer must fill out the form provided in a complete manner specifying which vacancies they wish to be considered for and in what priority.
- E. On April 1, July 1, and October 1, the Deputy Fire Chief of Administration will review all requests for transfer and will make the appropriate transfers based on Department Seniority.
- F. Personnel requesting transfer are cautioned that accepting such transfer voids their guaranteed vacation in their new assignment should a conflict occur. They will be assigned the L-Day for that position by the Deputy.
- G. Once submitted, requests will not be allowed to be rescinded and any transfers that result from the process will be mandatory.

- H. Only permanent vacancies will be filled in this manner. Vacancies resulting from long term acting assignments, disabilities, etc., will not be considered available for draw unless a "needs of the service" is determined to exist by the Fire Chief to fill one of these vacancies.
- I. As personnel are promoted during the year, they will be assigned at the discretion of the Fire Chief from the time that they are promoted until their probation is completed.
- J. Posted quarterly draw positions not selected will not be available until the next annual draw.
- K. Personnel who continually utilize this policy to transfer and who end up substantially reducing the actual number of hours worked over the course of any one (1) year, may be prohibited from utilizing this policy for a period of one (1) year if their use of this policy is deemed abusive by the Fire Chief.
- L. Probationary personnel will be exempt from the use of this policy until they have completed their probationary periods.

SECTION 4. POLICY

- A. This policy is established effective immediately and "without prejudice". Should the policy not serve its intended purpose, it may be modified if necessary. It is the intent of this policy to provide a clear and consistent procedure for filling permanent fire suppression vacancies as they occur during the year in the Grand Rapids Fire Department and "where the needs of the service permit". This provision shall remain in force and effect for the life of this Agreement unless modified by agreement of the parties.
- B. Where the needs of service necessitate a deviation from department seniority in assignments following an annual or quarterly duty draw, the affected employee may discuss the matter with the Fire Chief. If the matter is not resolved to the satisfaction of the employee, the employee may request a hearing before the City Manager.
- C. Involuntary transfers may be made by the Fire Chief. If the employee objects to such transfer and the matter is not resolved to the satisfaction of the employee, the employee may request a hearing before the City Manager. Daily transfer for purpose of balancing manpower shall be exempt from this provision.
- D. Seniority shall be considered when making daily transfers for purpose of balancing manpower. Any deviation from such seniority shall be made known to the effected employee. Needs of the service consideration in making such transfers shall not include personal convenience or preference of a Command officer. Any dispute regarding this paragraph shall be referred to the Labor Relations Office for final resolution.

SECTION 5. CLEANING, DUTY HOURS, REMODELING, RIVER DUTY AND WEATHER CONDITIONS

- A. It is agreed that members of the bargaining unit shall not be required to perform cleaning and janitorial duties in the executive offices at No. One Engine House. For purposes of this section, executive offices is understood to mean the Fire Chief's Office, Deputy Fire Chief's Office, Fire Inspection Office, Battalion Chief's Office, Fire Investigator's Office, Training Office, civilian employees' work spaces, and all lounges and restrooms in the executive office areas. It is further agreed that members of the bargaining unit will continue to perform maintenance and repair work in the executive office and at the various Engine Houses,

including window washing as needed. In instances of proposed remodeling or repair work, such jobs shall first be noticed to the City Manager, and shall not be commenced until authorized by the City Manager or his/her designee.

- B. Machines shall be cleaned before 10:00 a.m. by the oncoming shift, except when such equipment is used in inclement weather and in the judgment of the Company Officer requires cleaning at other times. The under carriage shall be flushed and steam cleaned as necessary.
- C. Each employee shall be responsible for cleaning their own personal gear.
- D. Chief Officers and Company Officers shall exercise reasonable judgment in scheduling non-emergency outside duty, giving due consideration to weather conditions.
- E. The hours between 1600 and 0745 on Mondays through Fridays, 1/2 day (1200 - 0700 hours) on Saturdays, Sundays, and general paid holidays set forth in this Agreement shall be termed as Limited Duty Time. Only those non-emergency duties customarily performed in the past shall be required. Employees' responsibilities with respect to river duty shall be limited to river rescue operations and shall not include river clean up details of any kind.
- F. In addition to emergencies, the following activities shall also be exempt from the limited duty hours provisions of this Agreement and shall be considered appropriate duties to be performed during such limited duty times.
 - 1. Shift Change: The period immediately following the daily shift change at 0700 hours shall be exempt from the limited duty provisions expressed for 0700 hours to 0745 hours in that typical duties such as radio check, vehicle check, and equipment checks including SCBA checks, shall be completed immediately following the shift change.
 - 2. Any necessary vehicle transfers or apparatus exchanges will also take place as directed during this period notwithstanding the limited duty time involved.
 - 3. In cases where vehicle transfers or apparatus exchanges have interfered with the available limited duty time on a given date, provisions shall be made by a company officer to provide an adequate break period during a reasonable time in the early part of the morning.
 - 4. Training Exercises: Special training exercises or other restricted duty may be requested on a voluntary basis.

ARTICLE 15. OVERTIME

SECTION 1. PURPOSE

The following provisions shall govern compensation for overtime to employees of the City.

SECTION 2. EMPLOYEES COVERED

All employees of the Fire Department shall be eligible for overtime pay.

SECTION 3. QUALIFYING FOR OVERTIME

- A. Overtime shall consist of authorized work in excess of regular number of

hours in any scheduled work shift or any work week. Overtime of less than twenty (20) minutes in any work day shall not be included in determining the total number of hours worked. Thereafter, overtime shall be computed to the nearest half hour.

- B. All overtime shall be authorized by a responsible supervisor. The weekend standby duty previously required of the Deputy Fire Chief shall no longer be required.
- C. It is agreed that members of the bargaining unit shall be allowed time as authorized by their Supervisor to clean and stow their personal effects (rubber goods) following their return from a fire which they have been relieved on site. It is further understood that the provisions of Article 15, Section 3A shall apply in calculating the compensation for such time but in no event shall the time exceed thirty (30) minutes and no such time shall be allowed for personal hygiene purposes.

SECTION 4. METHOD OF COMPENSATING OVERTIME WORK

- A. Overtime shall be paid at one and one-half (1½) times the regular hourly rate, or eligible long term acting assignment rate, based on a normal work week.
- B. An employee called to work at a time other than his/her scheduled work shift shall be credited with a minimum of four (4) hours at his/her regular hourly rate, or with the actual hours worked at the overtime rate, whichever is the greater, unless such time shall be continuous with his/her scheduled work in which case he/she shall be paid at the overtime rate.
- C. For the purpose of computing overtime, an employee absent on authorized sick leave with pay, jury leave with pay, holiday, or on vacation, shall be considered to have worked his/her work shifts during such absence. Employees absent on unpaid leave shall not be considered to have worked during such absence.

SECTION 5. COMPENSATORY TIME OFF

- A. At the request of any employee eligible for overtime pay, the Fire Chief may provide that, in lieu of cash payment for overtime, he/she may be allowed time off equal to time and one-half (½) the number of hours of overtime worked. Accumulation of such time will be in compliance with Law. Any such time off shall be taken at a time mutually agreed upon by the employee and the Fire Chief during the calendar year in which the overtime was worked. Further deferment of such time off shall be allowed only if approved by the City Manager. In the event that such time off is not taken by the employee within the limiting time, he/she shall be given cash payment for the overtime hours worked at the overtime rate as of December of the calendar year for which paid.
- B. An employee classified as Deputy Fire Chief, Battalion Fire Chief, Fire Training Supervisor or Assistant Fire Training Supervisor, shall be eligible for overtime compensation as provided in Section "4.A." above, or time off with pay as provided in Section "5.A." above, at his/her option.

SECTION 6. EQUALIZATION OF OVERTIME HOURS

- A. Overtime work shall be distributed as equally as practical among employees of a given department or division. The present practices of administering overtime under this paragraph shall be continued for the life of the Agreement.

- B. For employees that work the 24 hr. shift, overtime will be distributed as equally as possible on each shift, regardless of rank. For the purpose of this section, equalization shall refer to the number of opportunities each individual has to work overtime, not necessarily the amount of time worked. Any problems arising out of implementation of this provision shall be settled by agreement of the parties.

ARTICLE 16. NEW AND CHANGED JOBS

SECTION 1.

- A. Existing classifications and job descriptions may be amended during the life of the Agreement in a manner consistent with Civil Service Board rules for the maintenance of the classification plan.
- B. The parties will negotiate as to whether a new and/or changed job should be in or out of the bargaining unit. Disputes as to whether a new or changed job should be in or out of the bargaining unit shall be resolved by the Michigan Employment Relations Commission in accordance with their applicable administrative procedure.
- C. The parties will negotiate as to the salary range for all new and/or changed jobs determined to be included in the bargaining unit.

ARTICLE 17. WAGES

SECTION 1. WAGE SCHEDULE

Wages for employees covered by this Agreement shall be in accordance with the schedule set forth in Appendices B, C, and D.

SECTION 2. COLLEGE CREDIT

Every employee within the bargaining unit who has completed thirty (30) hours of college credits in courses approved by Management shall be paid Two Hundred (\$200.00) Dollars per year in addition to his/her regular annual salary. Every employee within the bargaining unit who has completed sixty (60) hours of college credits in courses approved by Management shall be paid Four Hundred (\$400.00) Dollars per year in addition to his/her regular annual salary. Recruits may apply for college credit pay upon assignment after graduation from the Fire Training Academy.

SECTION 3. SHIFT DIFFERENTIAL

An additional twenty (20) cents per hour shall be paid for all hours worked by Fire Alarm Operator personnel, from 1800 to 0600 hours.

ARTICLE 18. PAY CHANGES

SECTION 1. PURPOSE

The following provisions shall govern the assignment of pay steps to employees of the City.

SECTION 2. DEFINITIONS FOR PURPOSES OF THIS ARTICLE

- A. Promotion shall mean a change in employment to a position class which has a higher maximum salary.
- B. Demotion shall mean a change in employment to a position class which has a lower maximum salary.
- C. Transfer shall mean a change in employment to another position in any

class which has the same maximum salary and similar duties and qualifications.

- D. Reclassification shall mean the changing of a position from one class to another based on the duties involved.
- E. Salary Step Increase shall mean an increase in compensation to the next higher step in the same pay range.

SECTION 3. ANNIVERSARY DATES FOR PAY CHANGE PURPOSES

A. Establishment

- 1. Original Employment and Reemployment: The date one (1) year after completion of the probation period and the corresponding date each year thereafter.
 - 2. Promotion: The date one (1) year after completion of the probation period and the corresponding date each year thereafter.
 - 3. Transfer: The anniversary date remains unchanged.
 - 4. Demotion: The date six (6) months after the effective date thereof and the corresponding date each year thereafter.
 - 5. Reclassification: The date six (6) months after the effective date thereof and the corresponding date in each year thereafter.
- B. Postponement of Anniversary Date: Layoff, formal leave of absence or other separations from the payroll in excess of sixty (60) days shall postpone the anniversary date for the total period of separation, but time previously served toward the next anniversary date shall be credited when the employee returns to the payroll.

SECTION 4. COMPENSATION DETERMINATIONS

- A. Original Employment and Reemployment: Employees shall be employed at the lowest step for their position class, unless the City Manager determines that the needs of the service require that compensation be fixed at a higher salary step.
- B. End of Probation: The employee's salary shall automatically increase to the next higher step at the end of his/her probationary period, provided that if an employee is already compensated at a rate equal to or greater than the second salary step in his/her range, the increase is not automatic.
- C. Anniversary Date
 - 1. Prior to the occurrence of each anniversary date, every employee who has not already obtained his/her highest salary step shall be considered for a salary step increase on such date. Such consideration shall be made by the employee's supervisor.
 - 2. Each consideration found to be in good order by the Human Resources Director shall be referred to the City Manager for final determination.
 - 3. Pay increases on anniversary dates shall not be based merely on the passage of time, but rather shall be given if the employee's work has been satisfactory relative to the requirements of his/her position.

4. In the event a pay increase is not given on an anniversary date, such increase may be given prior to the next anniversary date if the employee's work performance increases to a satisfactory level relative to the requirements of his/her position. The Fire Chief may establish a review period during the period between anniversary dates. If the employee's performance is determined to be unsatisfactory by the Fire Chief during such review period, the employee shall be terminated. This provision shall not apply in instances of absence caused by illness or injury.
- D. Promotion and Upward Reclassification: Employees who are promoted or whose positions are reclassified to a class in a higher pay range shall initially be paid at the first salary step in such range which is higher than the salary received immediately before such promotion or reclassification.
- E. Transfers: An employee who is transferred shall initially be paid at the same salary step he/she was on immediately before such transfer.
- F. Demotion and Downward Reclassification: An employee who is demoted or whose position is reclassified to a class in a lower pay range shall initially be paid at the same salary step in the range for the lower position which had been received in the higher position, unless the City Manager shall determine that it be in the best interest of Management to assign a higher authorized salary step, or unless he/she previously held a higher step in the lower class, in which case the employee shall be paid at the higher salary step.

SECTION 5. EFFECTIVE DATE

Effective date of Changes in Compensation: All merit pay increases shall be effective on the employee's anniversary date.

ARTICLE 19. LONGEVITY PAY

SECTION 1. PURPOSE

The following provisions shall govern the assignment of longevity pay steps to employees of the City.

SECTION 2. DEFINITIONS

- A. Longevity Pay shall mean a salary additive payment based on length of continuous service paid periodically to employees, adjusted at specified intervals in accordance with the following schedule:

<u>Service Years</u>	<u>Amount</u>	<u>Longevity Pay Scale</u>
5 through 9	\$270 per year	L1
10 through 14	\$450 per year	L2
15 through 19	\$630 per year	L3
20 through 24	\$810 per year	L4
25 and over	\$990 per year	L5

- B. Longevity Qualification Date shall mean the date on which an employee completes five (5), ten (10), fifteen (15), twenty (20), or twenty-five (25) years of continuous service.
- C. Longevity Earning Date shall mean the date an employee begins to earn longevity pay and shall be the first day of the month immediately following the employee's qualification date.
- D. Continuous service shall mean service uninterrupted by resignation or discharge.

SECTION 3. PAYMENT

Longevity pay shall be payable on or about the first payday in June and December of each year. At such time the employee shall be paid one-twelfth (1/12) of the employee's annual longevity pay for each month in the prior six (6) months in which he/she worked one-half (½) or more of the employee's scheduled work days.

SECTION 4. EFFECT OF LAYOFF AND LEAVE OF ABSENCE

- A. An unpaid leave of absence or a layoff of sixty (60) days or less shall not postpone the longevity qualification date of an employee.
- B. An unpaid leave of absence (except military) or layoff in excess of sixty (60) days shall postpone the longevity qualification date for the total period of separation, but time previously served toward the next longevity qualification date shall be credited when the employee returns to the payroll.

SECTION 5. EFFECT OF TERMINATION ON LONGEVITY PAY

- A. An employee who for any reason terminated employment with the City prior to June 1 or December 1 shall receive longevity pay on a prorated time basis for the calendar months served.
- B. An employee absent from service due to leave of absence or unpaid sick leave shall receive longevity pay on a prorated time basis for calendar months served.

ARTICLE 20. VACATIONS

SECTION 1. DEFINITIONS

- A. SERVICE shall mean any period of time for which an employee receives wages. Paid vacation and sick leave shall be considered work time for purposes of vacation accumulation.
- B. VACATION DAY shall mean a period of time equal to eight (8) hours or one (1) regularly scheduled normal work day.
- C. WORK WEEK shall mean a period of time equal to forty (40) hours or the normal number of hours worked by an employee during a regular work schedule.
- D. CONTINUOUS SERVICE shall mean service, as defined by "A." above, uninterrupted by resignation or discharge.

SECTION 2. EIGHT (8) HOUR EMPLOYEES

Vacation allowance for employees, other than dispatchers, who do not work a twenty-four (24) hour work day.

- A. An employee with less than five (5) years of continuous service shall earn five sixths (5/6) of a work day of vacation for each calendar month of service to a maximum of ten (10) work days (two [2] work weeks) per year.
- B. On the first day of each calendar year following completion of his/her fifth (5th) through nineteenth (19th) year of continuous service, an employee may accrue an additional day (cumulative each year) of vacation so that on January 1st following his/her nineteenth (19th) year of continuous service an employee may be eligible for a total of twenty-five (25) work days (five [5] weeks) of vacation, as follows:

<u>Years of Continuous Service</u>	<u>Vacation Days Credited on the Following January 1</u>
1 Year	10 Days
2 Years	10 Days
3 Years	10 Days
4 Years	10 Days
5 Years	11 Days
6 Years	12 Days
7 Years	13 Days
8 Years	14 Days
9 Years	15 Days
10 Years	16 Days
11 Years	17 Days
12 Years	18 Days
13 Years	19 Days
14 Years	20 Days
15 Years	21 Days
16 Years	22 Days
17 Years	23 Days
18 Years	24 Days
19 Years	25 Days
20 Years	25 Days
21+ Years	25 Days

- C. An employee shall become eligible for one-twelfth (1/12) of his/her vacation allowance under subparagraphs "A." and "B." above for each calendar month in which he/she works twelve (12) or more days.
- D. An employee shall be allowed to maintain a maximum of forty (40) days of vacation from one fiscal year to another. Any earned vacation in excess of forty (40) days shall be considered void with the exception of a balance of sixty-eight (68) days between the period of January 1 and July 31.

SECTION 3. 24 HOUR EMPLOYEES

Vacation allowance for employees who work a twenty-four (24) hour work day.

- A. An employee with less than ten (10) years of continuous service shall be entitled to six (6) work days of vacation for any calendar year in which the employee is not entitled to vacation credit for one (1) or more calendar months as hereinafter provided, shall be determined by prorating the maximum annual vacation allowance on a monthly basis.
- B. On the first day of the calendar year following completion of ten (10) years of continuous service, an employee shall accrue three (3) additional work days of vacation. Each year thereafter, the employee shall be entitled to a maximum of nine (9) work days of vacation per year (i.e., nine-twelfths [9/12] of a work day for each month of service).
- C. On the first day of the calendar year following completion of fifteen (15) years of continuous service, an employee shall accrue three (3) additional work days of vacation. Each year thereafter, the employee shall be entitled to a maximum of twelve (12) work days of vacation per year (i.e., one [1] work day for each month of service).
- D. Employees who work one-half (½) or more twenty-four (24) hour work days in any calendar month, shall earn vacation credit for that month.

- E. Fire suppression employees shall be allowed to maintain a maximum of twenty (20) days of vacation from one fiscal year to another. Any earned vacation in excess of twenty (20) days shall be considered void with the exception of a balance of thirty-two (32) days between the period of January 1 and July 31.

SECTION 4. DISPATCHERS

- A. Employees assigned to the Dispatcher twelve (12) hour schedule shall have their vacation converted to hours, rather than days (i.e., one [1] week equals forty [40] hours, etc.).
- B. Dispatchers shall be allowed to maintain a maximum of three hundred and twenty (320) hours of vacation from one fiscal year to another. Any earned vacation in excess of three hundred and twenty (320) hours shall be considered void with the exception of a balance of five hundred and forty-four (544) hours between the period of January 1 and July 31.

SECTION 5. DRAW & OTHER PROCEDURES

- A. Vacations shall be scheduled with due regard for seniority, employee preference and needs of the service, in accordance with the following procedure:
1. The vacation draw procedure for 50.4 hour personnel will be conducted in four (4) rounds of draws. On the first round of the draw, a person may:
 - a. Draw any available FULL period during prime time. Any remaining time will be drawn on the second and third rounds in half period units.
 - b. Draw a half period during prime time and a half period outside prime time. All remaining credits can be drawn in units on the second round of the draw.
 - c. Draw full vacation credits in any series of CONNECTING half periods outside of prime time.
 - d. Draw full vacation credits in TWO separate units outside of prime time. These can be in combinations of three (3) and six (6), three (3) and nine (9), or six (6) and six (6), depending on the number of days credited.
 2. The manner and sequence of the second and third draws will depend upon how the individual chooses to make the first draw.
 3. As soon as the vacation draw has been completed on each shift, we will go down the list for a fourth time to allow each individual to draw vacation credits that may have been scheduled on a leave day. Anyone not wishing to draw these credits at this time will be limited to the days available at the time they make their selection.
 4. Ten (10) days after the vacation draw has been completed, changes will be allowed to periods that are not closed by the draw. Splitting of days into twelve (12) hour vacation periods will be allowed but only after this time. These changes will be granted on a first come, first serve basis without regard for seniority.
 5. The vacation draw will be conducted by shifts with department seniority given preference on each shift. A maximum of eight (8) employees will be scheduled on vacation in any one (1) day on each

shift. A maximum of three (3) employees per shift will be permitted on vacation at the same time in any one (1) company.

6. After the dispatchers have assembled the next day's manpower figures, Battalion Chiefs shall approve vacation requests for the oncoming shift, provided that the provisions of Item number "5." above are strictly adhered to.

B. Definitions (for the purpose of this draw)

1. Prime Period: Any days that are encompassed in period 10, 11, 12, 13, 14.
2. Full Period: Those periods that are listed numerically from 1 to 24 on the 50.4 hour week vacation schedule. A full period shall consist of two (2) connecting half periods.
3. Half Period: The first one-half ($\frac{1}{2}$) or the last one-half ($\frac{1}{2}$) of any full period. A half period shall consist of three (3) consecutive work days as blocked together in the 50.4 hour week vacation schedule.
4. Unit: Any period of vacation that runs in consecutive work days. Half periods may not be split to form a unit. A unit can consist of three (3), six (6), nine (9), or twelve (12) days of vacation.

- C. The draw dates for these vacation periods will be during the month of January. Any individual not on duty on a draw day must leave a list of his/her preferences with his/her company officer.

D. Vacation Draw Procedure for Fire Dispatchers

1. Definitions

- a. Prime Period: The months of June, July, August, and any period that includes Christmas.
- b. Half Period: Two (2) connecting work days OR two (2) connecting work nights.
- c. Single Period: A two (2) work day, two (2) work night cycle.
- d. Double Period: Two (2) consecutive single periods.
- e. Unit: Any period of vacation that runs in consecutive work shifts.
- f. Effective January 1, 1997, the definitions above for Fire Dispatchers shall be changed to be:
 - (1) Prime Period: The months of June, July, August, and any period that includes Christmas.
 - (2) Half Period: Either the first two (2) or last two (2) days/nights of a single period.
 - (3) Single Period: A four (4) work day or four (4) work night cycle.
 - (4) Double Period: Two (2) consecutive single periods.
 - (5) Unit: Any period of vacation that runs in consecutive work shifts.

2. The vacation draw will be conducted by seniority between the permanent Fire Dispatchers and will be completed in three (3) rounds of draws. The splitting of periods into half periods is allowed. Electing to draw a half period is considered to be the same as drawing a single period for purposes of the draw.
 3. On the first round of the draw a person may:
 - a. Draw any available Double Period during prime time. If this option is used, only a single period can be drawn on the second round of the draw with any remaining credits drawn on the third round of the draw.
 - b. Draw any available single period during prime time and any single period outside of prime time. If this option is used, all remaining credits can be drawn on the second round of the draw.
 - c. Draw full vacation credits outside of prime time. These can be drawn in consecutive periods or split into two (2), but not more than three (3) separate units.
 4. The manner and sequence of the second and third rounds of the draw will depend upon how the individual chooses to make his/her first draw.
 5. When it is the turn for the next Dispatcher to draw, he/she will be given two (2) work days to make his/her draw. If he/she does not make his/her choice within the two (2) work days, he/she will be bypassed and the draw will continue with the next person.
 6. To change drawn vacation, comptime, or to schedule leftover vacation days will require a minimum two (2) weeks notification to the swing person. These changes will be granted with due regard for seniority unless mutually agreed otherwise by the parties.
- E. For employees who do not work a twenty-four (24) hour work day, a general paid holiday which occurs during a vacation period may be added thereto or to accrued vacation days.
- F. Combining of vacation and compensatory time off shall be allowed on approval of the Fire Chief.
- G. For employees who do not work a twenty-four (24) hour work day, cash payment in lieu of unused vacation shall be made only upon termination of employment. Upon termination, the employee shall be paid in full to the nearest one-half ($\frac{1}{2}$) day for all unused vacation up to a maximum of twenty-five (25) work days, (i.e., five [5] work weeks), provided that in the event termination is caused by the death, resignation, or retirement of the employee, the maximum payment limitation shall not apply.
- H. For employees who work a twenty-four (24) hour work day, cash payment in lieu of unused vacation shall be made only upon termination of employment. Upon termination, the employee shall be paid in full to the nearest one-half ($\frac{1}{2}$) day for all unused vacation up to a maximum of twelve (12) work days, provided that in the event termination is caused by the death, resignation, or retirement of the employee, the maximum payment shall not apply.

SECTION 6. VACATION PAY ADVANCE

An employee going on vacation who so requests, shall be paid in advance and shall make a pay assignment to the City Comptroller in consideration thereof. Pay advances shall not exceed amounts for which departmental payrolls have been prepared or are in process, less any prior obligations.

ARTICLE 21. HOLIDAYS

SECTION 1.

The following shall be general paid holidays for City employees:

January 1	Labor Day
Presidents' Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	December 24
July 4	December 25
Employee's Birthday	Personal Holiday (8 hour employees)

Eight (8) hour employees may have the option of the Friday following Thanksgiving or their Birthday.

The days on which the above holidays are celebrated shall be the same as those observed by the United States Government; provided, however, that holiday premium pay shall be paid for the actual calendar date of the holiday on July 4, December 24, December 25 and January 1.

Whenever the employee's birthday falls on the day considered as one of the other paid holidays, the next calendar day shall be considered as the employee's birthday. A birthday holiday may be used on the day of occurrence or thirty (30) days following the occurrence at the employee's discretion. If the employee chooses not to use the birthday holiday during this period, it may be used at any time mutually agreed upon in the calendar year. If the employee chooses not to use their birthday holiday during the calendar year, it will automatically be credited to their vacation bank. No holiday premium pay shall be paid if the employee elects to work on his/her birthday.

SECTION 2.

- A. Employees who do not regularly work twenty-four (24) consecutive hour shifts shall receive eight (8) hours holiday pay for all of the above holidays they are not scheduled to work, provided they work their scheduled work days immediately preceding and following the holiday. If such an employee is scheduled to work on a holiday, the employee shall receive eight (8) hours holiday pay plus time and one-half (½) for the hours actually worked on the holiday.
- B. Twelve (12) hour Dispatch personnel, whose tour of duty begins on the holiday, shall receive holiday premium pay for their full shift.
- C. Personal holidays for eight (8) hour employees may be taken on any day mutually agreed upon between the employee and the immediate supervisor. In the event an employee retires, terminates employment, or dies while employed, the unused personal holiday shall be paid on the last paycheck due the employee. Employees may elect to convert an unused personal holiday to vacation credit, subject to the allowed maximum vacation accumulation level.

SECTION 3.

Employees who regularly work twenty-four (24) consecutive hour shifts shall receive the following:

- A. Employees on duty and working on a holiday shall receive ten (10) hours holiday pay in addition to their regular pay for the week in which any such holiday occurs.
- B. Employees who are off duty and who do not actually work on a holiday shall receive eight (8) hours holiday pay in addition to their regular pay for the week in which any such holiday occurs.

SECTION 4.

An employee on formal unpaid leave of absence or layoff (removed from payroll) shall not receive holiday pay for any holiday which occurs during such period.

SECTION 5.

On general paid holidays, only those employees shall be on duty whose services are necessary.

SECTION 6.

Unworked holiday hours shall not be included as hours worked for the purpose of computing overtime.

SECTION 7.

General paid holidays shall not be charged to sick leave.

SECTION 8.

Employees absent unexcused on a general paid holiday on which they are scheduled to work shall receive no holiday pay for that day.

ARTICLE 22. SICK LEAVE

SECTION 1. DEFINITIONS

- A. Immediate family shall be the following: spouse, children, step-children, parents, grandparents, brothers, sisters, father-in-law or mother-in-law of the employee.
- B. Service shall mean any period of time for which an employee receives wages. Paid vacation and sick leave shall be considered work time for purposes of sick leave accumulation.
- C. Supplemental Employment shall mean a paid off-duty job.

SECTION 2. SICK LEAVE ACCUMULATION

- A. For service prior to July 1, 1966, sick leave shall be accumulated on the basis of five-sixth (5/6) of a day of sick leave for each full calendar month of service. For service thereafter, an employee shall accumulate one (1) day of sick leave for each calendar month of service in which the employee works one-half (½) or more of all regularly scheduled days.
- B. Employees in the Fire Department whose regularly scheduled work day consists of twenty-four (24) consecutive work hours, shall accumulate one-half (½) sick leave day for each calendar month of service in which the employee works one-half (½) or more of all regularly scheduled days. For the purpose of this subsection, one (1) sick leave day shall consist of twenty-four (24) hours.

- C. Unused sick leave days shall accumulate from year to year to an unlimited amount.
- D. Employees assigned to the twelve (12) hour Dispatch schedule shall earn sick leave at the rate of eight (8) hours for each calendar month in which they work one-half (½) their scheduled work days.

SECTION 3. RECORDING USE OF SICK LEAVE

Sick leave usage shall be recorded to the nearest one-half (½) hour.

SECTION 4. PERMITTED USES

A. Regular Use

An employee shall be entitled to use his/her accumulated sick leave for any absence necessitated by his/her personal illness or by off-duty injury, not incurred in supplemental employment, upon application approved by the Fire Chief.

B. Emergency Use

1. An employee shall be entitled to take up to two (2) days paid leave, without charge to sick leave, upon the death of any member of his/her immediate family. Employees in the Fire Department whose regularly scheduled work day consists of twenty-four (24) consecutive work hours shall be entitled to one (1) such day of paid leave.

For the purpose of this provision only, immediate family shall include son-in-law, daughter-in-law, and grandchildren.

2. An employee shall be entitled to use up to three (3) days of his/her accumulated paid sick leave for any absence necessitated by serious injury, acute critical illness requiring emergency medical treatment or professional attention, or death of any member of his/her immediate family, upon application approved by the Fire Chief. Extension of time shall be permitted in exceptional circumstances upon application approved by the City Manager.
3. One (1) day may be used as reasonably necessary under instant circumstances on the occasion of childbirth.

C. Vacation Use

An employee shall be entitled to use his/her accumulated paid sick leave in lieu of vacation for illness or injury received while on vacation, upon application approved by the Fire Chief and subject to substantiation as hereinafter provided.

D. Compensatory Time Use

An employee shall be entitled to use his/her accumulated compensatory time in lieu of paid sick leave upon application approved by the Fire Chief.

SECTION 5. EXCLUDED USES

Paid sick leave shall not be authorized for personal injury incurred in supplemental employment.

SECTION 6. SUBSTANTIATION

An employee shall substantiate the use of sick leave by such reasonable means as the Fire Chief may require. Falsification of any sick leave affidavit or fraudulent use of sick leave shall be grounds for disciplinary action up to and including discharge.

SECTION 7. PHYSICAL EXAMINATION

An employee on authorized absence for more than ten (10) consecutive days, (six [6] work days for employees covered by Section 2B) due to illness or for any period due to injury shall return to duty only after examination and release for work by the City Physician. If an employee is absent for less than the period specified above, the Fire Chief may require a physical examination before the employee is released for work.

SECTION 8. UNPAID SICK LEAVE

The City Manager shall, upon the advice and recommendation of the City Physician, grant unpaid sick leave upon application of any employee whose paid sick leave is exhausted.

SECTION 9. PAY FOR UNUSED SICK LEAVE

- A. For employees who do not work a twenty-four (24) hour work day, unused, accumulated sick leave shall be paid to employees who resign or retire with ten (10) years or more of continuous service, to a maximum of ninety (90) days at the rate of One Dollar (\$1.00) per day times the years of continuous service for employees retiring, and at the rate of Fifty Cents (\$.50) per day times the years of continuous service for persons resigning.
- B. For employees who work a twenty-four (24) hour work day, unused, accumulated sick leave shall be paid to employees who resign or retire with ten (10) years or more of continuous service, to a maximum of forty-five (45) days at the rate of Two Dollars (\$2.00) per day times the years of continuous service for employees retiring, and at the rate of One Dollar (\$1.00) per day times the years of continuous service for persons resigning.
- C. Effective July 1, 1991, in the event of the death of an employee, accumulated sick leave shall be paid to the employee's beneficiary(s) in the same manner as if the employee had retired.

ARTICLE 23. UNION LEAVE FOR CONFERENCES OR CONVENTIONS

SECTION 1. AMOUNT OF TIME

A total of three hundred and eighty-four (384) hours with pay per year may be used to attend any and all International Association of Fire Fighters (AFL-CIO) and Michigan State Fire Fighters Union sponsored and organized functions, provided leave is requested in advance and the needs of the service will not be adversely affected by such absence. Employees designated to attend such meetings shall be allowed reasonable travel time to and from the convention site with pay upon application and notification by the Union President, and approval by the Fire Chief. Such days shall be accumulative for the life of this Agreement.

This Section shall be read to include the following list of Local 366 sponsored functions.

- 1. Local 366 State MDA Fundraiser - 24 hours;
- 2. Local 366 Retirement Party - 14 hours;
- 3. Local 366 Board of Directors Meeting - 12 hours.

SECTION 2. REQUEST FOR ADDITIONAL TIME

In the event that insufficient time is available, the Union President may request additional time from the Labor Relations Office. Such additional time may be granted upon approval of the City Manager.

ARTICLE 24. JURY LEAVE

SECTION 1.

Employees shall be given leave of absence with pay for working time lost when called to serve on jury duty. Such employees shall be paid at their regular rate for all working time lost up to the number of hours in their regular scheduled work week. In consideration of receiving their regular pay, employees shall assign to the City all other remuneration except mileage monies received for jury duty during the same period.

ARTICLE 25. INSURANCE & HOSPITALIZATION

SECTION 1. HOSPITALIZATION

- A. Management shall, at its expense, provide a group hospital, medical, surgical insurance policy and dental insurance policy to all employees within the bargaining unit, which shall provide coverage for the employee and the employee's spouse and dependents as defined in said policy, provided that the coverage of said policy shall not be less than the coverage of the present policy provided by Management to employees.
- B. Beginning July 1, 1986, the City will pay the medical and hospitalization insurance premiums for an employee who is disabled pursuant to the provisions of the Pension Ordinance until such time as the employee is eligible for Medicare, or reaches age 65, whichever occurs first. The City will also pay the premiums for the disabled employee's spouse and dependents.
- C. It is agreed that Management will pay the hospitalization insurance premium for the retirees, their spouse and dependents for those years of age of the retiree between 55 and 64 inclusive. In the event the retiree dies after retirement between the ages of 55 and 64 inclusive, the spouse and dependents, if any, will continue to have the hospitalization insurance premium paid by Management until such time as the retiree would have reached age 65. Spouse is understood to be that person to whom the retiree is married at time of retirement.
- D. In the event a person covered by this Agreement dies prior to retirement, Management will pay the hospitalization insurance premium for that person's spouse and dependents until such time as the covered person would have reached age 65. If, however, the spouse remarries or the spouse is covered by another health insurance policy, this provision shall not apply.

SECTION 2. DEATH BENEFIT

- A. Management shall, at its expense, provide a death benefit payment in the amount of Twenty Five Thousand (\$25,000) Dollars to each employee within the bargaining unit which benefit shall be payable to the beneficiary or beneficiaries of any such employee whose death does not result from an injury arising out of and in the course of his/her employment with the City. Said benefit shall be payable to the beneficiary or beneficiaries of the employee's choice as designated on the "Designation of Beneficiary" forms which shall be provided by Management and shall be kept on file in the City's Human Resources Office. Employees shall have the right to change the beneficiary or beneficiaries at any time during their employment with the City by executing a "Change of Beneficiary" form as provided by Management. In case an employee dies and is not survived by a designated beneficiary, or fails to execute a "Designation of Beneficiary" form, said death benefits shall be payable to the administrator or executor of the estate of the deceased employee. All

rights to such death benefits shall terminate upon termination of employment by reason of discharge, retirement, resignation or layoff. Termination of employment shall be deemed to occur when an employee ceases to be employed by Management, except that any employee who is granted a leave of absence because of disability or an approved Maternity leave, will nevertheless be considered still employed. Termination of employment shall not be deemed to include an employee who is under suspension for disciplinary reasons or an employee who shall have been unlawfully dismissed.

- B. In the event an employee dies and the employee's death occurs as a result of personal injury arising out of and in the course of his/her employment with the City and the amount of benefits which would be payable under the Worker's Compensation Act would amount to less than the death benefit payment, Management shall make a lump sum cash payment equal to the difference between the amount of the death benefit payment and the total Worker's Compensation benefits to the employee's beneficiary or beneficiaries designated on the "Designation of Beneficiary" form provided by Management, or in the absence of execution of said form, to the administrator or executor of the employee's estate.
1. For the purpose of determining the lump sum cash payment payable under the provisions of this Section, Management shall compute the "total Workers's Compensation benefits" as of the date of the employee's injury under the circumstances and considering the number of dependents at that time. The "total Worker's Compensation benefits" shall be computed to include:
 - a. The total weekly benefits provided by the Worker's Compensation Act multiplied by the number of weeks payable (presently 500 weeks);
 - b. Medical expenses payable;
 - c. Burial expenses payable; and
 - d. Any disability payments which have been paid or have become due for injury which is the proximate cause of death.
 2. For the purpose of computing the "total Worker's Compensation benefits," the spouse and minor children of the deceased employee or any person or persons partially dependent upon the deceased employee within the meaning of the Worker's Compensation Act shall be considered wholly dependent upon the deceased employee.
- C. No benefits shall be payable under this Section unless written application for such benefits is filed with Management by the beneficiary or beneficiaries of the deceased employee designated on the "Designation of Beneficiary" form or by the administrator or executor of the estate of the said deceased employee within one (1) year after the employee's death or within one (1) year after the beneficiary, beneficiaries, administrator or executor of the estate shall have knowledge or reasonably should have knowledge of their right to make such a claim, whichever occurs later.
- D. In the event that the beneficiary, beneficiaries or the estate of the deceased employee shall be paid benefits under subsection "A." hereof and compensation of benefits are subsequently paid or awarded for the same death to any person or persons as a result of any proceeding instituted under the Worker's Compensation Act against the City, the beneficiary, beneficiaries or estate of the deceased employee, as the case may be, shall be liable and shall repay to Management the amount equal to the compensation or benefits which are paid or awarded up to the sum of Twenty Five Thousand (\$25,000) Dollars.

- E. In the event that an employee dies and it is determined that the employee's death was due to suicide, no benefits shall be payable to any party or parties under this Section, unless the employee has completed two (2) years of service.
- F. No determination, presumption, or finding made by Management in the application of any of the provisions of Section 2 shall be binding upon Management in any proceeding of the Worker's Compensation Act nor shall the same be an admission of liability under said Act.
- G. No action at law or in equity shall be brought by any person or persons to recover under any provisions of this Section prior to the expiration of ninety (90) days after application for benefits and proof of death has been filed with Management pursuant to subsections "B." and "C."

ARTICLE 26. MILITARY SERVICE VETERANS

SECTION 1.

The reemployment of military service veterans shall be in accordance with the applicable statutes in effect at the time of the reemployment.

ARTICLE 27. WORKERS' COMPENSATION

SECTION 1.

Management shall, for a period not to exceed twenty-six (26) weeks (fifty-two [52] weeks in burn cases), supplement without charge to sick leave or vacation, the benefit payable to City employees under the provisions of the Michigan Worker's Compensation Act for personal injuries on the job by the difference between the statutory Workers's Compensation benefit and their normal weekly earnings, excluding overtime.

SECTION 2.

In the event an employee receives sick leave compensation and subsequently such employee is awarded Worker's Compensation for the same period of time, the employee shall reimburse Management for such amounts received as sick leave compensation and Management shall credit the employee's sick leave account with the number of days so used as sick leave.

ARTICLE 28. BULLETIN BOARDS

SECTION 1.

Management shall provide bulletin boards for the exclusive use and as the property of the Union, four (4) feet by five (5) feet in size or as close thereto as can be reasonably accommodated, in each of the following locations:

- | | |
|-----------------|-----------------------------------|
| Each station | Training office |
| Dispatch office | Administrative office coffee room |

Such bulletin boards shall constitute the exclusive locations for any and all Union postings on Fire Department premises. Materials posted shall be reasonably related to Union business.

SECTION 2.

The Union shall be solely responsible for all materials posted on its bulletin boards. The Union shall defend and indemnify the City in all actions and for any judgements or settlements resulting from litigation arising out of the contents of Union bulletin boards.

ARTICLE 29. NO DISCRIMINATION

SECTION 1.

The parties hereto agree that they shall not discriminate against any person because of race, creed, color, national origin, age, sex, marital status, number of dependents, membership in the union, and/or participation in legal Union activities.

ARTICLE 30. MAINTENANCE OF STANDARDS

SECTION 1.

Management agrees that all conditions of employment not otherwise provided for herein relating to wages, hours of work, overtime differentials and general working conditions shall be maintained at the standards in effect at the time of the signing of this Agreement, and the conditions of employment shall be improved wherever specific provisions for improvement are made elsewhere in this Agreement.

ARTICLE 31. AUTHORIZED REPRESENTATIVES

SECTION 1.

Any action by any Management or Union official named herein may be exercised by a duly authorized representative.

ARTICLE 32. SUPPLEMENTAL AGREEMENTS

SECTION 1.

All supplemental agreements modifying this Agreement are subject to approval by the duly authorized representative of Local 366 of the International Association of Fire Fighters and the City of Grand Rapids. All supplemental agreements shall be in writing.

ARTICLE 33. VALIDITY

SECTION 1.

The provisions of this Agreement shall supersede any existing rules and regulations of the City and/or any of its Boards or agencies which may be in conflict therewith.

SECTION 2.

This Agreement is subject to the laws of the State of Michigan with respect to the powers, rights, duties, and obligations of the City, the Union and the employees in the bargaining unit, and in the event that any provision of this Agreement shall at any time be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided therefor, such provision shall be void and inoperative. However, all other provisions of this Agreement shall, insofar as possible, continue in full force and effect.

ARTICLE 34. ENTIRE AGREEMENT

SECTION 1.

During negotiations, each party has the right to make proposals with respect to all bargaining matters. This sets forth the basic and full agreement between the parties. During its life, neither will require the other to engage in further collective bargaining as to any matter whether mentioned herein or not, except as such bargaining is provided for herein.

ARTICLE 35. DECLARED STATE OF EMERGENCIES

SECTION 1.

In the event a state of emergency is declared to exist in the City of Grand Rapids by reason of a riot or civil disorder by the Governor of the State of Michigan or the Mayor of the City of Grand Rapids, or in the event the Governor declares the City a disaster area by virtue of an Act of God, such as flood or tornado, the following condition of this Agreement shall, during such period of emergency or disaster, be automatically suspended:

- A. The time limits for either party to file or reply to grievances shall be tolled during periods of declared states of emergency, provided, however, that the time limits shall be reinstated and shall commence running on the date the parties hereto agree that such emergency conditions shall have ceased to exist.
- B. In addition, and notwithstanding Article 14 of this Agreement, Management reserves the right, during any events specified above, to assign employees to work without regard to their employment classification, provided, however, that no member of the bargaining unit shall be assigned to work not related to the usual duties of firefighting and lifesaving.

The provisions of this Article shall apply when members of the bargaining unit are performing work in accordance with the provisions of existing or future mutual aid pacts with other governmental jurisdictions.

ARTICLE 36. CAR ALLOWANCE AND PARKING

SECTION 1.

On the occasion of being temporarily transferred from one Engine House to another by reason of the necessity to balance the City's firefighting capability, an employee shall be paid three dollars (\$3.00) and will provide his/her own transportation incidental to such transfer. In the event an employee has no acceptable means of transportation available, the Battalion Chief shall arrange for the employee's transfer, and the employee will forfeit the three dollar (\$3.00) payment.

SECTION 2.

Management agrees to provide free parking space at locations designated by it for Fire Alarm Operators and the Chief Fire Alarm Operator who are employed in the Police-Justice Building and who drive their personal automobiles to work. Management shall provide Dispatch with parking cards for either the City Hall Ramp or the Grand Center Ramp.

ARTICLE 37. RESIDENCY

SECTION 1.

All employees are required to reside in the area of Kent County or counties contiguous with Kent County.

ARTICLE 38. TRADE TIME PROCEDURE

SECTION 1. TRADING OF WORK DAYS

An employee shall be allowed to trade an unlimited number of days with another employee upon application and approval in accordance with the administrative procedures of the Fire Department. It is expressly understood that during the first twelve (12) weeks following assignment after graduation from the Fire Training Academy recruits shall be limited to trading or exchanging time with other recruits from his/her class. If such trades or exchanges are made by recruits they must be taken and paid back during the initial twelve (12) week rotation.

SECTION 2. TRADING OF LEAVE DAYS

An employee shall be allowed to initiate the exchange of leave days (L-days) with another employee upon application and approval in accordance with the administrative procedures of the Fire Department. It is expressly understood that during the first twelve (12) weeks following assignment after graduation from the Fire Training Academy recruits shall be allowed to trade L-days with any other employee as long as the trades are completed within the appropriate L-day cycle and the initial twelve (12) week rotation.

SECTION 3. COMPLIANCE WITH FAIR LABOR STANDARDS ACT

All trades must be made in accordance with the Fair Labor Standards Act.

SECTION 4. PROCEDURE FOR TRADING TIME (24 HOUR SHIFT EMPLOYEES)

- A. Fifty and four-tenths (50.4) hour personnel shall be allowed to exchange unlimited time. All trades must be made in accordance with the Fair Labor Standards Act.
- B. All requests for exchange of time over twelve (12) hours must be made on an "Exchange of Time Request" form and submitted through channels for the necessary approval. Battalion Chiefs are authorized to approve an exchange of time up to twelve (12) hours. Company officers are authorized to approve an exchange of time not to exceed four (4) hours. Battalion Chiefs should be made aware of these instances.
- C. Battalion Chiefs may require the request to them to be submitted on the "Exchange of Time Request" form.
- D. Individuals who agree to work an exchange of time become responsible for this time. In the event they are unable to work this time, for any reason, it will be their responsibility to arrange for someone else to work in their place. Failure to comply shall result in an investigation by the Fire Chief and may result in disciplinary action.
- E. Fifty and four-tenths (50.4) hour personnel will be allowed to initiate leave day trades.
- F. All requests to trade leave days must be submitted on the "Leave Day Request" form. The request must be completed and submitted to the Fire Chief's office at least five (5) calendar days before the earliest date change involved. Any trades of leave days must occur within the following or preceding two (2) leave day cycles.
- G. Any trade request that will result in a combination of three (3) or more employees off a company on the same day, may not be allowed, unless the trade is between members of the same company.
- H. Abuses of exchange time provisions may result in the suspension of this privilege for the abusing employee, for up to one (1) year.

ARTICLE 39. UNIFORMS & CLEANING ALLOWANCE

SECTION 1.

It is agreed that Management will consult with the Union with respect to the quality of the below listed articles of uniform and protective equipment for purchases made during the life of this Agreement. It is further agreed that all replacement of said uniforms and protective equipment shall be made on an "as needed" basis. It is the intent of Management that the quality of said uniforms and protective equipment will be such as to provide reasonable and adequate durability and safety protection.

Uniforms and Equipment Listing:

Work Uniforms	Fire Coat
Fire Boots	Fire Helmets
Working Gloves (Insulated)	Work Jacket
Winter and Summer Hats	Spring Jacket
Four (4) T-shirts	Sweater

In lieu of Management providing each individual with a dress uniform, the Department shall maintain a bank of fifty (50) dress uniforms of various sizes, to be used on occasions when dress uniforms are determined to be necessary or appropriate.

SECTION 2.

Management agrees to provide four (4) sets of work uniforms per employee. Such uniforms shall bear the IAFF "Maltese Cross" patches.

SECTION 3. ANNUAL CLEANING ALLOWANCE

It is agreed that Management will pay annually, on or about July 1, a cleaning allowance in the amount of six hundred dollars (\$600) to employees classified as Deputy Fire Chief, Battalion Fire Chief, Fire Investigator, Fire Marshall, Fire Inspector, Fire Training Supervisor and Assistant Fire Training Supervisor and Dispatchers. The annual uniform cleaning allowance shall be prorated for the number of months a person was employed during the previous year.

ARTICLE 40. WORKING AGREEMENT

SECTION 1. PARTICIPATION

The members of the Grand Rapids Fire Department who are represented by the Local #366 Bargaining Unit, do hereby agree to participate in a Working Agreement herein set forth as follows. The provisions of this Article do not apply to personnel who are serving their original entrance probationary period.

SECTION 2. PURPOSE

- A. To maintain a participating member on the payroll in the event of an off-duty illness or injury resulting in a disability that would extend beyond their accumulated sick leave and vacation benefits. To provide this protection until the member:
1. Is approved for return to duty by the City Physician; or
 2. Has used the maximum time benefits provided under this Agreement; or
 3. Until the end of the calendar year in which the member attains forty (40) years of credited service for those employees hired before July 1, 1992, or thirty-five (35) years of credited service for those employees hired on or after July 1, 1992.

SECTION 3. LIMITATIONS

- A. This Working Agreement, when activated for an individual, may provide a maximum of one (1) year of protection for any specific illness or injury.
- B. The Working Agreement will not be utilized for any case involving an off-duty illness or injury incurred in the course of off-duty supplemental employment.
- C. Probationary employees shall have their probationary period extended for an equal period of time when this Working Agreement is activated for such employee.
- D. Under no circumstances shall an employee be permitted to derive benefits under this provision while otherwise employed.
- E. In the event that benefits are derived under this provision and the employee's injury or illness is subsequently determined to be duty incurred and subject to the Worker's Compensation Act, the employee shall make restitution to the members who worked in the employee's behalf.

SECTION 4. ACTIVATION

- A. This Working Agreement will be activated for any member of the bargaining unit who has exhausted all of his/her accumulated sick leave and vacation benefits for any illness or injury which complies with the provisions of this agreement, or is unable to perform light duty.
- B. The decision to activate the agreement for an individual shall be made by the City Physician, upon his/her determination that the individual is incapacitated for duty, or light duty.
- C. The decision to terminate benefits for an individual shall be made by the City Physician, upon his/her determination that the individual is fit for duty.
- D. In order to allow sufficient time to activate the agreement, the following provisions shall apply:
 - 1. If an individual has less than six (6) full days (if assigned to the 50.4 hour week) or twelve (12) full days (if assigned to the 40 hour week), of accumulated sick leave that will require the activation of the agreement, the first three (3) days of coverage under this Working Agreement will be made with "Trade Day" provisions with the first six (6) persons on the Working Agreement list.
 - 2. Any member who utilized the "Trade Day" pay back provisions under (1) above, will be credited as working a regular rotation under the agreement.
 - 3. In the event that an individual, for any reason, does not return to duty, the individual working the "Trade Days" will be credited as working a regular rotation under the agreement.

SECTION 5. ADMINISTRATION

- A. Administration of this Working Agreement shall be made through the Fire Chief's Office. A rotation list shall be established and detailed records kept of each individual's participation in the agreement. These records will be made available to any officer of Local #366 at any convenient time.

- B. The cost of meals, house dues, and other expenses incidental to the employee's position shall be borne by the incapacitated member during the period of the member's absence.
- C. Any dispute arising out of the interpretation or applications of the provisions of this Article shall be resolved by means of negotiations between the parties.

SECTION 6. IMPLEMENTATION

- A. Actual implementation of this Working Agreement shall be as follows:
 - 1. The person working on an assigned day will report to the station of the incapacitated member.
 - 2. If an officer, or rated individual, is the working member, they will be utilized somewhere in the Department in their rated capacity whenever possible, but such assignment shall not disrupt acting assignment pay situations.
 - 3. All individual's reporting for work shall do so with all necessary protective clothing and equipment necessary to perform in their assigned capacity.
 - 4. When a fifty and four-tenths (50.4) hour scheduled member reports for work under this agreement, the member shall work a twelve (12) hour shift, with two (2) members covering a twenty-four (24) hour shift. When a forty (40) hour scheduled member reports to work, the member shall work eight (8) hours. Three (3) forty (40) hour scheduled members shall be teamed together to complete the twenty-four (24) hour shift.

SECTION 7. NO COMPENSATION

It is agreed and understood that when this Article is applied, working members shall not be compensated in any way. They are working on behalf of the incapacitated member in order that that member may be maintained on the payroll as if working.

SECTION 8. MILITARY DUTY

In recognition of the economic and social dislocations resulting from the activation of military reserve unit members, the parties agree that any member of the bargaining unit who is inducted into any branch of the United States Armed Services or who is a member of a reserve unit and is called to full time active military service may be eligible for the application of the benefits of this Working Agreement. Such benefits shall apply only if sufficient volunteers are available to work the member's scheduled shifts and such benefits shall be limited to a total of two (2) months time.

ARTICLE 41. LIGHT DUTY

SECTION 1. PROCEDURE

The following provisions shall establish the criteria and procedure to be used in determining the duty status of employees in the uniformed Fire Service who are disabled.

SECTION 2. MEDICAL DETERMINATION

The City physician shall determine the extent of the disability and the degree of physical limitation as it relates to the job duties of the employee. If the employee is found to be incapable of performing the required regular job duties, the City Physician will consult with the Fire Chief. The City Physician shall determine whether or not an employee shall be assigned to light duty, consistent with the limitations of the employee.

SECTION 3. LIMITATION

Light duty assignments shall be limited to not more than four (4) employees at any given time. Light duty assignments shall be limited to a total of twelve (12) months consecutive or in the aggregate. An employee on light duty shall be compensated at his/her regular rate of pay, regardless of the duty assignment. Management reserves the right to retain an employee on light duty in excess of one (1) year when such action is determined to be in the best interest of the City.

ARTICLE 42. WORK WEEK AND WORK DAY

SECTION 1. WORK WEEK

- A. A work week for regular full-time employees in the Fire Department, excluding Deputy Fire Chiefs, Fire Alarm Operators, Chief Fire Alarm Operator, Fire Maintenance Electrician, Fire Captain-Building Maintenance, Fire Captain-Fleet Maintenance, Fire Prevention Inspector, Fire Investigator, Fire Captain-Prevention, Fire Marshal, Hazardous Materials Planner, Fire Training Supervisor and Assistant Fire Training Supervisor shall consist of fifty and four tenths (50.4) hours including meal periods.
- B. The work week for Deputy Fire Chiefs, Fire Alarm Operators, Chief Fire Alarm Operator, Fire Captain-Building Maintenance, Fire Captain-Fleet Maintenance, Fire Maintenance Electrician, Fire Prevention Inspector, Fire Investigator, Fire Captain-Prevention, Fire Marshal, Hazardous Materials Planner, Fire Training Supervisor and Assistant Fire Training Supervisor shall consist of forty (40) hours.

SECTION 2. WORK DAY

- A. The schedule of employees required to work an average fifty and four-tenths (50.4) hour work week as set forth above shall be as follows: One (1) day on, one (1) day off, one (1) day on, one (1) day off, one (1) day on, and four (4) days off. In addition, employees assigned to such schedule shall be granted a paid leave day based upon the following: Earned leave days are established in cycles of ten (10) work days numbering one (1) to ten (10). Each employee is assigned one (1) of the numbered leave days in each cycle. In the event an employee is transferred to a different shift, his/her leave day number shall be changed. It is understood that compliance with the average fifty and four-tenths (50.4) hour schedule is accomplished if an individual has a scheduled leave day in each completed leave day cycle. A complete leave day cycle shall be construed to mean a ten (10) work day cycle beginning with leave day one (1) and ending with leave day ten (10). However, it is recognized that the trading of leave days between individuals may result in two (2) or more leave days occurring in one (1) cycle and none in others.
- B. Employees required to work a forty (40) hour work week, as set forth above, shall work eight (8) hours per day, five (5) days per week, unless regularly scheduled otherwise.
- C. The shift starting time for personnel assigned to the fifty and four-tenths (50.4) hour work week will be 0700 hours. The shift starting time for personnel assigned to the forty (40) hour work week, except for Fire Alarm Operators, will be 0800 hours.

SECTION 3. DISPATCHER 12 HOUR SHIFTS

The twelve (12) hour shift for Dispatchers shall be established and modified in the following manner:

- A. There shall be two (2) shifts, a first shift and a second shift. The first shift shall start at 0600 hours and the second shift shall start at 1800 hours.
- B. An employee shall work two (2) days on the day shift, two (2) nights on the night shift followed by four (4) periods off.
- C. The schedule for Dispatchers shall be comprised of the following hours:

	SUN	MON	TUES	WED	THUR	FRI	SAT
1st week	6-18	6-18	18-6	18-6	off	off	off
2nd week	off	6-18	6-18	18-6	18-6	off	off
3rd week	off	off	6-18	6-18	18-6	18-6	off
4th week	off	off	off	6-18	6-18	18-6	18-6
5th week	off	off	off	off	6-18	6-18	18-6
6th week	18-6	off	off	off	off	6-18	6-18
7th week	18-6	18-6	off	off	off	off	6-18
8th week	6-18	18-6	18-6	off	off	off	off
- D. Effective January 1, 1997, an employee shall work four (4) days on the day shift followed by four (4) periods off, then work four (4) nights on the night shift followed by four (4) periods off.

The schedule for Dispatchers shall be comprised of the following hours:

	SUN	MON	TUES	WED	THUR	FRI	SAT
1st week	6-18	6-18	6-18	6-18	off	off	off
2nd week	off	18-6	18-6	18-6	18-6	off	off
3rd week	off	off	6-18	6-18	6-18	6-18	off
4th week	off	off	off	18-6	18-6	18-6	18-6
5th week	off	off	off	off	6-18	6-18	6-18
6th week	6-18	off	off	off	off	18-6	18-6
7th week	18-6	18-6	off	off	off	off	6-18
8th week	6-18	6-18	6-18	off	off	off	off

ARTICLE 43. LEGAL COUNSEL FOR LIABILITY

Management shall provide each employee with legal counsel for acts in the course of his/her employment which gives rise to a cause of action under any civil or criminal action. The foregoing shall not apply to any cause or action arising out of:

- A. Ultra vires (unauthorized) acts;
- B. Gross negligence or willful misconduct;
- C. Actions taken while under the influence of intoxicating liquor or controlled substances; or
- D. Workers' Compensation claims, grievances, or other claims made against the City of Grand Rapids.

ARTICLE 44. ACTING ASSIGNMENT

SECTION 1. LONG TERM

- A. Acting assignment shall mean an assignment for a limited time to a position class as determined by the needs of the service; such assignment not involving promotion, demotion or change of status, notwithstanding any provision or rule to the contrary. Acting assignments, when utilized to fill a permanent vacancy, shall be made from one (1) of the three (3) most senior persons (department seniority) on the existing eligible lists or most recent eligible lists, for the position within fifteen (15) days of the onset of the vacancy. Acting assignment with the potential of thirty (30) days or more shall be filled from one (1) of the three (3) most senior persons on the existing eligible lists or most recent eligible lists for the position. This shall not include vacation periods. This provision shall be implemented within fifteen (15) days of the position opening.
- B. In the event that multiple assignments result in the necessity to consider more than the three (3) most senior persons (department seniority) on the existing or most recent eligible lists, those individuals who complete their assignments will replace the last person assigned from an older eligible list and thereafter that person assigned who stood lowest on the same eligible list, provided however that such replacement procedure shall not be implemented if the remaining period of assignment is likely to be less than three (3) weeks.
- C. When the promotional examination procedure of the Civil Service Board results in the establishment of a new eligible list, existing acting assignments shall remain in effect as required if promotions are contemplated within thirty (30) days following the establishment of the new list. Thereafter, existing acting assignments shall be terminated and any continuing need for acting assignment will be met utilizing the new eligible list.
- D. The exception to long term assignment procedures related to vacation leave shall not apply in situations involving combined use of sick leave and vacation when it is anticipated that the incumbent will not be subsequently returning to active duty.
- E. In the event that multiple assignments result in the necessity to consider more assignments than the existing eligible list accommodates, the one (1) previous list shall be available for use in determining long term acting assignments. If the existing and previous lists are insufficient to accommodate acting assignment needs, then the department's short term certification procedure is to be utilized.

SECTION 2. SHORT TERM

- A. Short term acting assignments, for the purpose of balancing daily manpower, will utilize "certification" and "seniority" as factors in determining who will fill in at a higher rated position. Acting assignments will be made from the most senior person who is certified to fill in at the higher rated position.
- B. Daily callback and short term acting assignments will be based on the Evening Manpower Report and Sick Leave Reports or Returns received in dispatch by midnight of the preceding day. In preparing for the next day, the dispatchers will first make a determination if overtime is necessary and what rank(s) will be called back. They will then compile the anticipated manpower and assignments by 0600 hours.

- C. Any manpower changes reported after midnight will be dealt with separately. The new manpower information will not change the assignments and callbacks already determined during the midnight to 0600 hours preparation time with the exception of rated personnel who are returning to duty. In this instance, acting assignment personnel will be returned to their regular assignment(s).
- D. In the absence of both the regularly assigned rated person and the designee for that particular position on a company, "certified" individuals will then be considered for short term acting assignment. Personnel can only be "designated" for one (1) particular position on their own company.
- E. In seeking certified personnel for a short term acting assignment position when an Officer or E.O. are gone and it is not filled by a callback person, it will be filled in the following order:
1. The designated person from that machine;
 2. The senior certified person on that machine;
 3. The senior certified person on the "Willing to Travel" list on a machine with excess personnel;
 4. The senior certified person on the "Willing to Travel" list;
 5. The least senior certified person on the "Not Willing to Travel" list on a machine with excess personnel;
 6. The least senior certified person on the "Not Willing to Travel" list.
- F. Certified individuals must travel when a vacancy and a need exist. Travel in this situation means leaving ones regular company to perform acting assignment duties on another company. Individuals will have the option of noting whether they prefer travel or not on an annual basis. Personnel must fill out a travel preference list in descending order of fire companies that they wish to travel to for acting assignment. All Grand Rapids Fire Department companies must be on this list.
- G. In exchange time situations, the person replacing an individual must be certified for the permanent assignment of the person being replaced. In the absence of certification, a voluntary change of assignment within the company or station which is approved by the officers of the involved companies shall be permitted. No acting assignment pay shall result for any of the individuals involved in such a voluntary exchange of duties and time.
- H. In the special circumstance involving a river rescue response, an individual other than a Certified Truck E.O. may be assigned to drive the truck to and from that alarm and shall not be considered to be on acting assignment for that response. The driving assignment will be at the discretion of the officer in charge of river rescue operations on that day.
- I. Certification of drivers for specialty vehicles such as HazMat 1, ADV, SG 1, Mini 1, B-Units, and River Rescue units is not required. The driver will be determined by the officers responsible for that particular vehicle.

SECTION 3. CERTIFICATION AND DECERTIFICATION

- A. Effective April 28, 1992, any new certification for Truck E.O. and Engine E.O. will be combined into the single certification of Certified E.O. In order for new personnel to be certified, they will have to successfully complete the certification tests for both Engine E.O. and Truck E.O. These individuals will specify their travel preferences annually and separately for Engine E.O. and Truck E.O. once they are certified.
- B. Personnel on long term acting assignment to a rated position for a continuous period of over twenty-five (25) work shifts from an eligible list determined by the Civil Service Board may apply to the Training Division for a special certification. Appropriate documentation must be submitted for review.
- C. Any certified individuals whose subsequent performance is considered unsatisfactory may be recommended for decertification or for temporary suspension of their certification. Their company or battalion officers must note and document in writing continued poor performance. In such circumstances, the affected employee shall be formally advised of their need to improve each time such documentation takes place and shall be provided, when appropriate, any necessary training to improve their performance to a satisfactory level. The Training Division will render any decision to suspend or permanently remove an individual's certification for unsatisfactory performance.
- D. Individuals requesting decertification or temporary suspension of their status will be dealt with on a case by case basis. The individual must put in writing and may be requested to interview as to the reason for such a request. The Fire Chief or his/her designated representative will render the decision to remove the individual's certification in such circumstances.
- E. Effective April 28, 1992, personnel who voluntarily decertified under the previous "certification" program may recertify themselves within a period of one (1) year of voluntary decertification through written application to the Training Division.
- F. Actions of the Training Division related to both decertification and to special certification may be appealed to the Acting Assignment Committee who will review the circumstances and make the appropriate recommendations to the Fire Chief for final determination. The Acting Assignment Committee will consist of a Deputy Fire Chief, Fire Training Supervisor, Fire Captain-Fleet Maintenance, a Fire Suppression Officer, a Fire Equipment Operator, and a Fire Fighter. The Union will recommend three (3) individuals from each Fire Suppression Division class to the Fire Chief for consideration as appointees to the Committee. The Fire Chief will decide on the persons assigned to the Committee.

SECTION 4. COMPENSATION

- A. If an employee works on acting assignment or a series of acting assignments to a higher or lower position class pursuant to a written order from Management, he/she shall be paid at the higher or lower rate beginning on the first day or fraction thereof, of each work assignment.
- B. An acting assignment to a lower position class may be utilized in the event an employee is unable to perform the duties of his/her regularly assigned position class by reason of loss of Motor Vehicle Operator's license.

- C. Duration of acting assignment shall be determined by the needs of the service.
- D. Bargaining unit members shall be paid for all hours actually worked on acting assignment subject to the following:
 - 1. Any individual on acting assignment on a day for eight (8) hours or less shall receive eight (8) hours acting assignment pay.
 - 2. Any individual on acting assignment on a day for more than eight (8) hours shall receive twenty-four (24) hours acting assignment pay.
 - 3. Any individual on short term acting assignment shall receive acting assignment pay in accordance with paragraphs 1 and 2 above and shall not receive acting assignment pay for L-days.
 - 4. Any individual on long term acting assignment will continue to receive acting assignment pay even though he/she may be on sick leave, vacation, or L-day. Management reserves the right to terminate such pay for those individuals who may be on extended sick leave.

SECTION 5. ABSENCE OF FIRE CAPTAIN

When a Fire Captain is absent from his/her normal work assignment because of sick leave, L-day, Worker's Compensation, vacation, short term acting assignment, or any other approved leave of under thirty (30) days, short term acting assignment pay will be administered according to the rules listed below.

- A. The senior Fire Lieutenant (by rank seniority) on that fire company will receive short term acting assignment pay for any duty shift the Lieutenant is actually on duty and works during the absence of the Fire Captain (i.e., after the absence of the Fire Captain actually occurs and before his/her return).
- B. In the event that the Fire Captain of that fire company is gone and the senior Fire Lieutenant is also gone from duty (for reasons stated above), the junior Fire Lieutenant will receive short term acting assignment pay for any duty shift the junior Fire Lieutenant is actually on duty and works during the absence of the Fire Captain and senior Fire Lieutenant (i.e., after their absence actually occurs and before they return).
- C. In the event that the fire company involved in such a situation has two (2) long term acting assignment Fire Lieutenants, departmental seniority shall be used to determine which is senior of the two (2) in providing short term acting assignment pay as described above.
- D. If all three (3) regular or long term acting assignment fire company officers are gone, there will be no short term acting assignment pay provided to the rank of Fire Captain for any of the short term acting officers that fill in during his/her absence.
- E. If any overtime callback Fire Captain is utilized to replace a Fire Captain of a fire company, then such callback will be considered to be sufficient for the performance of required Fire Captain duties and no short term acting assignment pay to Fire Captain shall accrue for that day.

ARTICLE 45. PENSION

SECTION 1. ORDINANCE REFERENCE

- A. The pension plan as amended shall remain in full force and effect, until otherwise provided by this Agreement.
- B. The pension plan shall have a twenty-five (25) year amortization period cap.

SECTION 2. ORDINANCE CHANGES

Proper pension ordinance changes shall be made to reflect agreements stipulated in Fire Fighter's Local 366 "Contractual Amendments and Effective Dates" (Article 52).

ARTICLE 46. FOOD ALLOWANCE

SECTION 1. PAYMENT

Employees on a twenty-four (24) hour schedule shall be reimbursed \$600.00 per fiscal year for the expenses they have incurred for food purchases for on-duty meals. Such reimbursement shall be paid by the City, in the form of a check, separate from the regular pay check, during the month of July.

SECTION 2. PRORATED PAYMENT

Employees on a twenty-four (24) hour schedule who retire shall receive a prorated reimbursement at the time of their retirement for the expenses they have incurred for food purchases for on-duty meals. Employees on a twenty-four (24) hour schedule who transfer to a schedule other than a twenty-four (24) hour schedule shall receive a prorated reimbursement at the time of their transfer for expenses they have incurred for food purchases for on-duty meals.

The annual food allowance shall be prorated for the number of months a person was actually on a fire suppression shift the previous year.

ARTICLE 47. DRESS CODE

SECTION 1. PROCEDURE

All personnel are to maintain compliance with the Grand Rapids Fire Department Standards of Dress and Appearance at all times when they are on duty and/or in the Fire Department uniform.

Personnel not in compliance with these standards are to be verbally notified of their lack of compliance by their regular company officer or acting company officer, or if necessary by their Battalion Chief, when the lack of compliance first occurs.

Personnel notified of their lack of compliance are to correct that situation before reporting for duty their next duty day unless a unique hardship exists which prevents timely compliance.

The immediate supervisor is responsible and will be held accountable for assuring that compliance occurs within the mandated time frame unless the Battalion Chief has specifically authorized in writing, a longer time frame for compliance due to some special hardship or circumstance.

If an individual fails to correct the lack of compliance within the required time frame, his/her immediate supervisor is to forward a written report documenting the situation through the Battalion Chief, to the Deputy Fire Chief for consideration of disciplinary action.

Similarly, an individual who has failed to comply for a second time on the same particular element of the standards for which the individual previously had to receive notification, is also to be reported.

In circumstances where there is a dispute over whether or not the employee is in compliance, the on-duty Battalion Chief will act as the first reviewer of the situation. In determining if there is compliance, the Battalion Chief is to at all times be fair and consistent in interpreting compliance with the standards.

After review by the Battalion Chief, if there remains a continuing disagreement as to whether there is compliance with the standards, the Battalion Chief shall forward a written report of the situation along with his/her recommendations in the matter, to the Deputy Fire Chief for his/her review. In making his/her final determination in the matter, the Deputy Fire Chief shall review the matter and if necessary meet with the involved parties to develop a clear understanding of the situation before he/she makes a final determination on the matter.

An additional responsibility of the Deputy Fire Chief is to develop, maintain, and distribute a list or description of those items such as shoes, boots, sweaters, vests etc., that are considered approved under the Standards of Dress and Appearance.

While it is the goal of this policy to assure a uniform dress and appearance for all personnel, and to assist personnel in achieving that uniform appearance, individuals that fail to comply with these standards or this procedure will be subject to disciplinary action.

SECTION 2. STANDARDS OF DRESS AND APPEARANCE

The following items represent the required Standards of Dress and Appearance for personnel of the Grand Rapids Fire Department while they are on duty and/or in the Fire Department uniform.

Wherever an item is required to be approved, it is intended that such approval shall be in advance of the use of the article and with the approval of the Deputy Fire Chief.

Articles described or noted as approved on a list developed, maintained, and distributed by the Deputy Fire Chief, shall be considered as compliant with these standards.

A. Uniform Shirts

1. Only uniform shirts with shoulder patch are permissible.
2. All buttons on uniform shirt must be closed except for top button collar.
3. Buttons on shirt pockets must be closed. Notebooks and etc. must fit within pocket so that pocket flap can be buttoned.
4. Cases for glasses should be carried in belt case, black in color.
5. Uniform shirts will be worn in a neat manner during all regular duty hours except as specified below:
 - a. Uniform shirts may be removed:
 - (1) when a chief officer in command at a fire scene has authorized removal of the regular uniform shirt because it is considered necessary to alleviate possible heat stress, etc., or

- (2) inside a fire station after 1800 hours, or
- (3) when specifically authorized by the Company Officer during a work detail that is best conducted without the regular uniform shirt, and
- (4) only if a Department approved T-shirt is worn in the place of the uniform shirt.

B. T-Shirts

1. Only white T-shirts, plain dark blue T-shirts, or those supplied by the Fire Department can be worn on duty.
2. In circumstances where the regular uniform shirt is removed and the T-shirt is exposed, only dark blue T-shirts supplied or previously approved by the Fire Department, can be worn.
3. When wearing white T-shirts, the uniform shirt may not be removed.
4. Dark blue T-shirts with a small maltese cross (four [4] inches or less) may be worn. No large insignias are permitted. G.R.F.D. on back of T-shirts is permissible.
5. No V-neck T-shirts are permitted. T-shirts must have crew neck.
6. No cut off sleeves are permitted.
7. No long sleeve T-shirts are permitted.
8. All T-shirts must be clean and well kept.

C. Jackets, Sweaters, and Vests

1. Only jackets, sweaters, and vests supplied by or previously approved for use by the Department, are permitted to be worn while on duty.
2. Jackets: Winter jackets issued by Fire Department only.
3. Jackets: Summer blue jackets with small maltese cross may be worn. No large insignias or advertising will be permitted. (Department issued jackets only, after January 1, 1990).
4. Sweaters:
 - a. Dark blue or black plain sweaters only.
 - b. No insignias of any type will be permitted.
 - c. Department issued sweater.
5. Vests: Department issue only.

D. Hats and Caps

1. Only hats and/or caps supplied by or previously approved for use by the Department are permitted to be worn while on duty.
2. Uniform dress hats.
3. Issued summer ball caps only.

4. Issued blue knit winter hats only.
5. No other caps or hats will be allowed.

E. Gloves

Only gloves or other hand apparel supplied by the Department shall be worn while on duty.

F. Shoes or Boots

1. Shoes worn in conjunction with the Fire Department uniform are to be black in color, must be capable of maintaining a shine, and must be neat in appearance. Only shoes of a type approved by the Department for wearing with a uniform will be allowed. Athletic type shoes will not be acceptable.
2. Shoes or boots will be made of leather or clarino, capable of maintaining a shine, plain top, no wingtips.
3. No canvas, or canvas and rubber will be allowed.
4. Black plain loafers permissible. No tassels or other decorations allowed.
5. No athletic type shoes are to be worn, except when engaged in physical fitness.
6. Shoes must be kept in good repair, neat, and reasonably shined.

G. Belts

1. Belts worn with the uniform are to be black in color with either a plain buckle or a buckle approved for wearing by the Department.
2. Buckles will be no larger than three and one-half (3½) inches long and two and one-half (2½) inches wide.
3. Lettering will be fire oriented, i.e. maltese cross, fire vehicle engraving, etc.
4. No advertising of any brand product will be allowed.
5. Oversize oval buckle with Michigan State Firefighters will be allowed as a special exception.

H. Miscellaneous Pins, Stickers, and Insignias

1. Nametags supplied by the Department must be worn on the uniform shirt at all times. The nametag is to be placed just above the right pocket in a neat manner. Nothing kept in the pocket should result in blocking the view of the nametag.
2. Only patches, badges, and collar insignias supplied by the Department are approved for and required to be worn on uniform shirts.
3. A limited number of miscellaneous pins, stickers, and insignias may from time to time be approved for wearing on Department uniforms on the left breast pocket flap of the uniform shirt. When approved for such use, only one (1) of these items shall be worn and in a neat manner that does not detract from the uniform appearance of the individual.

4. Miscellaneous items permanently approved for wearing on the Department uniform include:
 - a. An individual's most recent City service pin.
 - b. A United Way pin.
 - c. A Red Cross blood donor pin or sticker.
 - d. An approved IAFF pin.
5. All other items except those specifically mentioned in this policy are prohibited from display on the Department uniform or firefighting gear.

I. Sunglasses

Sunglasses are permitted to be worn while on duty or in uniform only when it is necessary to protect ones eyes from glare or when prescribed by a doctor.

Sunglasses worn in compliance with this provision must be normal appearing in nature, not extreme in appearance, and not detract from the basic desire for a uniform appearance.

J. Civilian Clothing

Civilian clothing, when allowed or required to be worn, shall be neat and appropriate for the situation.

K. Jewelry

Any jewelry such as earrings, stick pins, etc. that might expose the individual to potential injury is prohibited.

One (1) ring may be worn on each hand provided that the ring is not overly large or ornate and would not interfere with the rapid donning of protective clothing. A wedding set shall be considered to be a single ring for these purposes.

One (1) necklace may be worn, but it shall not be in direct evidence and shall not be visible outside of the uniform shirt.

L. Cosmetics

Cosmetics may be worn by on-duty personnel as long as they do not have an extreme appearance, interfere with the rapid donning and seal of the SCBA facepiece, or in any way diminish the ability to perform any anticipated duties that might be assigned.

M. Socks and Undergarments

Socks and undergarments such as undershorts, panties, and brassieres must be worn at all times under the Department uniform and firefighting gear.

Socks must be plain blue or black in color and must be kept clean and presentable. White socks will be permitted only upon submission of a slip from a doctor.

Undergarments are to be of a color and type which do not result in their being visible through or under the uniform or firefighting gear.

N. Scalp Hair

Scalp hair shall be kept in a neat and clean manner, i.e. combed or styled except under adverse weather conditions or during emergency operations.

Hair shall:

1. Not obstruct vision.
2. Not interfere with donning of the SCBA facepiece or its seal.
3. Not interfere with the wearing of the normal uniform hat, cap, or helmet.
4. Be only of those colors which occur naturally.
5. Extend no lower than the bottom of the regular uniform shirt collar, or be secured off the collar and off the ear in such a way as to appear neat, and not interfere with hat, cap, or SCBA as discussed above.
6. Not require the use of ornamentation such as ribbons, bows, jeweled pins, combs, etc. unless such devices are plain in nature, conservative in style, and of a color similar to the hair.

O. Facial Hair

Facial hair must be kept clean and closely shaved. Facial hair is to be appropriately groomed and limited to mustaches and beards as described below:

1. Mustaches must be clean, trimmed, appropriate in size, not extreme in appearance and must not interfere with the donning or seal of an SCBA.
2. Beards are prohibited except for a one (1) inch by one (1) inch goatee type beard which is permissible on the lower chin, which has a total length limited to one (1) inch, and which does not interfere with the donning or seal of an SCBA.

Sideburns must be clean, well kept and not extend beyond the lowest part of the earlobe. Flared sideburns or any type which might interfere with proper donning or seal of an SCBA are prohibited.

The Dress Code as set forth will remain in force and effect for the life of this Agreement unless modified by the agreement of the parties.

ARTICLE 48. DRUG FREE WORKPLACE

SECTION 1. PURPOSE

- A. To establish and maintain a safe, healthy, drug free working environment for all employees in accordance with the Drug Free Workplace Act of 1988.
- B. To establish the terms and conditions of an employer assisted rehabilitation program for employees who voluntarily seek City assistance in overcoming any addiction or dependency problems related to alcohol or other drugs.
- C. To establish the terms and conditions of continued employment for employees found to be involved with the illegal use or possession of controlled substances.

SECTION 2. EMPLOYEE ASSISTANCE PROGRAM

- A. Any employee may utilize the services of the City sponsored, troubled employee assistance program for drug or alcohol dependency problems. Such assistance shall be treated as confidential and no employee will be subject to disciplinary action on account of voluntarily seeking such assistance.
- B. Rehabilitation is the responsibility of the employee. Treatment programs requiring medical treatment will be treated in the same manner as any other medical problem with respect to sick leave, vacation leave, leave of absence without pay, and health insurance coverage consistent with applicable policy provisions and practices.
- C. Upon successful completion of treatment and unrestricted release for work, the employee will be returned to active duty status.

SECTION 3. PRESCRIPTION DRUGS

- A. Employees who are obliged to take (a) prescription drug(s) under the direction of a licensed medical practitioner shall advise their superior upon reporting to duty that they are under the influence of or are required to take prescription drugs or internal medicine that may affect their work performance. When an employee is required to take prescription drugs or other medicine, a physician's statement may be required indicating whether or not the employee can perform his/her regularly assigned duties.
- B. No prescription drug shall be brought upon Fire Department premises by any person other than the person for whom the drug has been prescribed for by a licensed medical practitioner, and shall be used only in the manner, combination and quantity prescribed.
- C. No employee who complies with items "A." and "B." above with respect to a particular prescription drug or other medicine can be disciplined or required to attend an employee assistance program on account of that particular prescription drug or other medicine.

SECTION 4. PROCEDURES FOR TESTING

- A. The City may require employees to submit to a test for illegal drugs, prescription drugs, or alcohol under the following circumstances:
 - 1. There is reasonable cause to suspect that the employee to be tested is using or has used a controlled or illegal substance contrary to the provision of the Article.
 - 2. Reasonable cause is defined to mean objective and specific facts including personal observations by witnesses of the suspect person's appearance and behavior which would support a conclusion of a reasonable suspicion.
 - 3. An order to submit to testing may only be issued by an Officer of the rank of Lieutenant or higher and only after review by and approval of the Fire Chief.
- B. Report Procedure/Order for Test

If an Officer concludes that reasonable cause exists to suspect that an employee is using or has used controlled substances, he/she shall take the following actions:

1. The Officer shall relieve the employee from duty and direct him/her to remain at the station. The Officer shall take reasonable precaution to ensure the safety of the employee and immediately notify the duty Battalion Chief and the Fire Chief.
2. The Officer shall prepare a contemporaneous report stating his/her reasons for seeking an order for examination. Such report shall identify the employee and any potential witnesses. The report shall be signed, noting the time and the date of the report. The report shall be immediately presented to the Battalion Chief and the Fire Chief and a copy given to the employee.
3. The employee shall be afforded an opportunity to present an explanation to the Battalion Chief and the Fire Chief.
4. If the Fire Chief concludes that a test is necessary, the order will be issued verbally by the reporting Officer and confirmed in writing by the Fire Chief or his/her designee within twenty-four (24) hours. At the time the order is given, the employee shall be advised that refusal to submit to the test shall be cause for discipline up to and including discharge.

C. Drug Testing Procedure

The procedure followed in giving the drug test will be in conformance with the Federal Regulations (Federal Register, Volume 53, No. 69, pg. 11979-11989). This includes but is not limited to the collection of the sample, chain of custody, storage of the sample, the type of initial and confirming tests used, and the amount of drug or drug metabolite to be regarded as a positive drug test.

D. Alcohol Testing

Testing for alcohol will be performed by means of a blood test at the same facility utilized for drug testing. The "chain of custody" will be documented and preserved in the same manner as for a drug test.

SECTION 5. DISCIPLINE AND EMPLOYEE ASSISTANCE

- A. An employee who tests positive for illegal drugs, controlled substances (except as required by a treating physician in accordance with Section 3 of this Article), or alcohol will be subject to appropriate discipline in accordance with the provisions of the Labor Agreement. Each case shall be evaluated by management as to the facts and circumstances and resolved accordingly.
- B. Employees whose drug use, alcohol abuse, or prescription drug abuse is discovered by the City in some manner other than by the drug test outlined in this Article shall be treated as if he/she had tested positive under this Article.
- C. In appropriate cases, employees who test positive shall be required to participate in the Employee Assistance Program. In such cases, the employee shall be required to complete the rehabilitation program as prescribed by the program director or supervising physician as a condition of continued employment. The terms and conditions of each rehabilitation program shall be clearly set forth in a Conditional Reinstatement Agreement and executed by the employee, the Union, and the City.
- D. The City shall respond to employees who have tested positive for illegal drugs, controlled substances (except as required by a treating physician

in accordance with Section 3 of this Article), or alcohol in a facilitative manner aimed at assisting him/her to successfully rehabilitate. Absent mitigating circumstances (including but not limited to inflicting injury or death on a member of the public or employee of the City), employees who fail to successfully rehabilitate upon completion of his/her first enrollment shall be given a second and final opportunity to again enroll and complete a rehabilitation program. However, it is specifically understood by the parties that should mitigating circumstances exist which adversely impact the image and/or interests of the City, nothing here within shall be interpreted to bar imposition of appropriate discipline up to and including discharge.

SECTION 6. GRIEVANCE PROCEDURE

All actions taken by the City pursuant to this Article shall be subject to the provision of Article 8-Grievance Procedure.

ARTICLE 49. PHYSICAL FITNESS PROGRAM

SECTION 1. PURPOSE

It is the mutual intent of the parties to develop a mandatory physical fitness program to facilitate and promote the overall efficiency of departmental personnel. Consequently the parties agree to the following program principles:

- A. All members of the bargaining unit shall participate in a supervised, structured physical exercise workout of at least thirty (30) minutes per on-duty day. Such exercise period shall be scheduled during the course of the active duty day (0745-1600 hours).
- B. The department shall engage the services of a physical fitness specialist to assist in the development of the exercise program and to provide professional advice and consultation regarding the implementation of the program.
- C. The program shall incorporate the concept of appropriate medical evaluation regarding the suitability of the exercise program as individual medical circumstances dictate.
- D. Company officers shall be responsible for recording and reporting completion of exercise cycles of personnel under their supervision.
- E. The City will ensure that each of the stations will have access to appropriate exercise equipment as determined necessary for the success of the exercise program based upon the recommendation of the physical fitness specialist and concurrence of the Fire Chief.

ARTICLE 50. SAFETY AND HEALTH COMMITTEE

There shall be established a joint Safety and Health Committee within sixty (60) days of April 28, 1992.

The Fire Chief and the Union President shall appoint two (2) members each. Vacancies shall be filled immediately.

The Committee shall meet no less than once every two (2) months to address health and safety conditions and concerns. Meetings may also be called on written demand by the appointee of either the Fire Chief or the Union President at times mutually agreed to by both parties. In any event, this shall be no later than fourteen (14) calendar days after written demand in order to discuss urgent issues.

The Committee shall have the responsibility to:

- A. Promote safety for all department members.
- B. Develop information on accident/injury sources and rates.
- C. Investigate Fire Department facilities and equipment to detect hazardous conditions or unsafe work methods including, but not limited to, training procedures.
- D. Review and analyze all reports of job related accidents, deaths, injuries, illnesses (exposure to contagious diseases; exposure to hazardous materials).
- E. Review all specifications for protective equipment, apparel, or devices prior to letting out bids for new or renewal contracts for the purchase thereof.
- F. Study hazardous material issues and equipment.
- G. Members appointed to the committee shall have the authority to recommend:
 1. Change to, addition to, or purchase and specifications of fire fighters' protective apparel and equipment.
 2. Department rules and procedures concerning health and safety.
 3. Correction of unsafe or harmful working conditions including the setting of a deadline for the abatement of such conditions.

All recommendations shall be made to the Fire Chief in writing. The Fire Chief or his/her designated departmental representative shall promptly respond in writing to such recommendations, stating his/her reasons for adopting or rejecting them.

The Committee's findings and recommendations shall be advisory only and not constitute any limitation on the managerial prerogatives of the Fire Chief nor the City.

ARTICLE 51. CONTRACT TERMINATION AND MODIFICATION

SECTION 1.

This Agreement shall continue in full force and effect until 11:59 PM on June 30, 1997.

SECTION 2.

If either party desires to terminate this Agreement, it shall sixty (60) days prior to the termination date, give written notice of termination. If neither party shall give notice of amendment as hereinafter provided, or if each party giving a notice of termination withdraws the same prior to termination date, this Agreement shall continue in effect from year to year thereafter, subject to notice of termination by either party on sixty (60) days written notice prior to the current year's termination date.

SECTION 3.

If either party desires to modify or change this Agreement, it shall sixty (60) days prior to the termination date or any subsequent termination, give written notice of amendment, in which event the notice of amendment shall set forth the nature of the amendment or amendments desired. If notice of amendment of this Agreement has been given in accordance with this paragraph, this Agreement may be terminated by either party on its termination date or any time thereafter on

ten (10) days written notice of termination. Any amendments that may be agreed upon shall become and be a part of this Agreement without modifying or changing any of the other terms of this Agreement.

SECTION 4.

Notice shall be in writing and shall be sufficient if sent by certified mail, addressed, if to the Union, to the Union President at his/her home address, and if to Management, addressed to the City of Grand Rapids, City Hall, Grand Rapids, Michigan, or to any such address as the Union or Management may make available to each other.

ARTICLE 52. CONTRACTUAL AMENDMENTS AND EFFECTIVE DATES

SECTION 1. HEPATITIS-B INOCULATION

Effective January 1, 1990, the City will establish, at City expense, a Hepatitis-B Inoculation Program for those employees who wish to participate on a voluntary basis. It is agreed that any off-duty time used to participate in the program will not be considered work time for purposes of compensation.

SECTION 2. PENSION ORDINANCE AMENDMENTS

- A. Amend the minimum duty and non-duty disability allowances for such retirements occurring after July 1, 1989, in accordance with the correspondence dated June 5, 1989, from Gabriel, Roeder, Smith and Company's, Mr. Norman L. Jones.
- B. Amend the deferred pension provisions of the ordinance to permit a fund member to defer pension and delete requirement of deferral until age 55. Also delete prohibition of pension benefit for eligible survivors in the event of the death of the member prior to application for deferred pension.
- C. Include all W-2 supplemental earnings as participating earnings in accordance with the actuarial report. Members will contribute to the pension fund on the basis of their own covered pay; however, at retirement the adjustment to Final Average Salary will be based on the average amount of previously excluded earnings for all members of the department. This provision is effective July 1, 1991, and the first year average will be determined on the basis of the average for the preceding three (3) years. Thereafter, the average will be based on the preceding four (4) and finally five (5) years experience per the actuarial report.
- D. Duty Related Death Benefit - Effective July 1, 1991: Establish the minimum duty related death benefit at seventy-two percent (72%) of Final Average Salary.
- E. Duty Disability Pension - Effective January 1, 1992: Amend to delete the age restriction on duty disability to comply with law. Anyone over age fifty-five (55) may receive seventy-two percent (72%) disability pension. For new hires after April 28, 1992, the minimum duty disability benefits shall be established at sixty percent (60%) or age and service, whichever is greater. Such amendment shall be in accordance with recommendation of the actuary dated November 16, 1990.
- F. Non-Duty Disability Pension - Effective July 1, 1991: For members becoming disabled with less than twenty (20) years of service, base the benefit on service projected to the earlier of (1) the date the member would have completed twenty (20) years; or (2) age fifty (50). For members becoming disabled with between twenty (20) and twenty-five (25) years of service, base the benefit on service projected to the earlier of (1) the date the member would have completed twenty-five (25) years; or

(2) age fifty (50). For members retiring after completing twenty-five (25) years of service, base benefit only on accrued service.

- G. Pension Purchase: Employees shall be permitted at their option to purchase up to two (2) years of credited service at the total expense of the employee. The cost per year is seventeen and eighty-four one hundredths percent (17.84%) of the employee's current covered compensation. This will be effective for employees of record as of and after July 1, 1991. Effective July 1, 1994, the cost per year for purchasing credited service shall be determined on a separate normal cost basis annually for Fire Fighters as provided in the Grand Rapids City Code under Title I, Chapter 7, Article 2, Section 1.243.(4).
- H. 2.5% Pension Multiplier: Amend the pension ordinance to reflect the following:
1. Effective July 1, 1991, all current employees will utilize the following formula at retirement:
$$2.5\% \times \text{Years of Service (max. of 40)} \times \text{FAS}$$
 2. Effective July 1, 1992, all new hires will utilize the following formula at retirement:
$$2.5\% \times \text{Years of Service (max. of 35)} \times \text{FAS}$$
- I. Average Final Earnings For Pension Calculations: Effective July 1, 1994, amend the pension ordinance to reflect that all taxable wages are to be included in Final Average Salary (FAS) for pension calculation purposes. The overtime amount shall be a percentage of seven and three-tenths percent (7.3%).

SECTION 3. HEALTH AND HOSPITALIZATION INSURANCE

Effective September 1, 1989, the City will amend the basic group health insurance program, exclusive of any alternative HMO policies, to include optical benefits and orthodontic benefits as presently provided to the management employees of the City as of September 1, 1989.

Effective January 1, 1994, members who are insured through the City under the Traveler's Insurance plan will be required to pay an annual deductible of fifty dollars (\$50) for a single person or one hundred dollars (\$100) per family beginning in 1994. This deductible only applies to health insurance. It does not apply to dental, optical, or drug prescriptions. This deductible does not apply to current or future retirees. This deductible does not apply to those members insured under HMO plans. The parties agree not to raise the issue of health insurance during the life of the next Agreement.

SECTION 4. SUPPLEMENTAL INSURANCE FUND

Effective July 1, 1989, the City shall contribute one-half percent (.5%) of the unit base payroll annually to the supplemental insurance fund. Such fund shall be administered by the Fire Pension Board of Trustees, in accordance with the provisions of an Ordinance of the City of Grand Rapids. The provisions of the referenced Ordinance (93-55, §1; 12/7/93) were developed by the parties in conjunction with the 13th Pension Check Committee and is currently included in the Grand Rapids City Code under Title I, Chapter 7, Article 7, Section 1.321.

SECTION 5. CONTRACT AND BINDERS

The City shall produce at least three hundred (300) copies of the Agreement on 8 1/2" x 11" paper stock and provide standard 1" three-ring binders (as reasonably necessary), in lieu of printing the Agreement as in the past.

SECTION 6. SMOKING POLICY

Smoking in the fire stations shall be limited to the apparatus room and outside the facility.

SECTION 7. PERSONAL ALARM DEVICES

Effective with the implementation of the Agreement covering July 1, 1994, through June 30, 1997 (July 11, 1995), the City of Grand Rapids has committed to provide MIOSHA approved personal alarm (P.A.S.S.) devices for on-duty fire suppression personnel (approximately seventy [70] units to be purchased). It is understood that approximately fifty (50) additional units may be purchased as determined necessary and feasible by the Fire Chief.

APPENDIX A

CLASSIFICATION TITLE TABLE

Hazardous Materials Planner	198
Fire Captain - Prevention	200
Fire Fighter	201
Fire Equipment Operator	202
Fire Lieutenant	203
Fire Captain	204
Battalion Fire Chief	205
Deputy Fire Chief	206
Fire Training Supervisor	207
Assistant Fire Training Supervisor	208
Fire Investigator	209
Fire Prevention Inspector	210
Fire Marshal	211
Chief Fire Alarm Operator	212
Fire Alarm Operator	213
Fire Captain - Building Maintenance	214
Fire Maintenance Electrician	215
Fire Captain - Fleet Maintenance	220

APPENDIX B
1994 WAGE SCALE
(Effective July 1, 1994)

<u>Classification Title</u>	<u>Salary Steps</u>				
	B	C	D	E	F
201 Fire Fighter	28,623*	31,011	33,394	35,782	40,469
215 Fire Maintenance Electrician	28,623	31,011	33,394	35,782	40,469
202 Fire Equipment Operator					42,497
198 Hazardous Materials Planner					46,542
203 Fire Lieutenant					46,542
210 Fire Prevention Inspector					46,542
213 Fire Alarm Operator					46,542
209 Fire Investigator					47,960
200 Fire Captain - Prevention					49,374
204 Fire Captain					49,374
208 Assistant Fire Training Supervisor					49,374
214 Fire Captain - Building Maintenance					49,374
220 Fire Captain - Fleet Maintenance					49,374
205 Battalion Fire Chief					52,613
207 Fire Training Supervisor					52,613
211 Fire Marshal					52,613
212 Chief Fire Alarm Operator					52,613
206 Deputy Fire Chief					62,732

* B Step rate of \$28,102 for new hires after 1/1/95.

APPENDIX C

1995 WAGE SCALE
(Effective July 1, 1995)

<u>Classification Title</u>		<u>Salary Steps</u>				
		B	C	D	E	F
201	Fire Fighter	28,102*	31,942	34,395	36,856	41,683
215	Fire Maintenance Electrician	29,481	31,942	34,395	36,856	41,683
202	Fire Equipment Operator					43,772
198	Hazardous Materials Planner					47,938
203	Fire Lieutenant					47,938
210	Fire Prevention Inspector					47,938
213	Fire Alarm Operator					47,938
209	Fire Investigator					49,399
200	Fire Captain - Prevention					50,855
204	Fire Captain					50,855
208	Assistant Fire Training Supervisor					50,855
214	Fire Captain - Building Maintenance					50,855
220	Fire Captain - Fleet Maintenance					50,855
205	Battalion Fire Chief					54,192
207	Fire Training Supervisor					54,192
211	Fire Marshal					54,192
212	Chief Fire Alarm Operator					54,192
206	Deputy Fire Chief					64,614

* B Step rate frozen for new hires after 1/1/95.

APPENDIX D

1996 WAGE SCALE
(Effective July 1, 1996)

<u>Classification Title</u>		<u>Salary Steps</u>				
		B	C	D	E	F
201	Fire Fighter	28,102*	32,900	35,427	37,961	42,933
215	Fire Maintenance Electrician	30,366	32,900	35,427	37,961	42,933
202	Fire Equipment Operator					45,085
198	Hazardous Materials Planner					49,376
203	Fire Lieutenant					49,376
210	Fire Prevention Inspector					49,376
213	Fire Alarm Operator					49,376
209	Fire Investigator					50,881
200	Fire Captain - Prevention					52,381
204	Fire Captain					52,381
208	Assistant Fire Training Supervisor					52,381
214	Fire Captain - Building Maintenance					52,381
220	Fire Captain - Fleet Maintenance					52,381
205	Battalion Fire Chief					55,818
207	Fire Training Supervisor					55,818
211	Fire Marshal					55,818
212	Chief Fire Alarm Operator					55,818
206	Deputy Fire Chief					66,553

* B Step rate frozen for new hires after 1/1/95.

IN WITNESSETH WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives this 15th day of March, 1996.

WITNESSES:

Jane Magniant
JANE MAGNIANT

[Signature]

CITY OF GRAND RAPIDS:

By [Signature]
John H. Logie, Mayor

By [Signature]
Mary Therese Jester, City Clerk

APPROVED FOR MAYOR'S SIGNATURE

Michael D. McQuinn
Assistant City Attorney

Local 366 of the International
Association of Fire Fighters
(AFL-CIO)

By [Signature]

By [Signature]

By [Signature]

By [Signature]

By [Signature]

By [Signature]

By [Signature]

By _____