

COLLECTIVE BARGAINING CONTRACT

CITY OF SALEM, OREGON

AND

**SALEM PROFESSIONAL FIRE FIGHTERS,
INTERNATIONAL
ASSOCIATION OF FIRE FIGHTERS,
LOCAL 314, AFL-CIO**

JULY 1ST, 2004 - JUNE 30TH, 2007

ARTICLE 1 - RECOGNITION	1
ARTICLE 2 - MANAGEMENT RIGHTS	2
ARTICLE 3 - UNION SECURITY	2
ARTICLE 4 - VACATIONS AND HOLIDAYS	4
4.1 Vacation-Emergency Operations Division (56 Hour Employees)	4
4.2 Vacation - Fire Prevention, EMS and Training Division Employees (40 Hour Employees)	7
4.3 Illness While on Vacation and Cash Out at Time of Termination, Retirement or Death (All employees)	7
4.4 Holidays (40 Hour Employees)	8
ARTICLE 5 - SICKNESS AND INJURY LEAVE	9
5.1 Accrual Rate for 56-Hour Employees	9
5.2 Accrual Rate for 40-Hour Employees	9
5.3 Use of Sick Leave	10
5.4 Physician Certification	11
5.5 On-the-Job Injury Leave	11
5.6 Annual Sick Leave Incentive System	12
5.7 Career Sick Leave Incentive System (all bargaining unit members)	12
ARTICLE 6 - CONVERSION OF WAGE AND BENEFITS ACCRUALS	13
ARTICLE 7 - COMPASSIONATE LEAVE	13
ARTICLE 8 - JURY DUTY AND COURT APPEARANCE	13
ARTICLE 9 - ELECTION DAY LEAVE	14
ARTICLE 10 - TRAINING LEAVE AND EMT CERTIFICATION	14
10.1 Training Leave and EMT Certification	14
10.2 Advance Life Support (ALS) Training	15
10.3 EMT - Certification and Maintenance	15
ARTICLE 11 - LONG TERM DISABILITY INSURANCE	16
ARTICLE 12 - LIFE INSURANCE	17
ARTICLE 13 - HEALTH CARE BENEFITS	17
13.1 Coverage and Premium Contribution	17
13.2 Continuation of Benefits at Time of Contract Expiration	19
13.3 Kaiser Insurance Option	19
13.4 Retiree Health Insurance	19
13.5 Post-Employment Health Plan	19
13.6 Annual Health Examinations	20
13.7 Special Physical Examinations	20
13.8 Payment for Examinations and Employee Overtime for Physical Examinations	20
13.9 Unpaid Leave of Absence	21
13.10 Ambulance use by on-duty personnel	21
13.11 Health Savings Account (HSA)	21
13.12 Medical Savings Vehicle (VEBA?)	21

ARTICLE 14 - UNIFORMS.....	22
ARTICLE 15 - HOURS OF WORK, CALL-BACK AND OVERTIME	22
15.1 56-Hour Work Week.....	22
15.2 40-Hour Work Week.....	22
15.3 Call-Back Time (40-Hour Employees)	22
15.4 Callback and Return To Duty (56-hour employees)	22
15.5 Overtime Rate	23
15.6 Shift Trade.....	25
15.7 Work Week	25
15.8 Daylight Saving Time	25
15.9 Scheduling of Work Activities	25
15.10 Failure To Report to Duty	25
ARTICLE 16 - SENIORITY, LAYOFF AND RECALL.....	26
16.1 Definitions	26
16.2 Continuous Service.....	26
16.3 Order of Layoff.....	26
16.4 Probationary Employee	27
16.5 Bumping	27
16.6 Layoff List.....	27
16.7 Recall of Employee.....	27
16.8 Other	28
ARTICLE 17 - PROBATIONARY EMPLOYEES	28
17.1 Benefits During Probation.....	28
17.2 Length and Terms of Probation.....	28
ARTICLE 18 - GRIEVANCE PROCEDURE	28
18.1 Definitions	28
18.2 Initiation of Grievances.....	29
18.3 Detailed Procedures.....	29
18.4 Time Limits.....	31
18.5 Abandonment of Grievance.....	31
18.6 Modification of Rules	31
18.7 Compensation of Representative and Witnesses	31
18.8 Exclusion of Other Disputes	31
18.9 Grievance From Disciplinary Action	32
ARTICLE 19 - UNION/CITY MEETINGS	32
ARTICLE 20- COMPENSATION	33
20.1 Emergency Medical Technician Premium Pay.....	33
20.2 Emergency Medical Technician Paramedic (EMT-P) Premium Pay	33
20.3 Back Up Medic (BUM) Assignments	34
20.4 Bi-Lingual Pay.....	34
20.5 Emergency Medical Service (EMS) Coordinator and/or EMS Trainer Pay.....	35

20.6 Breathing Apparatus Technicians Pay	35
20.7 Special Weapons and Tactics (SWAT) Pay	35
20.8 Probationary Firefighter/Medic Trainer Pay	35
20.9 HAZMAT Response Team Pay	35
20.10 Special Incentive Pay and Overtime Calculation	36
20.11 Working-Out-of-Classification Pay	36
20.12 Standby Pay	36
20.13 Wages	36
20.14 Hourly Rate of Pay	37
20.15 Payroll Errors and Direct Deposit	37
ARTICLE 21 - SAFETY	38
21.1 Oregon Safe Employment Act	38
21.2 Protective Clothing	38
21.3 Safety Committee	39
21.4 Engine Company Staffing	39
ARTICLE 22 - SHIFT EXCHANGE	39
22.1 Shift Exchange	39
22.2 Illness While on Shift Exchange	39
ARTICLE 23 - DISCRIMINATION	40
ARTICLE 24 - STRIKES AND LOCKOUTS	40
24.1 Lockouts	40
24.2 Prohibited Activities	40
ARTICLE 25 - UNION USE OF CITY FACILITIES	40
25.1 Use of City Facilities	41
25.2 Bulletin Boards	41
25.3 Union Activity During Working Hours	41
25.4 On-Duty Crew	41
ARTICLE 26 - SAVINGS CLAUSE	42
ARTICLE 27 - AMENDMENT PROVISION	42
ARTICLE 28 - TRANSFERS	42
ARTICLE 29 - MILEAGE ALLOWANCE	42
ARTICLE 30 - RETIREMENT	42
30.1 Public Employees' Retirement System	42
30.2 Unused Sick Leave	42
30.3 Great West Life Assurance Plan	42
ARTICLE 31 - FAIR LABOR STANDARDS ACT	43
ARTICLE 32 - USE OF ALCOHOL AND DRUGS	43
32.1 Policy	43
32.2 Employee Assistance Program	44
32.3 Prohibited Conduct	44
32.4 Under The Influence	45

32.5 Discipline and Other Action	45
32.6 Mandatory Testing.....	45
32.7 REASONABLE SUSPICION.....	47
32.8 Consequences of Test Results.....	47
32.9 Voluntary Rehabilitation	48
32.10 Searches.....	48
32.11 Consequences of Search Results.....	48
32.12 Supervisor Training.....	49
32.13 Union Held Harmless	49
ARTICLE 33 - HAZMAT RESPONSE TEAM	49
33.1 HAZMAT Program.....	49
33.2 Protective Equipment.....	49
33.3 Training.....	50
33.4 Physical Examinations.....	50
33.5 Shift Release	50
ARTICLE 34 TERM OF CONTRACT.....	50
APPENDIX A	52
APPENDIX B	54
APPENDIX C	55
APPENDIX D.....	58

COLLECTIVE BARGAINING CONTRACT PREAMBLE

THIS CONTRACT, entered into by and between the CITY OF SALEM, an Oregon municipal corporation, hereinafter referred to as "City," and LOCAL 314, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, AFL-CIO, hereinafter referred to as "Union," has as its purpose the promotion of sound and mutually beneficial working and economic relations between the parties; the establishment of an orderly and peaceful means of resolving any misunderstandings or differences which may arise; provision of quality and economical municipal services to the public; and the memorialization of the basic and full contract between the parties concerning rates of pay, wages, hours of work and other conditions of employment.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1 - RECOGNITION

- 1.1 The City recognizes the Union as the sole and exclusive bargaining agent for all employees in the bargaining unit in the following classifications with respect to wages, hours and other conditions of employment: Firefighter-B, Firefighter-Medic (EMT-P), Apparatus Operator, Fire Prevention Officer, Deputy Fire Marshal, and Fire Captain.

The Department reserves the right to make assignment from the above classifications, to the positions of Fire/EMS Training Officer, or EMS Coordinator. Such assignments shall be considered temporary, and will normally last from three (3) to five (5) years. If an employee is assigned to one of these positions involuntarily the assignment will be for nine (9) months, giving the Department time to find a willing qualified replacement. These assignments may shorten at the Fire Chiefs' discretion, or last longer if mutually agreed upon by the employee and Fire Chief.

- 1.2 This contract shall constitute the full agreement of the parties with respect to wages, hours of work and other conditions of employment for all employees in the classifications enumerated in section 1.1. Accordingly, the Union recognizes the right of the City to amend, discontinue or implement new policies, practices, rules and regulations which are not in conflict with a specific provision of this contract.
- 1.3 When any new classification not listed in section 1.1, above, is established by the City and assigned to the unit, the City shall designate a pay rate for the new classification. The City shall then notify the Union in writing of the pay rate and furnish the Union with a copy of the new classification specification. In the event the Union does not concur in the pay rate, the Union shall promptly notify the City in writing of such within ten (10) days of its receipt of the City notice.

Within fifteen (15) days of such notice by the Union of its objection to the pay rate of the new classification, the City and the Union shall negotiate the pay rate.

ARTICLE 2 - MANAGEMENT RIGHTS

2.1 Responsibility for management of the City and direction of its work force is vested in the City Manager and City management and supervisory personnel. In order to fulfill this responsibility, the rights of the City include, but are not limited to, the exclusive right:

- A. To determine the mission of its constituent departments, commissions, boards;
- B. To set performance standards and levels of services;
- C. To direct its employees;
- D. To take disciplinary action for just cause;
- E. To relieve its employees from duty because of lack of work or for other legitimate reasons;
- F. To maintain the efficiency of governmental operations;
- G. To determine the methods, means, and personnel by which government operations are to be conducted;
- H. To determine the content of job classifications;
- I. To take all necessary actions to carry out its mission in emergencies; and
- J. To exercise all control and discretion over its organization and the technology of performing its work which is not limited by this Agreement.

2.2 The term "City" when used in this contract, shall signify the City Manager or his designee.

ARTICLE 3 - UNION SECURITY

3.1 The City will not interfere with or discriminate with respect to any term or condition of employment against any employee covered by this contract because of

membership in the Union, or legitimate activity as provided in this contract on behalf of the members of the bargaining unit. The Union recognizes its responsibility as the exclusive bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint or coercion.

3.2 The terms of this contract have been executed for all employees in the bargaining unit, not solely for members of the Union. The parties recognize that each employee should bear a fair share of the costs incurred by the Union in meeting its responsibilities to negotiate and administer this contract for all members of the bargaining unit. Therefore, the following provisions of a fair share service fee and dues deduction program are agreed to:

- A. Each employee shall within thirty (30) days of the effective date of this contract, or for his first full month of employment and each month thereafter, whichever is later, have deducted from his monthly pay by the City a sum equal to the amount of current Union dues, initiation fees and assessments, if any.
- B. Such sum shall constitute the employee's dues if he is a member of the Union, or shall otherwise constitute the employee's fair share service fee. Such deduction shall be made only if accrued earnings are sufficient to cover the service fee after all other authorized payroll deductions have been made. The parties recognize that no voluntary authorization requests for the deduction of Union dues is necessary as this article contains the authorization for these deductions.
- C. The deduction and disbursement to the Union of dues and fair share service fees as provided herein shall be accomplished monthly by the City and payment to the Union shall be made by one check (containing all the authorized deductions in one aggregate amount) sent in the month following the month for which such deduction was made. Payments to an approved charity as provided herein shall be deducted and made within the same time limits as dues and fair share service fee deductions are made.
- D. Any lawful employee objection to the fair share service fee based upon a lawful religious objection may be filed by the employee by informing the City and the Union in writing of his objection. Upon receipt of such written objection, the City shall be required to continue to make the monthly fair share service fee deductions from that employee's pay, but to hold the deductions and interest thereon apart from the aggregate deductions sent to the Union until the employee and the Union identify in writing to the City to which charity such reserved and future deductions should be sent. The objecting employee will be obligated to meet with the Union and within sixty (60) calendar days identify a mutually agreeable nonreligious charity to which the City will be authorized to send the objecting employee's fair share

service fee deductions.

The parties agree to grant any employee, who objects to fair share service fees, the following due process rights; 1) an adequate explanation of the basis for such fees, 2) the union will provide such employees with a reasonable prompt opportunity during which they may challenge the amount of the fees before a neutral decision maker, 3) the union must establish an escrow account for the amounts reasonably in dispute while such challenges are pending.

- E. The City shall not be held liable for errors in deductions provided in this Article, unless the City fails to make proper and corrective adjustments of the error within a reasonable time, not to exceed thirty (30) days from date of City discovery of the error and/or written notice from the employee and/or Union of such error. The Union agrees to indemnify, defend, and hold the City harmless against any claims made or suits begun against the City as a result of this article, provided that the City has acted in accordance with its provisions.
- F. The Union may grieve any failure by the City to meet its obligations under this article, provided, however, no grievances shall be permitted over any dispute between a fair share service fee employee and the Union concerning any of the provisions of subsection (D) of section 3.3. Such disputes are solely between the Union and the objecting employee and no recourse through this contract shall be available to either or both the Union and the objecting employee.
- G. The City agrees that there shall be no charge to the Union for withholding dues or fair share fees. However, should the Union change the basis for dues and/or fair share fee deduction that requires payroll reprogramming, the Union shall reimburse the City for incurred costs. A cost estimate will be provided to the Union prior to the commencement of reprogramming.

ARTICLE 4 - VACATIONS AND HOLIDAYS

4.1 Vacation-Emergency Operations Division (56 Hour Employees)

- A. Accrual - The nature of the work performed by the employees assigned to a 56 hours work week in the Emergency Operations Division (EOD), does not recognize holidays as such. The leave with pay herein provided represents a combination of vacation and holiday leave, and no "holiday leave" as such will be granted.

Employees shall accrue vacation leave according to the following, based

upon length of continuous service:

<u>Months of Continuous Service:</u>	<u>Vacation Accrued:</u>	
<u>Beginning at:</u>	<u>Hrs/Per Pay Period</u>	<u>Shifts/yr.</u>
0 thru 48 - 4 years	9.230	10
49 thru 108 - 9 years	9.538	10.333
109 thru 168 - 14 years	11.385	12.333
169 thru 228 - 19 years	12.308	13.333
229 thru 288 - 24 years	12.923	14
Over 289 - Over 24 years	13.846	15

In addition, employees shall accrue four (4) hours of vacation leave during the month of December.

B. Vacation Leave Scheduling - Vacation leave shall be scheduled and taken by employees in accordance with the following policies and procedures:

1. Not later than February 15th of each year the City will initiate vacation scheduling for the following fiscal year by:
 - a. Disseminating a list of vacation time which will be earned and available for each employee to be scheduled, effective July 1.
 - b. Disseminating written vacation selection procedures and policies.
2. For all employees assigned to 56-hour shifts, vacation dates shall be selected based on seniority within each shift. (Seniority is defined as total length of continuous service in the Salem Fire Department).
 - a. Vacation dates shall be selected in full shifts in no more than three selection opportunities (Rounds).
 - i. During the first and second rounds, employees will select zero, one, or more consecutive shifts.
 - ii. During the third round, each employee shall select dates for all remaining accrued shifts not yet scheduled from any available slots.
3. During this selection process no more than five (5) employees may select the same vacation date, except in the case of shift transfer.
4. After each employee has been given the opportunity to complete their vacation selection, then all subsequent vacation requests, changes, trades, etc. shall be granted on a first-come, first-served basis.

5. In the case of a cross shift transfer an employees' selected vacation dates will be moved forward or backward one (1) or two (2) days, to coincide with his/her new shift, or any other available day on the Vacation Calendar. The employee will determine this movement.
- C. Short-Term Leave Bank - For the term of this agreement, EOD personnel will be permitted to place up to 72 hours of accrued vacation in a "Short Term Leave Bank." This leave may be used under the following conditions:
1. The Short Term Leave Bank will be established each year between January 1st and January 30th, and be in effect thru a calendar year of February 1st thru the last pay date in December. If an employee chooses to have a short-term leave bank, the employee will select between four (4) and seventy-two (72) hours to be banked. In January, the short-term leave bank will be shown with a zero (0) balance. Any short-term leave used during that period will be charged to vacation. New short-term leave will load in the first pay-period that includes February 1st.
 2. Requests for leave shall be submitted to the Shift Commander who will grant the leave if it is determined that:
 - A. The employee has enough short-term leave to cover the request.
 - B. The slot is considered open.
 - C. The maximum number of vacation slots has been filled, but granting the request will not necessitate the use of overtime to fill the vacancy. (If the "Day Car", which is normally staffed by scheduled overtime, is anticipated to be staffed by "long" personnel the request will be granted).
 3. Leave shall be requested and taken in whole hour increments with a minimum of a four (4) hour block, up to a full 24 hour shift, except blocks creating a return to work after midnight shall not be permitted.
 4. Leave will be granted on a "first come, first served" basis without regard for seniority. Employees shall ensure that their request has been formally approved by the shift commander, and not merely assume so.
 5. Any Short Term Leave Bank hours remaining at the end of the last pay period in December each year, shall revert back to an employee's main vacation leave accrual. At no time shall the Bank

contain more than 72 hours. Each year the employee must choose whether or not to reactivate the 'bank', and designate the number of hours to be deposited.

The intent of this subsection is to provide a vehicle for employees to take time off for short term, unanticipated events without excessively disrupting operations or significantly increasing City costs.

- D. Maximum Accrual – 56-Hour Employees within five (5) years of eligibility of retirement may elect to save up to two (2) years of vacation accrual. Vacation balances shall be no greater than two (2) times an employee's annual benefit, unless permission of the City is given, at the Fire Chief's request, because of some unusual circumstance.
- E. An employee may not use more than one (1) year of annual vacation accrual in a fiscal year, unless permission of the Fire Chief is granted due to unusual circumstance.

4.2 Vacation - Fire Prevention, EMS and Training Division Employees (40 Hour Employees)

- A. Accrual & Maximum Accumulation - Employees shall accrue vacation leave as follows, based upon length of continuous service and may accrue up to but not exceed the following maximums:

<u>Months/Service</u>	<u>Per Pay Period</u>	<u>Per Year</u>	<u>Max. Accumulation</u>
1 - 48 months	3.692	96 hours	192 hours
49 – 168 months	5.192	135 hours	270 hours
169 – 228 months	6.231	162 hours	324 hours
229 or more	6.923	180 hours	360 hours

- B. Vacation Leave Scheduling - Employees shall schedule their vacations based on seniority and without regard to classification, subject to the approval of the supervisor. Such scheduled vacations may be taken whenever, in the judgment of the supervisor, the employee's absence will not impair the operational needs of the Department or as mutually agreed upon by both parties.

4.3 Illness While on Vacation and Cash Out at Time of Termination, Retirement or Death (All employees)

- A. Ill While on Vacation - If an employee becomes seriously ill or disabled while on his annual vacation leave, such period of illness or disability may be charged to the employee's accrued sick leave rather than vacation leave if approved by the Department. The restoration of vacation leave shall require a statement from the employee's doctor substantiating the illness or

disability which has been obtained from the doctor within forty-eight (48) hours of the date(s) for which sick leave is requested. Said statement shall be forwarded to the Fire Chief for approval within five (5) business days of the employee's return to duty. The employee's vacation may be rescheduled without regard to seniority at the discretion of the Fire Chief.

- B. Retirement - In no event may an employee cash out more than two (2) years' accrual of vacation upon retirement. Unless permission of the City is granted, at the Fire Chief's request, because of some unusual circumstance.
- C. Termination - In the event of termination of an employee, they shall be compensated by a cash payment, at the then current hourly rate of the employee for all accrued and unused vacation time up to a maximum of two (2) years of accruals.
- D. Death - In the event of death of an employee, their estate or trustee shall be compensated by a cash payment, at the then current hourly rate of the employee for all accrued and unused vacation time.

4.4 Holidays (40 Hour Employees)

- A. Holidays (40 Hour Employees) - Employees who are assigned to Prevention, Training or EMS and working a forty-hour (40) work week shall receive eight (8) hours paid leave for each holiday specified in this section. In addition to such paid leave, eight (8) hours shall be deducted from the employees total number of hours of holiday leave accrued to date. Those employees who are approved to work a 4-10 Plan shall receive ten (10) hours paid leave for each of the eligible holidays and ten (10) hours shall be deducted.

The following days shall be recognized and observed as "holidays":

New Year's Day
Martin Luther King Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday After Thanksgiving
Christmas Day
4-Hours Holiday on Christmas Eve and New Year's Eve. As used here, "eve" means the day preceding the day observed as Christmas or New Year's Day.

- B. Special Holidays (40 Hour Employees) - In addition to the foregoing, any other day declared to be a "holiday" by the City Council of the City of Salem, Oregon, shall be deemed a "holiday" the same as if enumerated in this section.
- C. Weekend Holidays (40 Hour Employees) - Whenever a holiday listed in 4.4 A or 4.4B, above, falls on a Saturday, the preceding Friday shall be observed as a holiday; whenever a holiday falls on a Sunday, the following Monday shall be observed as a holiday.
- D. Floating Holiday (40 Hour Employees) - Upon completion of one (1) year of service, employees will be credited annually with one (1) floating holiday on their anniversary date which may be added to holiday time.
- E. Holidays During Paid Leaves (40 Hour Employees) - Whenever a holiday occurs during an employee's authorized leave with pay, eight hours (ten for 4-10 employees) of such leave shall be charged to holiday time. An employee may use accrued holiday time in conjunction with vacation time.
- F. Holidays Worked (40 Hour Employees) - An employee who is required to work on a holiday shall be paid for hours worked as though it were not a holiday. In addition, as holiday compensation, the employee shall receive 1.0 the regular rate in accrued holiday time to a maximum of eight (8) hours, plus .5 the regular rate in pay. Such additional holiday compensation shall be paid for work performed only on holiday dates specified in section 4.4A or 4.4B of this Article and shall not be paid for time worked on any other dates.
- G. Holiday Pay Upon Termination, Retirement or Death - In the event of termination, retirement or death, compensation for accrued holiday leave shall be paid to the employee in the same manner as salary due.
- H. Holiday Leave Pay Off - Employees may request payment for accrued holiday leave. Such request must be presented to the City's Payroll section in writing at least ten (10) calendar days in advance of the next payday. The City will pay such request at the next payday.

ARTICLE 5 - SICKNESS AND INJURY LEAVE

5.1 Accrual Rate for 56-Hour Employees

Employees assigned to a 56-hour workweek shall accrue sick leave at the rate of twelve (12) hours for each full calendar month of service. There shall be no maximum limit placed on accrual of sick leave.

5.2 Accrual Rate for 40-Hour Employees

Employees assigned to a 40-hour workweek shall accrue sick leave at the rate of eight (8) hours for each full calendar month of service. There shall be no maximum limit placed on accrual of sick leave.

5.3 Use of Sick Leave

Employees may use their allowance of sick leave when unable to perform their work duties by reason of illness or injury, exposure to contagious disease under circumstances by which the health of the employees with whom associated, or member of the public necessarily dealt with would be endangered by the attendance of the employee, or by serious illness or disability in their immediate families requiring the presence of the employee, for such period as the employee has sick leave credit.

Employees who are on a 56-hour work schedule may use sick leave for necessary medical or dental care, which cannot be scheduled during off duty time. Employees who are on a 40-hour work schedule may use sick leave for necessary medical or dental care.

Sick leave is to be used for the purposes outlined in this Article and will not be granted to cover other leave requests made by employees.

Employees requesting sick leave are required to have enough sick leave accrued to cover the request. Employees who do not have enough sick leave to cover their request will be placed on leave without pay or vacation, as determined by the Fire Chief, for the balance of the hours requested. Sick leave usage and accruals are tracked by pay period and shown on the employee's pay stub. It is the responsibility of the employee to be aware of the amount of sick leave they have available.

Employees who have been placed on Family Medical leave, either by request or by the City, will be required to use their sick leave before going on leave without pay, with the following exception.

The employee may elect to take unpaid leave and save an equivalent amount of sick leave to cover the waiting period for an illness or disability that qualifies as a long term disability under the City's long term disability plan. Four hundred and eighty (480) hours is the maximum number of sick leave hours that can be saved for future use for disability rather than being used during Family Medical leave. Sick leave hours under this provision shall be treated as any other sick leave for purposes of Article 31.

Employees who have applied for Family Medical Leave may use any accrued leave, including Sick Leave, Vacation, or Short Term Vacation leave.

Upon approval of Family Medical Leave, 56-Hour employees must advise the Shift Commander as to what type of leave is to be used and recorded for each day of approved leave.

Employees are not eligible for sick leave if continuing to work at another job during the time period for which sick leave is requested.

"Immediate Family" is defined as mother, stepmother, father, stepfather, spouse, sister, brother, children and stepchildren, regardless of place of residence or other relative residing in the employee's immediate household. The term "spouse" as used herein and Article 7, shall include a partner with whom the employee is living in a marriage relationship in which the partner is not a relative by law.

5.4 Physician Certification

The City at its sole discretion may require an employee to provide a medical doctor's statement (SFD Form 15.08F), which at a minimum outlines the need for the use of sick leave. Medical doctor's costs, if any, which are not covered by the City, provided Health Insurance Plan will be borne by the City.

Any City-required medical appointments shall be on paid time, and no employee shall be required to use additional accrued paid time off in order to comply with this provision. The City must receive medical doctor's statement no later than one (1) calendar week from the request by the City. The Fire Chief may grant an extension if extenuating circumstances exist.

5.5 On-the-Job Injury Leave

- A. An employee receiving injury time loss payments because of an injury arising from employment with the City shall be paid the difference between the employee's regular monthly salary and injury time loss payments. Such injury leave pay shall continue for so long as the employee continues to receive injury time loss payments, but in no event longer than one hundred eighty (180) calendar days following the injury or illness.

However, for the purposes of this section, an injury or illness which is determined to be an aggravation of a prior injury or illness under Oregon's workers' compensation laws or regulations will not be considered a new injury or illness and benefits under this section will be paid only to the extent they are available to the employee under the original injury. An employee may utilize any remaining injury leave under this subsection if an aggravation or deterioration of the original condition occurs, regardless of the amount of time that has passed since the original injury.

- B. If a claim is denied by the insurer, and such denial is upheld following appeal, any injury leave paid under this section prior to such denial shall be converted to hours and charged against the employee's accrued sick leave, accrued vacation, and/or holiday leave.
- C. If an employee is off work beyond one hundred and eighty (180) days as a result of a work injury, the employee shall be eligible to apply for long-term disability insurance benefits as provided in this contract.
- D. The employee may use any remaining accrued sick leave, holiday time and vacation time after one hundred and eighty (180) days, and must use such

in situations governed by Article 11.C. Medical progress reports may be required prior to approval of such payments.

5.6 Annual Sick Leave Incentive System

In an effort to reduce the number of sick leave hours used by employees each year and to recognize those employees who use sick leave responsibly, the following program shall be in effect:

EOD Employees (including Training and EMS).

Employees in this work group accrue 12 hours of sick leave per month, for a possible maximum accrual of 144 hours per year. The Department in an effort to reduce unscheduled leave will reward employees who use this leave responsibly.

In order to participate in this reward program a 56-hour employee must maintain at least 100 hours in their sick leave accrual.

Employees who participate in this incentive program may elect to have sick leave hours converted at their normal rate of pay and contributed to their PEHP account.

Employees who use no sick leave during a calendar year shall be allowed to contribute a maximum of 72 hours

Employees who use some sick leave, but are still being responsible with that benefit shall be allowed to contribute sick leave per the following schedule:

24 hours used.....	48 hours contributed
48 hours used.....	24 hours contributed
72 hours used.....	12 hours contributed

Employees who use more than 72 hours sick leave during a calendar year shall not be eligible to participate in this program.

5.7 Career Sick Leave Incentive System (all bargaining unit members)

Pursuant to applicable PERS regulations, 50% of an employee's accrued but unused sick-leave balance at retirement, shall be reported for use in the computation of final average salary by PERS to determine retirement benefits.

Upon an employee's retirement as defined in Article 30, the City will make available at the employee's normal rate of pay, up to a maximum of 250 hours. The hours will be converted to a "cash" value and contributed to the employee's PEHP account, or other such program if one exists. The provisions for contribution of sick leave provided in this section (5.7) can only be credited to the PEHP account, or other such program if one exists, and has no actual cash value to any employee, spouse, dependent, or estate.

ARTICLE 6 - CONVERSION OF WAGE AND BENEFITS ACCRUALS

Employees who transfer from the fire suppression work period (56-hour work week) to a 40-hour work week, or vice versa, will have their wages and leave accruals and balances (vacation, sick and holiday) converted to assure the same total dollar value for the given leave or time. The conversion formulas are as follows:

From 40-hour to 56-hour: $\text{Balance} / 2080 \text{ (hours worked annually on a 40-hour schedule)} \times 2912 \text{ (hours worked annually on a 56-hour schedule)}$

Example: 100 hours on a 40-hour week converts to 140 hours on a 56-hour week.

From 56 hour to 40 hour: (Simply reverse formula) $\text{Balance} / 2912 \times 2080$

ARTICLE 7 - COMPASSIONATE LEAVE

In the event of a death of any of the following family members, spouse, mother, stepmother, father, stepfather, daughter, son, stepchild, sister, brother, grand child, grandparents, or the following in laws: mother, father, sister and brother, the City may grant time off with pay to make funeral arrangements when necessary and to attend the funeral. A maximum of five (5) consecutive calendar days for forty (40) hour employees and a maximum of two (2) duty shifts (48 duty hours) for fifty-six hour employees may be granted when warranted by the situation. Paid leave in the event of the death of family members not listed above may be granted at the discretion of the City.

ARTICLE 8 - JURY DUTY AND COURT APPEARANCE

8. 1 When an employee is called for jury duty or is subpoenaed as a witness in any job related litigation or administrative hearing process, the employee will be granted absence from work and continued at full salary for the period of the required service, provided, however, the employee shall be required to give reasonable advance notice of such subpoena or legal requirement to appear and provide the City with a copy of the subpoena or other legal document requiring his/her presence. The copy of the subpoena or legal document will be given to the City in advance of the hearing or jury duty or, if that is not possible, then the copy must be furnished within seventy-two (72) hours after the

hearing or jury duty date. Fifty-six (56) hour per week employees will be required to report for duty when more than one-half (1/2) the employee's normal work shift remains after release from jury or witness duty. Forty (40) hour per week employees shall be required to report for duty when any portion of the employee's normal work shift remains after release from such duty.

8.2 When an employee is subpoenaed as a witness in any litigation or administrative hearing process for purposes related directly to his responsibilities and position as a City employee, during hours other than those which he is scheduled to work, he shall be paid for such hours worked at his regular rate, or in accordance with provisions of the FLSA, whichever is applicable. Such pay shall equal not less than four (4) hours at the straight time rate. Unless otherwise required by the FLSA, if the employee is being called as a witness in a dispute between the City and the employee, or between the City and the Union, he shall not be compensated.

8.3 Any jury pay or witness fees paid to the employee for court appearances authorized by this Article shall be remitted to the City.

ARTICLE 9 - ELECTION DAY LEAVE

On primary, general and special election days, employees who will be unable to vote because election day falls on their regularly scheduled work day may vote by absentee ballot and shall not be released from work to vote. Employees who are unexpectedly required to work on election day will be given sufficient time to vote if their legal residences or polling places are located within the City's Urban Growth Boundary. Such employees whose legal residences and polling places are located outside the Urban Growth Boundary may be released from work at the sole discretion of the City. Election days shall not be considered for any purpose as holidays.

The parties agree that as long as elections in Oregon continue to be mail-in elections, absence from duty on Election Day is unnecessary, and therefore will not be granted. If mail-in elections in Oregon are eliminated then the above policy will again be applicable.

ARTICLE 10 - TRAINING LEAVE AND EMT CERTIFICATION

10.1 Training Leave and EMT Certification

When the City requires attendance at conferences or other training or educational activities, the employee shall be compensated in accordance with provisions of the Fair Labor Standards Act as modified by this agreement, and Appendix A attached hereto. The City shall bear all expenses directly related to such required conferences or training or educational activities including but not limited to registration, materials, travel, and lodging.

10.2 Advance Life Support (ALS) Training

Employees who are required by their job classification specifications, or this Contract, to hold an EMT certificate, and who attend courses during their off-duty time to satisfy re-certification requirements for those certifications, shall have the expenses of such courses, including registration, materials, travel, and lodging, borne by the City. Provided such payments have been approved in advance by the City. No additional compensation shall be paid for such off-duty course attendance except for the required Advance Cardiac Life Support (ACLS), Pre-hospital Trauma Life Support (PHTLS) and Pediatric Pre-hospital Care (PEDS) or other courses required by the Salem Fire Department Physician Advisor and as approved by the Fire Chief. Employees shall be paid at their appropriate rate for hours actually in attendance at the course.

10.3 EMT - Certification and Maintenance

- A. Certification Fees - The City will pay all fees required by the State for EMT-B or EMT-P certification and re-certification. All training time related to EMT certification and re-certification shall be paid time, if the employee is required by their job classification specifications, or this Contract, to hold an EMT-B or EMT-P certification.
- B. Certification Maintenance - All Firefighter-medics are required to maintain EMT-P certification. Employees hired as Firefighter-medics on or after October 1, 1997, are expected to maintain their EMT-P through and including the classification of Apparatus Operator. Employees hired on or after October 1, 1997, who promote to the classification of Fire Captain may drop their EMT-P certification but are required to maintain their EMT-B.

Effective July 1, 2004 all employees that have an EMT certification must maintain at least an EMT-B.

Effective July 1, 2004 the City will no longer pay an EMT-Premium for employees in the position of Fire Captain. The Employee will still be allowed to participate in on-duty ALS training and the City will pay the Bi-Annual EMT-P re-certification fee if the employee chooses to maintain his/her EMT-P certification.

Employees may petition the Fire Chief to reduce their certification to the EMT-B level at any time during their career. The Fire Chief will consider all pertinent information and operational needs of the department prior to making the final decision.

Failure to maintain the appropriate certification may subject an employee to disciplinary action up to and including termination from employment. However, if a unit member fails to attain or maintain EMT certification due to health reasons or other good cause, the member shall petition the Fire Chief, who shall grant reasonable extensions to permit the member to

obtain the necessary training or qualifications.

ARTICLE 11 – LONG-TERM DISABILITY INSURANCE

During the term of this contract, the City shall make available to employees a long-term disability benefit (LTD) to insure sixty percent (60%) of the employee's current gross salary if the employee is disabled due to an off or on-the-job injury or illness. The intent of the plan is to protect against loss of regular income, not to produce any excess over normal gross wages. This benefit will provide salary protection from date of employment with the following features:

- A. Salary protection benefits for non-occupational disability will commence when sixty (60) days have elapsed from the time of the disabling injury or illness. Salary protection for occupational disability will commence when 180 days have elapsed.
- B. If an employee becomes eligible for LTD, the employee shall not be terminated until two (2) years have elapsed from the time of the disabling injury or illness, unless mutually agreed otherwise.
- C. An employee eligible for LTD as a result of non-occupational disability or illness shall, upon completion of the elimination period, be placed on leave without pay unless he is on sick leave with pay or, at the employee's option, on any other form of paid leave which may have been accrued (holiday, compensatory or vacation). During the use of accrued paid leaves, the employee shall continue to be eligible for all the benefits of this contract. Whether on paid leave or LTD from the City, a disabled employee shall continue to receive City-paid family medical, dental and vision benefits.
- D. An employee eligible for LTD as a result of an occupational disability or illness, shall upon completion of the elimination period, be immediately placed on leave without pay and be eligible to receive LTD benefit payments. Accumulated holiday and vacation leaves shall not be considered deductible benefits and may be used as provided in Article 5.5 D. Accumulated sick leave shall be considered a deductible benefit and shall not be paid during any period in which the employee is receiving LTD payments. Whether on paid leave or LTD from the City, a disabled employee shall continue to receive City-paid family medical, dental and vision benefits. After exhaustion of leave or LTD, the employees may at their own discretion and expense, purchase health insurances, at the group rate, until there is a return to work or a termination pursuant to Section 11 B.

Effective with the signing of the 99'-01' collective bargaining agreement the City changed the payment method for long-term disability coverage from employer-paid to employee-paid, and adjusted salaries so that the amounts

the City paid for disability insurance premiums was added to firefighter salaries. Any future premium expense incurred, by this change of payment method shall be paid by the employees.

ARTICLE 12 - LIFE INSURANCE

12.1 The City shall provide each employee assigned to classifications within the bargaining unit \$20,000 in term life insurance. Such coverage shall be provided beginning with the employee's date of hire with the City and shall end upon termination of employment. However, terminated employees shall be eligible to purchase and convert their group life insurance to an individual policy. Coverage shall extend to death occurring both on and off duty.

12.2 The City agrees to provide a voluntary supplemental life insurance for employee and/or dependents. All premiums associated with the supplemental life insurance program will be deducted from the employee's paycheck. Employees electing to participate in the program must adhere to the conditions set forth by the insurance company chosen to provide the supplemental life insurance. The City agrees to make available a \$5,000 minimum supplement life insurance policy.

ARTICLE 13 - HEALTH CARE BENEFITS

13.1 Coverage and Premium Contribution

The City will offer Health Care benefits with a comparable level of medical, dental and vision benefits offered to full time enrolled employee's, and their dependents, as was in effect on June 30, 2004.

- A. Coverage - Employees shall have the option of choosing all or any portion of the offered coverage(s) under the conditions of the respective plan documents (e.g. the employee must be covered before a dependent can be).
- B. Effective with the start of the month of July 2004 the City will offer the current PPO (Preferred Provider Organization) medical insurance plan already established for City of Salem Employee's, to those employee's covered under the IAFF collective bargaining agreement who were previously enrolled in the HMO plan. The plan document/summary describing the "new" PPO plan shall be attached to this Agreement and labeled as attachment C.

In addition, starting in Jan. 2005, the prescription coverage offered under the PPO plan will be modified to a three (3) tiered plan. This revised RX plan will eliminate the 20% co-pay and \$500 maximum annual out of pocket provision under the 2004 Plan and will be established as follows:

Retail, up to thirty, (30), day supply,	
Co-pay for Generic prescription-	\$10.00
Co-pay for Preferred prescriptions-	\$20.00
Co-pay for Non-Preferred prescriptions-	\$50.00

A mail order option, which allows up to a 90 day supply of the prescription drugs, will also be offered as follows,

Co-pay for Generic prescription-	\$20.00
Co-pay for Preferred prescriptions-	\$40.00
Co-pay for Non-Preferred prescriptions-	\$100.00

- C. The City's contribution for monthly health care premiums will follow the following schedule during this agreement.

2004'- The City's contribution will be sufficient to cover the full family cost of the PPO plan with the high vision and Dental option 3.

2005'- The Insurance Premium in effect on Dec. 31st, 2004 will increase by 15%, the City and the Employee shall split any rate increase exceeding 15% 50/50. The employee's maximum out of pocket expense is not to exceed \$25.00 for two party coverage or \$35.00 for full family coverage.

2006'- The Insurance Premium in effect on Dec. 31st, 2005 will increase by 15%, the City and the Employee shall split any rate increase exceeding 15% 50/50. The employee's maximum out of pocket expense is not to exceed \$30.00 for two party coverage or \$40.00 for full family coverage.

2007'- The Insurance Premium in effect on Dec. 31st, 2006 will increase by 15%, the City and the Employee shall split any rate increase exceeding 15% 50/50. The employee's maximum out of pocket expense is not to exceed \$30.00 for two party coverage or \$40.00 for full family coverage.

- D. Due to a mid-year change of health care plans: all deductibles, stop loss, out of pocket maximums, and Rx. maximums will be reduced by 50%, for the remainder of calendar year 2004.
- E. Open enrollment-Upon implementation of this agreement the City shall make available an open enrollment period of not less than thirty (30) days for members who wish to make changes to their insurance coverage.
- F. Medical Insurance Committee. - The City and Union will continue the joint labor/management committee to jointly explore options for other insurance coverage at reduced cost. Other unions representing City employees will also be invited to participate. The joint committee will make recommendations about ways to contain cost increases in the City's insurance plans.

13.2 Continuation of Benefits at Time of Contract Expiration

If at the expiration of this contract the monthly premiums for the insurance benefits provided by this article exceed those in effect on June 30, of its final year the employee shall continue the payroll deduction in effect at contract expiration if he or she wishes to maintain coverage.

13.3 Kaiser Insurance Option

At the discretion of the employee, in lieu of coverage provided by the City's self-insured medical health plan provided in 13.1 above, the employee may elect to participate in the group plan available from Kaiser Permanente.

- A. The City shall contribute monthly premiums on behalf of the employee and his family in amounts up to those which the City would pay for coverage under the City's plan pursuant to sections 13.1 and 13.2 above. If the total monthly premiums set by the insurance company exceeds the City's contribution, the difference shall be paid by the employee through payroll deduction.
- B. It is understood that the monthly premiums and the type and level of benefits available in the Kaiser Permanente plan may be changed from time to time at the sole discretion of the company and the City shall have no duty or obligation to negotiate over such changes with the Union. Employees will also have the choice of selecting from any of the three dental options, or either of the two vision options, offered by the City.

13.4 Retiree Health Insurance

Retired employees shall be entitled to purchase group health benefits in accordance with State law. Retired employees who have not reached their 65th birthday shall be entitled to purchase a group dental plan provided by the City by paying to the City the total cost for "employee and spouse only" coverage set by the insurance carrier.

13.5 Post-Employment Health Plan

The City will continue contributions to the Post-Employment Health Plan (PEHP) for each eligible employee.

"Eligible employees" for purposes of this section shall be defined as those members of the bargaining unit who have successfully completed their initial probationary period.

The parties acknowledge that the PEHP contribution is in lieu of an

additional increase to the salary scale and that the PEHP contributions of \$50 reflected an effort to approximate payments in lieu of a 1% base wage increase in the first year of the 99' – 01' Agreement. Future negotiations over adjustments to the PEHP contributions or the salary scale will recognize that intention.

Effective with the first pay period including July 1st, 2004 the City will begin contributing an additional \$25 per month for each eligible employee, in lieu of an additional increase to the salary scale.

Employees have the option to move their money in the PEHP account to another carrier, who has a relationship with the City, offering a similar IRS approved plan.

With the signing of this agreement the Union and City will meet to establish a MOA that expands the current PEHP program. This expansion will address adding employee contributions to accounts through any IRS allowable methods, excluding sick leave conversion/cash out.

13.6 Annual Health Examinations

- A. Each employee, prior to reaching age 35, may obtain a complete physical examination from a licensed physician or osteopath of the employee's choice, at least once every two (2) years. Each employee age 35 or older may obtain such examination annually. Examinations shall consist of only those medical procedures and tests, which the City may require and specify on forms provided by the City.
- B. All health information relating to physical exams is intended to be used by the employee and the health care professional for prevention, and / or promotion of health and wellness. The employer will not use information resulting from an employee's physical exam in any punitive manner.

13.7 Special Physical Examinations

The City may require an employee to submit to a physical examination at any time for reasons related to City employment. Such examinations shall include such items as the City may require and the results shall be reported, by the physician or osteopath, to the City on forms provided by the Human Resources Director for such purposes. The City shall pay all costs related to such examinations.

13.8 Payment for Examinations and Employee Overtime for Physical Examinations

Under the "new" PPO, bi-annual physical exams are covered by the plan, and will be billed to the insurance. If annual exams are allowed or required, billing will alternate between the PPO plan and direct billing to the City. The City shall pay the entire cost of each physical examination taken pursuant to sections 13.6 and 13.7. Employees who attend a physical examination or tests related to the physical examination process outside their normal work schedule, will be paid overtime at time and one-half for actual hours spent at the medical facility with a minimum of two (2) hours. The employee and employee's physician will make every attempt to complete the physical examination in one appointment. If additional appointments are necessary and scheduled by the physician, the employee will only be entitled to overtime at time and one-half for actual time spent at the medical facility. Employees are not subject to the call back provisions as outlined in Article 15.4 for additional physical examinations.

13.9 Unpaid Leave of Absence

The City paid benefits provided in this Article 13 shall cease from and after the thirtieth (30th) day of any unpaid leave of absence, with the exception of those employees who have been approved under the Federal Family Leave Act, or Oregon Family Leave Act.

13.10 Ambulance use by on-duty personnel

The Parties agree that should on-duty personnel require an ambulance to transport them for personal medical care, the amount paid by the employee's health care provider shall be accepted as payment in full for such services.

13.11 Health Savings Account (HSA)

Beginning in January 2005, or whenever information becomes available, the City and IAFF Local 314 will begin to discuss the implementation of an HSA with a new qualifying, medical plan.

If the parties come to an agreement on the HSA, than a contract re-opener, limited to this subject, shall commence and continue through completion of bargaining.

With the intent of establishing an HSA being that the City will make contributions to each employees Health Savings Account; sufficient enough to cover increases to the employees current single, couple, or family deductible.

13.12 Medical Savings Vehicle (VEBA?)

As soon as this agreement (2004-2007) is signed, The Union and City will meet to

establish another account for the employees' under the PPO plan. This account will offer tax-free options similar to the Flexible Spending Account, but offer a rollover option of the remaining account balance, instead of the "use it or lose it" provision of the Flexible Spending Account.

ARTICLE 14 - UNIFORMS

If an employee is required to wear a uniform, it shall be furnished and replaced as necessary by the City. The employee will be responsible for proper care and routine maintenance of the uniform. Uniform items, which become damaged to an extent not readily, and inexpensively, repaired by the employee, shall be repaired or replaced by the City.

ARTICLE 15 - HOURS OF WORK, CALL-BACK AND OVERTIME

15.1 56-Hour Work Week

The hours of work for those employees engaged in fire suppression shall average fifty-six (56) hours per week based on a fifty-two (52) week year. The working shift shall consist of twenty-four (24) hours on duty followed by forty-eight (48) hours continuous off-duty time, subject to recall for emergency situations.

15.2 40-Hour Work Week

The hours of work for those employees assigned to fire prevention, training, emergency medical services and administrative duties shall be forty hours (40) per week, Monday through Friday, subject to recall for emergency conditions. Except in cases where emergency operations require, notice of change in an employee's work schedule arising from other than transfer or promotion shall be given to the affected employee not less than seven (7) calendar days prior to the effective date of the change. If the schedule change affects hours of work on Saturday or Sunday, not less than fourteen (14) calendar days' notice will be given prior to the effective date of the change. The employee and supervisor can waive the notice requirements by mutual agreement. Appendix D controls any change of schedule between 40 and 56-hour work weeks.

15.3 Call-Back Time (40-Hour Employees)

- A. If a 40-hour employee is called in to commence work more than one (1) hour before the regularly scheduled work day, or is called back after having left the job site, the employee shall receive a minimum of two (2) hours overtime pay.
- B. If an employee is called at home regarding an investigation or code issue and is not on standby, the employee shall receive a minimum of 15 minutes of overtime pay.

15.4 Callback and Return To Duty (56-hour employees)

- A. Employees who reside within a 25-mile radius of Fire Station #1 shall have first priority for unscheduled callbacks for any vacancies that occur during a given shift or for Greater Alarm callbacks.

Callback return to duty shall be defined as a return to work of an employee from off City premises after the completion of a scheduled shift, but before commencement of that employee's next scheduled shift.

- B. When employees are called back for a Greater Alarm or return to non-scheduled active duty (filling a minimum staffing position, including staffing an emergency response vehicle placed in service temporarily, unscheduled meetings or other unscheduled City business), prior to their next regularly scheduled shift, they shall be guaranteed four hours work at time and one half (1 ½) their regular rate of pay. However, the employee will be offered the opportunity to go off duty when the activity is completed; if the employee elects to do so, the employee will be paid at time and one half (1 ½) the regular rate of pay for the hours actually worked. If the call back hours are consecutive to the regular shift, the hours paid shall be at time and one-half (1 ½) for the actual hours worked.
- C. When employee returns to work for previously scheduled staff meetings, training sessions or other non-emergency activities, such employees shall be paid at time and one-half (1-1/2) the regular rate for a minimum of two (2) hours.
- D. Employees who have completed their scheduled shift and are required to wait for relief to complete a fire or medic call, to attend a meeting, or to complete a report shall be paid at the overtime rate for actual time worked after the end of their scheduled shift.

15.5 Overtime Rate

Overtime pay shall mean one and one-half (1 1/2) the employee's regular rate of pay. Overtime shall apply to all employees under the following conditions:

- A. 56-Hour Employees - For employees assigned in fire-fighting and rescue operations, overtime shall occur for those hours such employees are assigned to duty:
 - 1. For more than a twenty-four (24) hour shift, or
 - 2. For more than the number of hours that may be worked at the regular hourly rate within the work period determined by the City in accordance with the Fair Labor Standards Act.
 - 3. On a twenty-four (24) hour shift beginning one (1) or two (2) days

earlier than the employee's next regularly scheduled shift as a result of a reassignment from A Shift to B Shift, or B Shift to C Shift, etc. In such event the employee shall receive twenty-four (24) hours of unpaid leave for the shift he/she would have worked if the reassignment had not occurred.

B. 40-Hour Employees - For employees assigned and/or scheduled in the fire prevention, EMS coordination and training functions, overtime shall occur under the following conditions:

1. Work activities in excess of forty hours (40) in a normal or split weekly schedule, unless a memorandum of agreement has been reached between the City and the Union, which provides for another arrangement.

Management will make no attempt to avoid paying overtime, by adjusting an employee's schedule, in accordance with state law. Employees will still work their normal schedule, with exceptions as listed in articles 15.2, 15.3, or other applicable articles.

C. Overtime pay for persons assigned to EMS or Training. Shall be based on the employee's base wage plus the premium for such assignment provided by Article 21, unless overtime hours are associated with shift work in the EOD (work assigned as a member of an engine or ladder company, ambulance crew or BC car). In that event overtime pay shall be based on the employee's base wage without EMS or TO assignment premiums.

D. However, overtime for all employees shall not apply when any employee trades duty shifts, except as may be required by the Fair Labor Standards Act.

E. For all employees, overtime eligibility provisions are not cumulative. An employee shall not be entitled to multiple overtime compensation even though:

1. More than one (1) of the conditions in this section and article may apply with respect to a particular unit of time, or
2. An employee is called back again within the time frame encompassed by an earlier callback minimum. In this latter instance, the second callback shall entitle the employee to two (2) hours at time and one-half pay.

F. With the exception of fire prevention, training and EMS division employees (40-hour a week employees), all overtime earned by employees shall be compensated in pay. In lieu of overtime pay, fire prevention, training and EMS employee may elect credit for one and one-half hours of compensatory time off for each eligible overtime hour worked. Compensatory time off may be accrued to a maximum of eighty hours (80). Employees may request payment for accrued compensatory time and said

request must be submitted in writing at least ten (10) calendar days in advance of the next pay date. The City will pay on such requests at the next payday.

G. Hours worked shall include paid absences for purposes of determining hours compensable at the overtime rate.

H. The City may restrict the assignment of overtime work on twenty-four (24) hour shifts to employees regularly assigned to fifty-six (56) hour workweeks.

15.6 Shift Trade

Duty shift trading shall not entitle the employees involved to any extra compensation over and above their regular rate of pay. All shift trading shall be in accordance with procedures established by the City. The City may deny approval for shift trading based on the City's determination that a trade may harm or impair operational readiness and/or effectiveness or for disciplinary reasons.

15.7 Work Week

For purposes of determining overtime eligibility only, the normal work week shall be the period beginning 0800 on Monday and ending at 0759 the following Monday. Employees who must change their work schedule between a 24-hour shift (56-hour week) and an eight (8) hour day (40-hour week), shall be governed by Article 6 and the memorandum of agreement appearing as Appendix D, attached hereto.

15.8 Daylight Saving Time

Employees shall be paid for hours actually worked on days or shifts lengthened or shortened as a direct result of changes between Pacific Standard Time and daylight savings time.

15.9 Scheduling of Work Activities

The scheduling of work activities during any and all hours on duty and the type of work activities assigned to all employees shall be determined at the sole discretion of the City. Such work activities may include, but are not limited to, training, safety education for the public, maintenance, prevention, and other work activities as determined by the City, which are related to Fire Department services or operations.

15.10 Failure To Report to Duty

Bargaining unit employees who fail to report to duty for reasons other than those specified in Article 5.3 (Use of Sick Leave), injury leave, or any authorized paid leaves of absence, will receive no payment (wages) for the total amount of hours an employee fails to work. In certain instances other than Trade-Time situations, at the sole discretion of the Fire Chief, an employee may be granted a commensurate reduction in vacation leave accruals rather

than wages.

In conjunction with 15.6 (Shift Trade), a bargaining unit employee who fails to report to duty for a Trade-Time situation, at the discretion of the Fire Chief, will forfeit wages for each hour of work (rounded to the nearest quarter hour) the employee fails to report to duty. In instances where one or more employees is in question as to whom is responsible for reporting to duty, operational guidelines established by the City will be utilized to determine which employee will forfeit wages for failing to report to duty.

ARTICLE 16 - SENIORITY, LAYOFF AND RECALL

16.1 Definitions

- A. For purposes of determining the order of reduction in force "seniority" means length of continuous service within the classification covered by this contract and immediately affected by a reduction in force. Such continuous service shall be computed from the date of the employee's appointment in the affected classification. Where two (2) employees have the same appointment date, the employee who ranked higher on the eligibility list from which they were appointed shall be deemed to be the senior employee.
- B. For all other purposes of this contract, "seniority" means length of continuous service as an employee of the Salem Fire Department, computed from the date of the employee's original hire ("continuous service date"). Where two (2) employees have the same continuous service date, the employee who ranked higher on the hiring eligibility list shall be deemed to be the senior employee.

16.2 Continuous Service

As used herein, "continuous service" includes all authorized leaves of absence, but does not include any period between an employee's layoff and recall. In the event of layoff and recall, the employee's continuous service date shall be adjusted to reflect a total length of continuous service which does not include time spent on layoff status. Termination of employment (other than layoff of a career employee) shall void the employee's continuous service date, and if the employee should subsequently be hired again by the City, the most recent date of hire shall be the continuous service date for all purposes of this contract.

16.3 Order of Layoff

In the event of reduction in work force within the bargaining unit, layoffs within each affected classification shall be made in inverse order of seniority. For purposes of this section only, the classifications of Firefighter-EMT-B and Firefighter-Medic shall be considered as a single affected classification, and the order of reduction shall be determined pursuant to sections 16.1 and 16.5 from among the combined total of

employees in both classifications.

Layoff shall occur as described above, except that the City may retain 69 of the most senior medics for the staffing of the department paramedic program. In the event that an engine company and/or ALS ambulance is eliminated, the 69 will be reduced by three (3) Firefighter-Medics for each engine company and/or six (6) for each ALS ambulance eliminated. Similarly, if the City establishes additional engine companies and/or ALS ambulance services, the number of medics retained will increase by three (3) for each additional engine company and increase by six (6) for each additional ambulance service.

16.4 Probationary Employee

No career service employee shall be laid off in a classification while there are probationary employees still employed in that classification. As used in this section, "probationary employee" means an employee who has not achieved career status in the affected classification.

16.5 Bumping

Any employee in the unit who is to be laid off and who has advanced to his present classification from a lower classification in which he had successfully completed the probationary period shall be given a position in such lower classification, provided that a position in that classification is authorized and funded in the Fire Department budget. If one (1) or more authorized positions exist in the lower classification but none is vacant, the employee laid off from the higher classification shall "bump" the least senior employee in the lower classification.

16.6 Layoff List

For a period of two (2) years following the date of layoff or reduction to a lower classification, an employee shall be classified as on layoff status and his name shall be maintained on a "layoff eligible list" for the classification from which he was laid off. The order of the names on the layoff eligible list shall be in inverse order of their layoff (the last employee laid off shall be placed at the top of the list). At the end of two (2) years, or sooner if the employee notifies the City in writing that the employee no longer wishes to continue on layoff status, the employee's name shall be removed from the layoff eligible list, unless an extension is granted by the City, and he shall be deemed terminated. An employee on layoff status shall promptly inform the City of any change of address and shall be deemed terminated if a letter sent by certified mail (return receipt requested) to his last address recorded with the City is returned unclaimed.

16.7 Recall of Employee

Recall of employees to active employment within each job classification shall be made in order of their names on the layoff eligible list. An employee shall be deemed terminated and his name removed from the list if he does not report for work within fourteen (14) calendar days of written notice of recall.

16.8 Other

All positions in classifications in this unit shall be filled only in accordance with the provisions of this Article as long as employees remain on layoff eligible lists for those classifications. No bargaining unit positions, including temporary out-of-class assignments, shall be assigned to part-time workers or retirees unless the City first makes all reasonable efforts to fill such assignments with the bargaining unit members and is unable to do so.

ARTICLE 17 - PROBATIONARY EMPLOYEES

17.1 Benefits During Probation

- A. Probationary employees are entitled to full benefits as expressly provided in this contract; provided, however, that employees serving their initial probation to the City shall not use accrued paid leaves, except sick leave, until the start of the seventh month of employment from the employee's anniversary date (their first scheduled shift in the seventh month).
- B. Employees serving their initial probation to the City may use accrued sick leave during the probationary period for their own inability to perform work as defined in Article 5.3; provided that if the employee terminates employment prior to successful completion of the first six full months of the probationary period, then the value of such sick leave used shall be reimbursed to the City and may be withheld by the City from the employee's final paycheck.

17.2 Length and Terms of Probation

- A. During the initial twelve (12) month probationary period, non-career status employees shall serve at the discretion of the City and have no property right to their employment for any purpose whatsoever. Disciplinary action, to include discharge, taken against any non-career status employee shall be without recourse through Article 18 of this contract.
- B. The probationary period for persons promoted or re-employed from other than a layoff eligibility list shall be six (6) months.

ARTICLE 18 - GRIEVANCE PROCEDURE

18.1 Definitions

For purposes of this contract, a grievance is defined as a dispute about the meaning or interpretation of a particular clause of this contract, or about an alleged violation of this contract by the City. A grievant is an employee in the bargaining unit and covered by this contract. However, more than one (1) grievant may join together for a group grievance if all of the following are present:

- A. The grievants are all similarly situated and affected by the alleged grievance as defined above:
- B. The names of all grievants are provided on the grievance document:
- C. All other provisions of this grievance procedure, including 17.2 and the time limits on each STEP, below, are followed by all grievants; and
- D. Two Union representatives may assist the total group of grievants through this grievance procedure except that the Union shall be free to use as many representatives as it desires to help present its case to the arbitrator.

18.2 Initiation of Grievances

Grievances shall be initiated within ten (10) days from the date of the alleged violation or dispute or the employee's first knowledge thereof. The grievance shall be in writing and shall include the following information:

- A. A statement of the grievance and the facts upon which it is based.
- B. Date(s) on which the alleged contract violation occurred, or the date the employee learned of it, whichever is later.
- C. The specific provision of this contract asserted to have been violated by the City's actions.
- D. The remedial action requested.

18.3 Detailed Procedures

Grievances shall be processed as follows:

- Step 1 A copy of the grievance shall be delivered to the employee's immediate supervisor of Chief Officer rank. The Chief Officer shall call

A meeting with the grievant, his immediate supervisor if other than the Chief Officer, and any Union officer(s) that the employee wishes to have attend. Within ten (10) days following the filing of the grievance, the Chief Officer shall render a written decision. If the written decision does not resolve the grievance or if the Chief Officer fails to respond to the grievance, the employee shall have until twenty (20) calendar days after the date of submission of the grievance to the Chief Officer to carry the grievance to Step 2.

- Step 2 To carry the grievance to Step 2, the grievant shall file with his Division Chief a copy of the original grievance, a copy of the Step 1 response, and a written explanation of why the Step 1 response was not satisfactory. Within ten (10) days, the Division Chief shall meet with the grievant, and Union representative(s). Within ten (10) days following the meeting, the Division Chief shall render a written decision. If the Division Chief's decision does not resolve the grievance or if the Division Chief fails to respond to the grievance, the employee shall have until twenty (20) days after the date of

submission of the grievance to the Division Chief to carry the grievance to Step 3.

If the Chief Officer who received the grievance at Step 1 is the grievant's Division Chief or Fire Marshal, then the grievant shall bypass Step 2 and carry the grievance directly to Step 3 not later than twenty (20) calendar days after the submission of the grievance at Step 1.

Step 3 To carry the grievance to Step 3, the grievant shall file with Fire Chief a copy of the grievance submitted at Step 2, or Step 1 if Step 2 has been bypassed, together with the written decision of the Division Chief or Fire Marshal. Within ten (10) days, the Fire Chief shall meet with the grievant, and Union representative(s). Within ten (10) days following the meeting, the Fire Chief shall render a written decision. If the Fire Chief's decision does not resolve the grievance or if the Fire Chief fails to respond to the grievance, the employee shall have until thirty (30) days after the date of submission of the grievance to the Chief to carry the grievance to Step 4.

Step 4 To carry the grievance to Step 4, the Union shall submit the issue to an arbitrator using one of the methods described in (a), (b), or (c) below. Unless mutually agreed otherwise, the method described in (a) shall be followed:

- a. The parties shall jointly request the State Mediation and Conciliation Service for a list of seven (7) arbitrators drawn from a pool of arbitrators who reside in Oregon. The parties shall then select one of the arbitrators by alternately striking one (1) name from the list until only one (1) is left. The one (1) remaining name shall be the arbitrator. The order of striking shall be by lot. The names shall be struck on a single day mutually agreed to by the parties.
- b. The parties may mutually agree to request a list of five (5) arbitrators from the Employment Relations Board list. The parties shall alternately strike one (1) name from the list, until only one (1) is left. The one (1) remaining shall be the arbitrator. One (1) day will be allowed for the striking of each name, if needed.
- c. The parties may also mutually agree to select an arbitrator or a panel of two (2) advocate arbitrators and a neutral chairperson arbitrator by any method mutually agreed upon.

The arbitrator shall set a hearing and, upon conclusion of that hearing, render a written decision within thirty (30) calendar days of the close of the hearing. The arbitrator's written decision shall include his findings of facts and opinions as well as his conclusion and award. The powers of the arbitrator shall be limited to determination of issues of facts and application thereto of the provisions of this contract, as the same

may be within the scope of arbitration. The arbitrator shall have no power or authority to alter, abridge, modify, vacate, or amend any of the terms of this contract; nor to substitute his judgment for that of the City as to any matter within the City's discretion under Article 2, MANAGEMENT RIGHTS; nor to consider, decide, or act upon any condition or circumstance not expressly provided for in this contract. The decision of the arbitrator shall be binding on both parties. The costs of the arbitrator shall be shared equally by the parties. Each party shall be responsible for all costs of preparing and presenting its case to the arbitrator, and for reporter's or recording costs for making a record of the proceedings at such party's request. Arbitration of grievances shall be in accordance with procedures listed in this article.

18.4 Time Limits

Any or all time limits specified in the grievance procedure may be waived by mutual consent of the parties. Failure to submit the grievance in accordance with these time limits without such waiver shall constitute abandonment of the grievance. As used in this Article 18 "days" shall mean calendar days.

18.5 Abandonment of Grievance

In addition to abandonment by limitation as specified in section 18.4, a grievance may be terminated voluntarily at any time upon receipt of a signed statement from the Union or the grievant that the matter has been satisfactorily resolved.

18.6 Modification of Rules

The parties may, by mutual agreement in a particular case, provide for any modification or addition to the rules and procedures herein set forth, which agreement shall not affect subsequent cases.

18.7 Compensation of Representative and Witnesses

The grievant and one (1) Union representative, in meetings called for in STEPS 1 through 4 of section 18.3 and in the arbitration hearing, shall be permitted to attend such meetings and hearing without loss of pay if such meetings and hearing occur during the employee's duty period. The Union representative shall be similarly treated as the grievant if they are involved in meetings at STEPS 1 through 4. Employees who may be called as witnesses to the arbitration hearing shall also be permitted to testify at the hearing without loss of pay if the giving of testimony occurs during the employee's duty period. The names of any employees to be called as witnesses in the arbitration hearing shall be given by the Union to the City at least seventy-two (72) hours prior to the hearing. The Union agrees, wherever practical, to request that on-duty personnel be summoned just prior to their testimony so as to minimize the impact of their absence of work on department operations.

18.8 Exclusion of Other Disputes

The following matters are not subject to the grievance procedure of this contract:

- A. Any grievance which is not filed in accordance with the provisions of 18.2 or does not meet the definition of a grievance in 18.1.
- B. Any matter which is not covered by this contract.

18.9 Grievance From Disciplinary Action

Imposition of discipline may be appealed through either this contract or, in cases of discipline to career status employees as defined in section 40 of the City Charter, through procedures established by Civil Service Rules. Pay for the employee and one (1) Union representative shall be administered as described in section 18.7.

To utilize the contract's grievance procedure, such an employee must, within ten (10) calendar days of the imposition of discipline, file with the City and the Union a written waiver of Civil Service Commission review on the form attached to this contract at Appendix B. If an employee in a classification covered by Civil Service submits both a contract grievance and a Civil Service appeal, the employee shall be deemed to have elected Civil Service review and the contract grievance will not be processed by the City and the Union.

ARTICLE 19 - UNION/CITY MEETINGS

- A. Whenever either the City's Human Resources Director or the President of the Union requests, the City and the Union shall meet for consultation purposes on matters of mutual interest which would serve constructive purposes to prevent or eliminate grievances or on matters affecting employee health or safety. Notice of such topics for discussion shall be exchanged prior to any meeting, and the meetings shall be scheduled at a time mutually convenient to the parties. The number of employees participating shall be restricted to three (3) without loss of pay. More than three (3) employees may participate without loss of pay at the discretion of the City, and four (4) may so attend if no more than one (1) company would be reduced below assigned staffing levels. Either party may refuse to discuss any matter which is the subject of a grievance which has already been filed and has not been finally disposed of as provided in the grievance procedure.
- B. For the purpose of negotiating a successor agreement, the City will allow not more than four (4) bargaining unit employees to participate without loss of pay. Activities in preparation for negotiations shall not qualify for time off without loss of pay. The Union will provide the names of the employees to the City at least seven (7) days prior to the first negotiation session.

ARTICLE 20- COMPENSATION

20.1 Emergency Medical Technician Premium Pay

A. Roll-in/Elimination of EMT Premium Pay

Effective with the signing of the 2001-2004 Collective Bargaining Agreement the City increased the base wage by three percent (3%), for all job classifications covered by this agreement. Excluding classifications in the Fire Prevention Division. The increase was done commensurate with the elimination of the EMT-B premium pay previously given to EOD employees who held an EMT-B certification.

Effective with the signing of this agreement the City will take an amount equal to the EMT-P premium dollars that would be paid to 24 EMT-P Captains, divide that amount by 36, and increase the current Captain base wage as listed in the salary schedule by that amount. The EMT-P premium will no longer be paid to Captains regardless of EMT certification.

B. EMT-B Training

Those current employees not covered in 10.3 (B), must maintain at least an EMT-B certification. Employees who involuntarily lose their certification through an administrative error through no fault of the employee will not be suspended or terminated, provided they are making reasonable progress towards obtaining EMT-B certification. However, this provision does not prevent discipline for misconduct that results in the loss of certification.

C. EMT-B Transporting (medic unit) Vehicle Assignment Pay

Any employee covered by this contract who is permanently or provisionally certified as an EMT- B pursuant to the laws of the State of Oregon, and who is assigned by the City to work on an Advanced Life Support (ALS) medic unit, shall receive, in addition to the employee's base pay, an amount equal to 3.8% percent multiplied by the top step hourly rate for the class of Firefighter-EMT- B for each hour actually worked in such assignment, rounded to the nearest half (1/2) hour.

20.2 Emergency Medical Technician Paramedic (EMT-P) Premium Pay

A. EMT-P Differential Pay

Except as provided in subsection C herein, any bargaining unit employee in the classifications of Fire Fighter/Paramedic or Apparatus Operator, who is permanently or provisionally certified as an EMT-P pursuant to Oregon law and who is assigned to suppression, training, or EMS shall receive, in

addition to base pay, an amount equal to six percent (6%), multiplied by the top step pay rate for the class of Firefighter-EMT- B, rounded to the nearest dollar for each full month assigned to the Program, or one-tenth (1/10) of that amount for each regularly scheduled shift if such assignment is less than a full month; provided, however, that in no event shall the payment exceed the amount computed for a full month, plus overtime compensation if applicable. Except those hours covered in Article 20.3.

B. ALS Transporting (Medic Unit) Pay

Any EMT - P employee who works on an ALS transporting (medic unit) vehicle, shall receive in addition to the base pay an additional amount equal to 6.8% percent multiplied by the top step hourly pay rate for the class of Firefighter-EMT- B for each hour actually worked as a member of the ALS transportation crew, rounded to the nearest one-half (1/2) hour. Except those hours covered in Article 20.3.

C. ALS Assignment within First Six Months

An employee in the class of Firefighter-Medic who is assigned to actually work as a member of an ALS crew during his first six (6) months of employment, or before appointment to step two (2) of his salary range, shall be compensated in accordance with subsections B and C herein for each hour so worked. Upon appointment to step two (2), such employee shall be paid only in accordance with subsection C since steps two (2) through six (6) of the ranges for Firefighter-Medic include compensation for the appropriate EMT certification.

20.3 Back Up Medic (BUM) Assignments

In lieu of paying the contractual Transporting Medic Pay as defined in 20.1 C and 20.2 B. Effective with the signing of this agreement, the City shall pay an employee \$5.00 per shift, when they are placed on a Backup Medic. The \$5.00 will be earned the first time employees' are placed in service on a BUM, regardless of time spent, or calls responded to while on the BUM. This pay is a once per shift benefit, and does not compound when an employee is placed on the BUM multiple times during a shift.

However, because this pay does not compound, the City will not use this as the sole reason for placing the same crew in service on a BUM multiple times in a shift. Instead, they will continue to use operational needs as the deciding factor for which crew is placed on a BUM.

20.4 Bi-Lingual Pay

An employee who is determined to be fluent in an eligible language, as determined by the City (e.g., American Sign Language, Spanish, Russian,

or an appropriate Asian dialect) shall receive in addition to their regular salary an amount equal to two and a half percent (5%) of their base salary. Fluency is to be determined by the City, based upon a standard testing program, which the City will implement.

20.5 Emergency Medical Service (EMS) Coordinator and/or EMS Trainer Pay

Any employee who is selected and assigned to perform the duties of Emergency Medical Service (EMS) coordinator and/or Trainer, shall receive, in addition to the employee's regular rate, exclusive of any premium amounts, an amount per hour of such assignment which, when added to the employee's regular rate, shall equal a total rate which is 106% of the regular rate for the class of Captain.

Assignments to, or transfers from these duties will not be made without advance notice given to the employee of a minimum of two calendar weeks.

20.6 Breathing Apparatus Technicians Pay

Any employee who volunteers for, is selected, and certified as a breathing apparatus technician shall receive, in addition to base pay, an amount equal to two percent (2%) multiplied by the top step pay rate for the class of Firefighter-EMT- B, rounded to the nearest dollar, for each full month assigned.

20.7 Special Weapons and Tactics (SWAT) Pay

Any employee who volunteers for, is assigned to and starts training for the City's SWAT team shall receive, in addition to base pay, an amount equal to two and one-half percent (2.5%) multiplied by the top step hourly rate for the class of Firefighter-EMT-B for each full month assigned to the duty, or one-tenth (1/10) of that amount for each shift worked if the assignment is less than a full month. Said designation shall be in writing. S.F.D. SWAT personnel shall receive the same initial and refresher training that Police SWAT members do with the exception of DPSST academy requirements.

20.8 Probationary Firefighter/Medic Trainer Pay

Any member of the bargaining unit assigned to the Advanced Life Support (ALS) Program who performs as a designated Probationary Firefighter/Medic Trainer (Medic Evaluator) shall receive, in addition to base pay, an amount equal to five percent (5%) multiplied by the top step hourly rate for the class of Firefighter-EMT-B for each full month assigned to the duty, or one-tenth (1/10) of that amount for each shift worked if the assignment is less than a full month.

20.9 HAZMAT Response Team Pay

Employees formally assigned to the City's HAZMAT Response Team,

pursuant to Article 34 shall receive an amount equal to 2% multiplied by the top step pay rate for Firefighter-EMT-B, rounded to the nearest dollar.

Employees who receive their Hazardous Materials Technician Certification and are assigned to the City's HAZMAT Response Team, pursuant to Article 34, shall receive an amount equal to 4% multiplied by the top step pay rate for Firefighter-EMT-B, rounded to the nearest dollar.

In no event shall HAZMAT differentials compound or pyramid. One-tenth (1/10) of the above cited amounts shall be paid for each regularly scheduled shift, if such assignment to the HAZMAT Response Team is for less than a full month.

20.10 Special Incentive Pay and Overtime Calculation

The additional compensation provided in sections 20.1 through 20.8 shall be included for purposes of computing overtime.

20.11 Working-Out-of-Classification Pay

Any bargaining unit member who is assigned, for more than four (4) hours in a shift, to temporarily perform the duties and responsibilities associated with a classification or position senior to that employee's normal classification shall receive:

1. Pay at either the first step of the higher salary range or five percent (5%) more than the employee's regular rate, whichever is greater, not to exceed the top step of the higher salary range;

2. Upon the 90th day of such assignment, pay at the top step of the higher salary range provided a Career position has been vacant and unfilled (versus an incumbent being absent). Any employee working out of class on or after the 90th day in the vacated position shall receive pay at the top step of the higher salary range. This provision shall not apply to appointments as EMS Coordinator, EMS Trainer, or Training Officer.

20.12 Standby Pay

Deputy Fire Marshals who are assigned standby duty shall receive one (1) hour's pay for each eight (8) hours of such standby assignment. Employees so designated must be within immediate contact by telephone or pager and able to report to the designated fire scene immediately, within one (1) hour. A City vehicle may be requested by the employee when on standby.

20.13 Wages

In addition to any other benefit conferred under this contract, employees shall receive, as compensation for services performed, salaries within the range specified for their respective job classifications as set forth in Appendix A attached hereto and by this reference incorporated herein, as applicable.

A. Effective with the first pay period that includes July 1, 2004, each step of the salary schedule will be increased by 2.5%.

B. Effective with the first pay period that includes July 1, 2005, the employees covered by this agreement shall have their wages increased commensurate with the percentage change in the CPI-W, All Cities Index, Jan. 2004 to Jan. 2005 with a minimum of 2% and a maximum of 4%. Additionally, each step of the salary schedule will be increased by 1%.

C. Effective with the first pay period that includes July 1, 2006, the employees covered by this agreement shall have their wages increased commensurate with the percentage change in the CPI-W, All Cities Index, Jan. 2005 to Jan. 2006 with a minimum of 2% and a maximum of 4%.

20.14 Hourly Rate of Pay

A. 56-Hour Week - The "top step hourly pay rate" referenced in this Article 20 shall be computed by multiplying the monthly rate by twelve (12) and dividing the product there from by 2912.

B. 40-Hour Week- The "top step hourly pay rate" referenced in this Article 21 shall be computed by multiplying the monthly rate by twelve (12) and dividing the product there from by 2080.

20.15 Payroll Errors and Direct Deposit

A. Computation Errors- Payroll Errors shall be corrected not more than two (2) pay periods following the pay period in which the error was made.

In the event that an employee receives wages or benefits from the City to which the employee is not entitled, regardless of whether the employee knew or should have known of the over payment, the City shall notify the employee in writing of the overpayment which will include information supporting that an overpayment exists and the amount of wages and/or benefits to be repaid. For purposes of recovering overpayments by payroll deduction, the following shall apply:

(1) The City shall be limited in using the payroll deduction process to

a maximum period of three (3) years before the notification.

(2) The employee and the City shall meet and attempt to reach mutual agreement on a repayment schedule within thirty (30) calendar days following written notification.

(3) If there is no mutual agreement at the end of the thirty (30) calendar day period, the City shall implement the repayment schedule stated in subsection (4) below.

(4) If the overpayment amount to be repaid is more than five percent (5%) of the employee's regular bi-weekly base pay, the overpayment shall be recovered in bi-weekly amounts not to exceeding five percent (5%) of the employee's regular bi-weekly base salary. If an overpayment is less than five percent (5%) of the employee's regular bi-weekly base salary, the overpayment shall be recovered in a lump sum deduction from the employee's paycheck. If an employee leaves City service before the City fully recovers the overpayment, the remaining amount may be deducted from the employee's final check (s).

(5) An employee who disagrees with the City's determination that the overpayment has been made to the employee may grieve the determination through the grievance procedure.

(6) This Article does not waive the City's right to pursue other legal procedures and processes to recoup an overpayment made to an employee at any time.

B. The City offers direct deposit of paychecks for employees. Early release of payroll checks to employees will only be granted under emergency situations as approved by the Finance or Human Resources Director.

ARTICLE 21 - SAFETY

21.1 Oregon Safe Employment Act

The parties acknowledge that firefighting creates safety and health hazards unique to the occupation. The City agrees to act in accordance with the Oregon Safe Employment Act (ORS 654.00 - 654.295, 659.991) and any regulations, codes, or rules adopted pursuant to the statute. Remedies for alleged violations are limited to statutory procedures; no grievances under this contract may be filed for violation of this paragraph or applicable law.

21.2 Protective Clothing

Any protective clothing and safety equipment required by the City for members

of the bargaining unit shall be provided for by the City without cost to the employee.

21.3 Safety Committee

The City shall establish a Safety Committee whose purpose is to investigate and review employee complaints about unsafe practices or conditions. The Safety Committee shall be comprised of two (2) employees selected by the Fire Chief, or his designee, and two (2) employees selected by the Union. The Safety Committee shall meet to review complaints of an employee or group of employees, who shall be identified in the complaint, about unsafe practices or conditions within thirty (30) calendar days of receipt of the written complaint(s). The Safety Committee shall investigate the complaint to determine whether unsafe practices or conditions exist. If the Safety Committee, or a minority of the Committee, so determines, it shall prepare a report to the Fire Chief which contains its recommendations to resolve the safety issue. Such report and recommendations shall be advisory only. Within thirty (30) calendar days of receipt of the report from the Safety Committee the Fire Chief shall respond in writing to the employee who submitted the complaint. The response shall include a review of the complaint, the recommendations of the Safety Committee and the course of action, together with the reasons therefore the Chief has determined best suits the needs of the department. Employees serving on the Safety Committee shall be compensated at the appropriate rate for all time spent in Safety Committee meetings. The City will select one bargaining unit member, from a list of four (4) names provided by the Union President, to send to the biennial Redmond Symposium.

21.4 Engine Company Staffing

In the event it is management's opinion that an engine company of less than three (3) persons is desirable, the City shall adopt safety rules governing the operation of an engine company with less than three (3) persons prior to implementation of less than three (3) member crews. The City shall provide firefighters with the opportunity for input before the proposed rules are adopted. Agreement of the Union is not required before the safety rules can be implemented. The content and substances of these safety rules are expressly and specifically excluded from the grievance procedure contained in this contract.

ARTICLE 22 - SHIFT EXCHANGE

22.1 Shift Exchange

Employees shall have the right to exchange shifts, including for the purpose of conducting Union business, when exchanges do not interfere with the operations of the Fire Department and are approved in advance by a supervisor. This Article does not codify in writing an employee right to early relief practices. Employees shall not be eligible for overtime on a shift exchange.

22.2 Illness While on Shift Exchange

Employees who leave work sick while on shift exchange shall be charged their

accrued sick leave for the number of hours not worked on the balance of that shift.

ARTICLE 23 - DISCRIMINATION

23.1 The provisions of this contract shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, national origin, disability, or political affiliation. The Union shall, within its scope of discretion and influence, share equally with the City the responsibility for applying this provision of the contract. In recognition of the various State and Federal statutes and rules governing such nondiscrimination standards, the parties agree that no grievances (through Article 18, herein) over any alleged violations of this section 24.1 shall be allowed.

23.2 Under this contract, the reference to the male gender (his, him, he) shall refer to either sex, male or female, except where specifically noted otherwise.

ARTICLE 24 - STRIKES AND LOCKOUTS

Inasmuch as there are other means, both by law and through this Contract for the resolution of disagreements that may from time to time arise during the term of this Agreement, the parties agree as follows:

24.1 Lockouts

During the term of this contract, the City shall not, as a result of a dispute with the Union, lockout any bargaining unit member. In the event of a violation of the above, the affected employees shall be eligible for reimbursement of all lost wages resulting there from.

24.2 Prohibited Activities

Under no conditions or circumstances shall the Union or any of the employees it represents individually or collectively cause, sanction, honor or engage in any strike, sit-down, stay-in, sick-out, slow-down, speed-up, work to rule or in any other type of job action, curtailment of work, restriction of production or restriction of services while on assigned tour of duty.

In the event of a violation of the above, the City may discipline, including discharge, any individual employee involved in any of the above defined prohibited activities. The foregoing does not preclude an award for damages against the Union as a result of a violation of the above in the event the Union is found not to have taken all reasonable measures at its disposal to prevent and/or end such above defined prohibited activities. For purposes of this Article, assigned tour of duty shall be limited to the specific period of time when the employee is in uniform or acting in a paid capacity on behalf of the City.

ARTICLE 25 - UNION USE OF CITY FACILITIES

25.1 Use of City Facilities

The Union may use, in accordance with established City rules applicable to other groups within the community, City facilities during employee's non-work hours (as defined in this contract) for Union meetings provided such space is available. Requests for use of facilities not available to the public generally shall be in writing from a Union officer, stating the purpose or purposes of the meeting, and shall be approved by the City Manager, or his/her designee. Such meetings shall not be permitted for Union organizing activities or membership drives of City employees.

25.2 Bulletin Boards

The Union may use portions of City bulletin boards or may use its own bulletin boards in areas of fire stations away from public view under the following conditions:

- A. All materials on City bulletin boards must be dated and must identify the Union. In the event that posted materials on City or Union bulletin boards in the opinion of the City interfere with the proper functioning of the City, the City may order the material removed.
- B. The City reserves the exclusive right to determine where City bulletin boards shall be placed and what portion of them are to be allocated to the Union.
- C. If the Union does not abide by the above provisions of 25.2, it will forfeit its right to have material posted on City and Union bulletin boards.

25.3 Union Activity During Working Hours

The parties agree to the primary principle that Union activities will normally be carried on outside of employee duty and working hours. It is further recognized that there are reasonable limited deviations from this policy such as posting of Union notices and distribution of literature which do not require substantial periods of time. Where such activities cannot reasonably be performed except during scheduled duty and working hours, and where such activities are performed without any disruption or interference of employee on-the-job performance, they are authorized; provided, however, that on-duty personnel may not leave their first due response area to perform such activities.

25.4 On-Duty Crew

The on-duty crew at the station where the Union meeting is held shall be allowed to attend that meeting so long as such attendance does not interfere with the performance of their duties.

ARTICLE 26 - SAVINGS CLAUSE

If any article or section of this Contract or any addition thereto should be held invalid by operation of law or by any lawful tribunal having jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this Contract and addenda shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 27 - AMENDMENT PROVISION

This contract is subject to amendment, alteration or addition only by subsequent written agreement between and executed by the City and the Union where mutually agreeable.

ARTICLE 28 - TRANSFERS

The City shall not reclassify an employee to a classification not in this unit and transfer the employee to a position in any other department other than the Fire Department without notice to the employee and without his or her concurrence.

ARTICLE 29 - MILEAGE ALLOWANCE

Whenever an employee is authorized to utilize his own vehicle in the performance of his official City duties, he shall be compensated at the current City rate.

ARTICLE 30 - RETIREMENT

30.1 Public Employees' Retirement System

For the term of this Agreement the City will continue its participation in the Oregon Public Employers Retirement System (OPERS). Said participation includes City payment of established employer contributions. Employer shall also be responsible to pick-up the six percent (6%) employee contribution to PERS. If for any reason the ORS 238.205 "pick-up" is no longer legally available, the Employer shall on the last payroll period of this agreement increase the wages of bargaining unit members by six percent (6%).

30.2 Unused Sick Leave

If permitted by law and OPERS rules, The City will extend the use of accumulated unused sick leave to increase retirement benefits. This will allow 50% of accrued but unused sick leave to be converted to retirement benefits upon retirement.

30.3 Great West Life Assurance Plan

The Great West Life Assurance Plan, #71661GP (G-Pac) for current employees or terminated vested employees is terminated effective December 31, 1990 with the following provisions:

- A. Individual account balances and interest earned as of December 31, 1990, for current City of Salem employees who participated in the G-Pac Plan, will be transferred to OPERS. The transferred money will be placed in each individual member's account effective January 1, 1991. Employees will be given credit for current years of service under OPERS for all contributory periods (months/years) while a participant of G-Pac.
- B. At the time of conversion, employees and terminated vested employees were given the option of transferring their G-Pac money to OPERS or cashing-out all contributions including interest earned.

ARTICLE 31 - FAIR LABOR STANDARDS ACT

31.1 This contract incorporates agreements between the City and the Union on compensation and other matters subject to provisions of the Fair Labor Standards ACT (FLSA) and related regulations of the U.S. Department of Labor. The parties have agreed to wage levels since July 1, 1985 which are expressly intended to minimize employer costs associated with compliance with the Act, particularly with respect to overtime compensation payable for hours worked by emergency operations personnel above fifty-three (53) and less than fifty-seven (57) in the average work week. This reduction is described in Article 31.2 of the 1985-88 contract between the parties.

31.2 It is the intent of the City and the Union that the net reduction in wage rates referred to in 31.1 be a permanent adjustment in consideration of the additional overtime costs and income required by the Act. Accordingly, the City and Union recognize and agree that future comparisons of Salem wages with those paid in comparable jurisdictions should be based on the total monthly income of Salem employees inclusive of overtime pay for three (3) hours in each average fifty-six (56) hour work week.

31.3 If the City should be relieved from its legal obligation to comply with the Act during the term of this contract then the wages in effect on the date the obligation is relieved shall be multiplied by 2.46% to re-establish wage levels which would have been in effect if the City had not become subject to the Act. All other provisions of this contract which are expressly, and specifically, modified by the Act, shall also be changed to re-establish the status quo which existed before July 1, 1985.

ARTICLE 32 - USE OF ALCOHOL AND DRUGS

32.1 Policy

The City considers its employees to be its most valuable asset and is concerned about their safety, health and well-being. The misuse of alcohol and other

drugs can impair employee performance and general physical and mental health, and may jeopardize the safety of co-workers and the general public. The City is committed to maintaining a safe and healthy work place for all employees by identifying the misuse of alcohol and drugs and assisting employees to overcome these problems through appropriate treatment and, if necessary, disciplinary action. The presence or treatment of a substance use problem will not excuse an employee from meeting performance, safety or attendance standards or following other City instructions.

32.2 Employee Assistance Program

The City has established an Employee Assistance Program (EAP) at no cost to the employee. The general purpose of the EAP is to reduce problems in the workforce and retain valued employees. The EAP will offer limited professional assistance to employees in dealing with problems of a personal nature, including alcohol and drug abuse, that may have an adverse effect on job performance.

32.3 Prohibited Conduct

The following conduct is prohibited:

- A. The buying, selling, or providing; or possession for the purpose of buying, selling, or providing controlled substances including marijuana while on City property or in City vehicles or equipment, or during work hours, including paid rest and meal periods.
- B. Being at work under the influence of alcoholic intoxicants, or consuming alcoholic intoxicants while in City vehicles or equipment at any time, or on City property during work hours, including paid rest and meal periods.
- C. Being at work with a blood alcohol content that reaches or exceeds .02 by weight of alcohol in the blood.
- D. Possession of any controlled substance including marijuana (but excluding any substance lawfully prescribed for the employee's use which has not been obtained for the purpose of abuse) while on City property or in City vehicles or equipment at any time, or during work hours, including paid rest and meal periods.
- E. Being at work under the influence of any controlled substance, including marijuana, or having such substances "present in the body" (excluding any substance lawfully prescribed for the employee's use which has not been obtained for the purpose of abuse) while on City property or in City vehicles or equipment at any time, or during work hours, including paid rest and meal periods. An employee has a controlled substance "present in the body" when the employee tests "positive" in any blood or urine test administered. An employee shall be deemed to test "positive" for cannabinoids (marijuana or hashish) if his or her urine test indicates 50 or more nanograms THC metabolites/ml.
- D. For purposes of this Article, the term "controlled substance" shall be

E. Defined in accordance with ORS 475.005(6).

32.4 Under The Influence

The term "under the influence" of controlled substances including marijuana or alcoholic intoxicants covers not only all the well known and easily recognized conditions and degrees of impairment and intoxication, but any perceptible abnormal mental or physical condition which is the result of indulging to any degree in controlled substances, marijuana or alcoholic intoxicants which perceptibly tend to deprive the use of that clearness of intellect and control the employee would otherwise possess.

32.5 Discipline and Other Action

Prohibited conduct described in Section 32.3.A above shall result in termination. Prohibited conduct described in Sections 32.3B, 32.3C, 32.3D and 32.3E, shall result in actions specified in Section 32.8 below.

32.6 Mandatory Testing

- A. Where the City has reasonable suspicion to believe that an employee is under the influence of any alcoholic intoxicants or controlled substances, including marijuana, or has a controlled substance, including marijuana, present in the body, the City may require that the employee immediately consent and submit to field impairment tests, blood, urine or breathalyzer test. The City shall pay for the costs of the tests. A refusal to consent and submit to any of these tests shall subject an employee to immediate termination.
- B. When the employee is notified that he or she is required to consent and submit to such tests, or searches as described in Section 32.10. of this Article, he or she may request the presence of a Union representative to witness the tests or searches. The tests or searches may not be unduly delayed for more than one hour in order to wait for a representative. The absence of a representative shall not be grounds for the employee to refuse to consent and submit to such tests or searches. The presence of a representative shall not disrupt or interfere with the tests or searches.
- C. Before a supervisor, acting on behalf of the City under this policy, may require an employee to consent and submit to any test(s) specified in this section, or to search(s) specified in Section 32.10 which require reasonable suspicion, the supervisor must first obtain concurrence from the supervisor's department head or his designee that the information available to the City about the subject employee is sufficient to determine reasonable suspicion that prohibited conduct will be established as a result of such test(s) or search(s).
- D. The employee shall give consent to a blood, urine or breathalyzer test by signing a consent form. The form shall contain the following information:

1. Employee's consent to release test results to the City;
 2. The procedure for confirming an initial positive test result for a controlled substance, including marijuana;
 3. The consequences of a confirmed positive test result for a controlled substance, including marijuana;
 4. The consequences of a positive test for alcohol, including one at or above .02.
 5. A listing provided by the employee of legally prescribed and over-the-counter medications which may be in the employee's body;
 6. The right to explain a confirmed positive test result for a controlled substance, including marijuana, or a positive test for alcohol;
 7. The consequences of refusing to consent to the blood, urine or breathalyzer test.
- E. In the event that the blood or urine test results are positive for controlled substance(s), including marijuana, the City shall require that a second confirmatory test from the same sample be conducted, using gas chromatography mass spectrograph techniques or equivalent which also must be positive before concluding the employee has such substance(s) present in their body.
- F. If a blood or confirmed urine test is positive, the City will instruct the laboratory to retain the blood or urine sample for a period of not less than 30 calendar days from the date the tests are complete for the purpose of allowing the employee to conduct an independent test at his or her own expense at a laboratory approved by the City.
- G. The procedures followed under this Article to obtain, hold and store blood and urine samples and to conduct laboratory tests shall be documented to establish procedural integrity and chain of evidence. Such procedures shall be administered with due regard for the employee's privacy and the need to maintain the confidentiality of test results to an extent which is not inconsistent with the needs of this Policy. The employee shall be notified of the results of all tests conducted pursuant to this Policy.
- H. Nothing in this Article is intended to establish the City's right to conduct random blood or urine testing to detect the presence of alcohol or controlled substances, or to conduct such tests on any basis other than reasonable suspicion as described in Section 32.7 of this Article.

32.7 REASONABLE SUSPICION

For purposes of this Article, "reasonable suspicion" means that there is substantial basis for believing that, more likely than not, an employee possesses or is under the influence of alcohol, or a controlled substance, including marijuana, has .02% or more blood alcohol content, or has a controlled substance, including marijuana, present in the body. Circumstances which constitute a basis for determining "reasonable suspicion" may include, but are not limited to:

- (a) A pattern of abnormal or erratic behavior;
- (b) Direct observation of drug or alcohol use; or information provided by a reliable and credible source that an employee has engaged in prohibited conduct as defined in Section 32.3 of this Article;
- (c) Presence of the mental or physical symptoms of drug or alcohol use (e.g., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
- (d) A work-related accident in conjunction with other facts which determine "reasonable suspicion";
- (e) Citing solely an "anonymous tip" does not qualify as reasonable suspicion.

32.8 Consequences of Test Results

- A. Test results which do not positively establish that the employee has engaged in prohibited conduct as described in Section 32.3 of this Article shall result in no further action against the employee related to an alleged violation of that section. The employee shall be informed of such test results.
- B. If an employee who has not previously committed prohibited conduct specified in Sections 32.3B, 32.3C, 32.3D, or 32.3E is found to have committed such prohibited conduct, the employee shall immediately submit to a medical evaluation by a doctor selected and paid by the City. The evaluation will determine the extent of the employee's use of, and dependence on, the applicable substance(s) and, if necessary, recommend an appropriate program of treatment, including but not limited to rehabilitation and counseling to prevent future use. If a program of treatment is recommended by the doctor, the employee shall enroll in it immediately. Any City payment contribution shall be governed by the Mental Health and Chemical Dependency benefit provisions of the applicable City health insurance plan. Failure by the employee to enroll in the recommended program or to complete it successfully shall result in his or her termination from employment.
- C. If an employee has previously committed prohibited conduct specified in Sections 32.3B, 32.3C, 32.3D, or 32.3E and subsequently is found to have committed such prohibited conduct a second time within three years, he or she shall be terminated. Further, should an employee be found to have committed prohibited conduct within three years following completion of

voluntary rehabilitation per Section 32.9, he or she shall be terminated. The level of discipline imposed for subsequent instances of such prohibited conduct beyond three years may be termination but shall be determined on a case-by-case basis.

32.9 Voluntary Rehabilitation

- A. The primary objectives of the City's drug and alcohol policy are to maintain employee performance and good health and as safe work environment. If, prior to a requirement by the City that the employee submit to any of the tests specified in Section 32.6 of this Article, the employee notifies a supervisor that he or she has drug or alcohol problems that require treatment, then in that event the employee shall immediately submit to a medical evaluation by a doctor selected and paid by the City. The employee shall enroll in and successfully complete a treatment program recommended by the doctor and any City payment contribution shall be governed by the Mental Health and Chemical Dependency benefit provisions of the applicable City health insurance plan. If the employee fails to complete the treatment program successfully, their employment will be terminated.
- B. If an employee has previously enrolled in voluntary rehabilitative treatment described in subsection A and subsequently again volunteers for such treatment in advance of being required to submit to any of the tests specified in Section 32.6 of this Article, then the employee shall immediately submit to a medical evaluation by a doctor selected and paid by the City and shall successfully complete the treatment program recommended by the doctor. If the employee fails to complete the treatment program successfully he or she shall be terminated.

32.10 Searches

- A. The City reserves the right to conduct searches for any reason of City equipment or facilities generally; and may search any thing or area in which the employee has an expectation of privacy (i.e. desk or locker) when the City has reasonable suspicion to believe alcohol, marijuana or other controlled substances may be found.
- B. The City may require an employee to submit to a search of the employee's clothing or personal property when the City has reasonable suspicion to believe alcoholic intoxicants, marijuana or other controlled substances may be found. Refusal by the employee to submit to such a search of his or her clothing or personal property shall result in termination.

32.11 Consequences of Search Results

- A. Searches which do not reveal the presence of alcohol or controlled

substances, including marijuana (but excluding any substance lawfully prescribed for the employee's use which has not been obtained for the purpose of abuse), shall result in no further action against the employee related to an alleged violation of Section 32.3D. The employee shall be informed of such search results.

- B. Searches which reveal the presence of alcohol or controlled substances, including marijuana, (but excluding any substance lawfully prescribed for the employee's use which has not been obtained for the purpose of abuse) shall result in those consequences specified in Sections 32.5 or 32.8B and 32.8C as though a positive blood or confirmed urine test had been administered.

32.12 Supervisor Training

The City recognizes that, in order to administer the standards and procedures set forth in this Article fairly and to minimize the possibility of unwarranted testing and searches, supervisory personnel should receive training in how to recognize and deal effectively with substance abuse in the work place. Accordingly, the City will provide such training to supervisors before the requirements of the Article are implemented and enforced.

32.13 Union Held Harmless

The City agrees to indemnify, defend and save the Union harmless from any and all claims arising solely out of City's acts, errors or omissions in the administration of drug testing and searches conducted pursuant to this Article 32 provided, however, that City shall have no such obligation with respect to claims for which City would be immune if brought directly against City; claims, notice of which is not given by the Union within the time prescribed by ORS 31.275; and claims to the extent they exceed the limits established by ORS 30.270.

ARTICLE 33 - HAZMAT RESPONSE TEAM

33.1 HAZMAT Program

The parties recognize the need to have a local capability to respond to hazardous materials (HAZMAT) incidents so as to properly protect the health and safety of the public. It is also understood that standards and regulations governing this field are in the developmental stages and that revisions can be expected to occur over time. The purpose of this article is to describe, in general terms, the HAZMAT program's demands upon the bargaining unit.

33.2 Protective Equipment

All Personal Protective Equipment (PPE), monitoring equipment and control/decontamination equipment will meet or exceed OR-OSHA adopted standards and testing procedures.

33.3 Training

A. Training for all team members including Hazardous Materials Technicians (HAZTECH) and Hazardous Materials Technician Specialists (TECHSPEC) will meet or exceed the requirements of the Fire Standards Accreditation Board (FSAB) or such other agency as may have jurisdiction.

B. All costs for required training will be borne by the City in accordance with FLSA provisions and as described in Article 10.

33.4 Physical Examinations

Medical surveillance will be conducted in accordance with OAR 437, Division 2 as interpreted and applied by the City's retained Occupational Medicine Physician. All related costs for physical exams, toxicology assessments, lab fees, x-rays and required follow-up activities will be borne by the City.

33.5 Shift Release

When necessary to remove a team member from regularly scheduled duty for HAZMAT training, shift relief will be provided.

ARTICLE 34 TERM OF CONTRACT

34.1 This agreement shall remain in full force and effect from July 1, 2004 through June 30, 2007. The parties shall commence negotiations for a successor contract not later than January 15, 2006. The contract shall remain in full force and effect during the period of negotiations. This contract must be signed and dated by all parties.

IN WITNESS WHEREOF the City and the Union have caused these presents to be executed in their respective names by their duly authorized representatives as of this day.

City OF SALEM, OREGON

LOCAL NO. 314, IAFF

By:

Janet Taylor
Mayor

[Signature]
President, Local 314

Approved:

Robert Wells
City Manager Pro Tem

[Signature]
Vice President

Constantine Higgins
Human Resources Director

[Signature]
Secretary/Treasurer

George Barry
George Barry, Labor Relations
Administrator

[Signature]
Negotiating Team Member

Attest:

DEPUTY Recorder

[Signature]

Date June 10, 2004

APPENDIX A

IAFF/CITY OF SALEM CONTRACT 2004-2007

LISTING OF CLASS TITLES AND SALARY RANGES (HOURLY/ MONTHLY RATES)

*(Monthly salaries are approximate, and are shown for information only.
The actual basis of compensation for all purposes under this contract
shall be the hourly rates as shown on official certified payroll sheets.)*

July 2004'
2.5% COLA

56/Hr Week

	Hourly Wage						Monthly Salary					
	1	2	3	4	5	6	1	2	3	4	5	6
Firefighter	13.47	14.83	15.93	16.92	18.14	19.04	3268.36	3599.17	3865.32	4106.59	4402.58	4621.47
Firefighter EMT-P	14.61	15.97	17.07	18.06	19.28	20.19	3545.48	3876.30	4142.44	4383.71	4679.71	4898.59
A/O	14.13	15.65	16.77	17.75	19.04	20.00	3430.03	3798.16	4069.28	4308.06	4621.47	4852.79
A/O EMT-P	15.28	16.79	17.91	18.90	20.19	21.14	3707.16	4075.28	4346.40	4585.19	4898.59	5129.91
Fire Captain					22.35	23.42					5423.20	5684.37

40/Hr Week

	Hourly Wage						Monthly Salary					
	1	2	3	4	5	6	1	2	3	4	5	6
Sr. DFM				32.63	34.36	36.07				5655.13	5955.39	6252.09
DFM	23.61	25.03	26.54	28.12	30.07	31.57	4091.66	4338.62	4599.79	4873.40	5212.74	5472.13
Fire Prev. Officer	20.35	22.53	24.09	25.52	27.34	28.71	3526.68	3905.11	4175.17	4423.90	4738.37	4976.44
EMS Coordinator						34.76						6025.43
EMS Trainer						34.76						6025.43
Fire Trainer						34.76						6025.43

July 2005'
*** 3% COLA**

56/Hr Week

	Hourly Wage						Monthly Salary					
	1	2	3	4	5	6	1	2	3	4	5	6
Firefighter	13.87	15.28	16.41	17.43	18.69	19.62	3366.41	3707.15	3981.28	4229.78	4534.66	4760.11
Firefighter EMT-P	15.05	16.45	17.58	18.61	19.86	20.79	3651.84	3992.59	4266.71	4515.22	4820.10	5045.55
A/O	14.56	16.12	17.27	18.29	19.62	20.60	3532.93	3912.10	4191.36	4437.30	4760.11	4998.37
A/O EMT-P	15.74	17.30	18.45	19.46	20.79	21.77	3818.37	4197.54	4476.79	4722.75	5045.55	5283.81
Fire Captain					23.02	24.13					5585.90	5854.90

40/Hr Week

	Hourly Wage						Monthly Salary					
	1	2	3	4	5	6	1	2	3	4	5	6
Sr. DFM				33.60	35.39	37.15				5824.78	6134.05	6439.65
DFM	24.31	25.78	27.33	28.96	30.98	32.52	4214.41	4468.78	4737.78	5019.60	5369.12	5636.30
Fire Prev.Officer	20.96	23.21	24.81	26.29	28.16	29.57	3632.48	4022.27	4300.42	4556.62	4880.52	5125.74
EMS Coordinator						35.80						6206.20
EMS Trainer						35.80						6206.20
Fire Trainer						35.80						6206.20

July 2006'

* 2% COLA

56/Hr Week

	Hourly Wage						Monthly Salary					
	1	2	3	4	5	6	1	2	3	4	5	6
Firefighter	14.15	15.58	16.73	17.78	19.06	20.01	3433.73	3781.29	4060.90	4314.38	4625.35	4855.31
Firefighter EMT-P	15.35	16.78	17.93	18.98	20.26	21.21	3724.88	4072.44	4352.05	4605.53	4916.50	5146.46
A/O	14.85	16.44	17.62	18.65	20.01	21.01	3603.59	3990.34	4275.18	4526.05	4855.31	5098.34
A/O EMT-P	16.05	17.64	18.82	19.85	21.21	22.21	3894.74	4281.49	4566.33	4817.20	5146.46	5389.48
Fire Captain					23.48	24.61					5697.62	5972.00

40/Hr Week

	Hourly Wage						Monthly Salary					
	1	2	3	4	5	6	1	2	3	4	5	6
Sr. DFM				34.28	36.10	37.89				5941.28	6256.73	6568.45
DFM	24.80	26.30	27.88	29.54	31.60	33.17	4298.70	4558.15	4832.54	5119.99	5476.50	5749.02
Fire Prev.Officer	21.38	23.67	25.31	26.81	28.72	30.16	3705.13	4102.71	4386.43	4647.75	4978.13	5228.25
EMS Coordinator						36.52						6330.32
EMS Trainer						36.52						6330.32
Fire Trainer						36.52						6330.32

* - Assumes CPI of 2%, wages would change accordingly if CPI is different.

Certification Pay Amounts as of July , 2004:

EMT Paramedic 6% of Top Step Firefighter

Monthly salaries are shown for information only.

The actual basis of compensation for all purposes under this contract shall be the hourly rates.

Employees will be eligible for progression from step one (1) through step six (6) in increments of six (6) months, twelve (12) months, twenty-four (24) months, thirty-six (36) months and forty-eight (48) months.

APPENDIX B

City OF SALEM - IAFF LOCAL 314

2004-2007 Contract

WAIVER

The following is a specific waiver statement to be used by members of the bargaining unit only if discipline, as defined in the City Charter, is to be appealed through the grievance procedure set forth in Article 18 of this contract and not to the City of Salem Civil Service Commission.

I, _____, a member of the Union bargaining unit, had the following discipline imposed

on me by _____, on _____,
(supervisor) (date)

hereby waive the right to file an appeal of the above discipline with the City of Salem Civil Service Commission, a right available to me under the City of Salem Charter, so that I may utilize the City/Union contract grievance procedure to challenge the discipline.

Employee

Date

Witness

Date

APPENDIX C

SUMMARY OF MEDICAL BENEFITS

This section is a summary of the benefits of the benefits booklet. It may include fixed-dollar and/or percentage the Plan pays described as either preferred or nonpreferred benefit level. It also states any co-payments required, deductibles, or benefit maximums applicable to the coverage.

Lifetime Maximum Benefit

Per enrollee

\$2,000,000

Calendar Year Deductible

Per enrollee:

\$100

Total family:

\$300

BENEFITS

PREFERRED PROVIDER

NONPREFERRED PROVIDER

Professional Services

(Subject to Deductible unless otherwise noted)

Preventive health care

100%

60%

(Not subject to deductible)

Routine adult physicals

100%

60%

(\$300.00 Maximum benefit)

(Not subject to deductible)

Annual women's examinations

\$15.00 / 100%

60%

(Including pap smear & Mammograms)

(Not subject to deductible)

Well baby care

\$10.00 / 100%

60%

(Not subject to deductible)

Immunizations

\$5.00 / 100%

\$5.00 / 100%

(Not subject to deductible)

Family planning

80%

60%

Covered Infertility Services

50%

50%

Physician office visits

80%

60%

(Not including infertility)

Specialist office visits

80%

60%

Surgery (not including infertility)

80%

60%

Outpatient diabetic instruction

100%

100%

(Not subject to deductible)

Home & Office Visits

80%

60%

Allergy injections

80%

60%

Doctor visits in the hospital

80%

60%

Surgery

80%

60%

Surgery in the office

80%

60%

Temporomandibular Joint (TMJD)

50%

50%

HOSPITAL INPATIENT FACILITY SERVICES

Inpatient hospital expenses

80%

60%

Skilled nursing facility care

80%

60%

Dialysis Center

80%

60%

<u>BENEFITS</u>	<u>PREFERRED PROVIDER</u>	<u>NONPREFERRED PROVIDER</u>
-----------------	-------------------------------	----------------------------------

Professional Services

(Subject to Deductible unless otherwise noted)

REHABILITATION

Inpatient rehabilitation	80%	60%
Outpatient rehabilitation	80%	60%

AMBULATORY SERVICES

Outpatient surgery facility charge	80%	60%
Outpatient intravenous drug therapy	80%	60%
X-ray and lab	80%	60%
Dialysis	80%	60%
Therapeutic x-ray	80%	60%
Invasive diagnostic procedure	80%	60%
Imaging	80%	60%

EMERGENCY CARE

Emergency room care (True Emergency)	\$100.00 / 100% (Not subject to deductible)	\$100.00 / 100%
Emergency room care (Non-Emergency)	\$100.00 / 80% (Not subject to deductible)	\$100.00 / 60%
Immediate/urgent care center	80%	60%
Ambulance transportation	80%	80%

If covered hospitalization follows emergency services within 24 hours, this Plan will waive the emergency room co-payment. All other applicable co-payments, coinsurance, and deductibles remain in effect for emergency treatment and subsequent care.

OTHER SERVICES

Home health care	80%	60%
Home infusion therapy	80%	60%
Palliative hospice care	80%	60%
Supplies, appliances, and durable	80%	60%
Medical equipment.		
Administration of whole blood/blood products	80%	60%
Podiatry/Foot services	80%	60%
Office visits		
Orthotics		

Chemical Dependency (Subject to maximum day allowances)

Inpatient chemical dependency Treatment	80%	60%
Residential chemical dependency Treatment	80%	60%
Outpatient chemical dependency Treatment	80%	60%

Mental Illness (Subject to maximum day allowances)

Inpatient mental illness treatment	80%	60%
Residential mental illness treatment	80%	60%
Outpatient mental illness treatment	80%	60%

Additional Accident Care

The deductible will be waived and the Plan will pay covered expenses incurred within 90 days of an accidental injury at 100 percent up to \$500 per accident.

Complementary Care Benefits

The deductible will be waived and the Plan will pay 100 percent of the billed charges for services provided by the following complementary care providers up to a combined maximum of \$500 per Calendar year:

- a Chiropractor;
- an Acupuncturist; and
- a Naturopath.

Co-payments: You or your enrolled dependent is responsible for paying the first \$10 for each complementary care visit.

Women's Health And Cancer Rights

The Plan covers surgery, reconstruction, prosthesis, and treatment of physical complications of all stages of mastectomy according to the Women's Health And Cancer Rights benefit.

Out-of-Pocket Annual Maximum

This Plan will not impose additional co-payments or coinsurance on covered expenses for you or your enrolled dependents in any calendar year after co-payments and coinsurance paid for covered expenses in that calendar year total \$1,100 per enrollee (or \$3,300 per family) for preferred benefits or \$2,100 per enrollee (or \$6,300 per family) for nonpreferred benefits. In addition, the out-of-pocket annual maximum does not include coinsurance or co-payments for treatment for chemical dependency, mental illness, durable medical equipment, medical supplies and devices, orthotics, prosthetic devices, TMJ

Expenses & infertility expenses. This out-of-pocket annual maximum would not include charges which exceed this Plan's usual and customary or reasonable allowances.

Deductibles

The deductible applies to all medical expenses, except for services for preventive health care, allergy injections, emergency room care and complementary health care benefits.

This Plan will not begin to pay your or your enrolled dependent's expenses in any calendar year until the deductible amount is satisfied. The deductible applies separately to you and each enrolled dependent, but no family will be required to satisfy more than the total family deductible shown in the SUMMARY OF BENEFITS for any year, no matter how many enrolled dependents are in that family.

In addition, there is a deductible carryover privilege. If covered expenses are incurred in the last three months of a calendar year and applied toward the deductible for that year, they will be carried forward and applied toward the deductible for the following year.

* - Summary provided for Information only, contact Benefits Mgr. with specific questions.

APPENDIX D

This memorandum of agreement is concluded between the City of Salem and IAFF Local No. 314 in order to address 1) transitioning between 24 hour shift and 8 hour day work schedules, and 2) compensable and non-compensable training/educational leave.

Application

IAFF Local No. 314 bargaining unit employees in the Fire Department.

Procedures:

1. Transitioning Between Different Duty Weeks

The City will exercise two options described below on a case-by-case basis. In all cases, however, the employee will be notified in advance which option the City is exercising. Both options use Contract Article 15.7 as a reference and assume a duty week beginning Monday at 0800 hours and ending the following Monday at 0759 hours for both 40 and 56 hour duty week employees.

Option A:

This option includes moving an employee to a 40-hour duty week. Whenever possible, a duty week will not commence mid-duty week. The employee will return to shift work on their shift during the following duty week (i.e., after the following Monday at 0800 hours). The employee will have the opportunity to work their shift on Saturday or Sunday at the 56-hour overtime rate. Under this scenario there is no guarantee of a minimum number of hours. It would, therefore, be possible that if an employee opted not to work they could have a short paycheck.

Option B:

Under this scenario the employee remains on the 56-hour duty week schedule. On assigned shift days, the employee is paid for the full twenty-four hours. On non-assigned days they are paid only for productive hours (at the 56-hour overtime rate). When the employee returns they are responsible to work their next shift. If an employee returns on their scheduled shift day, it will be at the Department's discretion as to when the employee will return to duty. In most cases where the employee is returning to Salem before 2000 hours they will be instructed to return to duty on that shift.

Option A would be used in nearly all cases of light-duty assignment and for long-term training or assignments (usually greater than one 40-hour week or three consecutive shifts). The less expensive (to the City) option will be used if there would be a significant difference in cost.

2. Compensable Training vs. Non-compensable Education

Examples of Compensable Training Leave include:

- Any course the Fire Department requires an employee to attend,
- Task-oriented training,
- Any training where there is a City expectation of the new knowledge being used and/or in the development of a new program, or
- Any course specified in the Collective Bargaining Contract (e.g. Article 9.2).

Examples of Non-Compensable Educational Leave include:

- Education to prepare for promotion or to transfer to a higher-paid position,
- Trade Seminars or Conferences,
- Northwest Management Seminar, or
- Association or Professional Organization Meetings.

In most cases of approved non-compensable leave the employee will remain on a 56-hour workweek schedule and will be paid for the full twenty-four hours of an assigned day or duty and no remuneration for non-assigned days. Non-compensable time may or may not include shift replacement, but this will be decided in advance of an employee's departure.

Executed this _____ day of August 1995.

For the Union:

Pat West, President

For the City:

Constance L. Wiggins
Human Resources Director

Casey Jones
Fire Chief

