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**AGREEMENT BETWEEN**  
**EMPLOYEES OF**  
**THE FIRE DEPARTMENT**  
**AND**  
**THE CITY OF MASSILLON, OHIO**

August 1, 2015 through

July 31, 2018

|   |    |
|---|----|
| <b>ARTICLE 1 - COLLECTIVE BARGAINING AGREEMENT</b> .....    | 1  |
| <b>ARTICLE 2 - PURPOSE AND DEFINITIONS</b> .....            | 1  |
| <b>ARTICLE 3 - RECOGNITION</b> .....                        | 1  |
| <b>ARTICLE 4 - OTHER AGREEMENTS AND ORGANIZATIONS</b> ..... | 1  |
| <b>ARTICLE 5 - COVERAGE</b> .....                           | 2  |
| <b>ARTICLE 6 - CHECK-OFF</b> .....                          | 2  |
| <b>ARTICLE 7 - MAINTENANCE OF MEMBERSHIP</b> .....          | 4  |
| <b>ARTICLE 8 - UNION ACTIVITIES</b> .....                   | 4  |
| <b>ARTICLE 9 - UNION REPRESENTATION</b> .....               | 4  |
| <b>ARTICLE 10 - DISTRIBUTION OF AGREEMENT</b> .....         | 5  |
| <b>ARTICLE 11 - BULLETIN BOARDS</b> .....                   | 5  |
| <b>ARTICLE 12 - MEETINGS</b> .....                          | 6  |
| <b>ARTICLE 13 - SENIORITY</b> .....                         | 6  |
| <b>ARTICLE 14 - GRIEVANCE PROCEDURE</b> .....               | 6  |
| <b>ARTICLE 15 - DISCIPLINE</b> .....                        | 8  |
| <b>ARTICLE 16 - MAINTENANCE OF CONDITIONS</b> .....         | 10 |
| <b>ARTICLE 17 - MANAGEMENT RIGHTS</b> .....                 | 10 |
| <b>ARTICLE 18 - HOURS OF EMPLOYMENT</b> .....               | 11 |
| <b>ARTICLE 19 -TRADING OF DAYS</b> .....                    | 12 |
| <b>ARTICLE 20 - UNPAID LEAVES OF ABSENCE</b> .....          | 13 |
| <b>ARTICLE 21 - SICK LEAVE</b> .....                        | 13 |
| <b>ARTICLE 22 - MINIMUM SAFETY MANNING</b> .....            | 17 |
| <b>ARTICLE 23 - STAFF</b> .....                             | 19 |
| <b>ARTICLE 24 - ACTING PAY</b> .....                        | 19 |
| <b>ARTICLE 25 - MILEAGE ALLOWANCE</b> .....                 | 20 |
| <b>ARTICLE 26 - PROTECTIVE CLOTHING AND EQUIPMENT</b> ..... | 20 |
| <b>ARTICLE 27 - DISABILITY PAY</b> .....                    | 21 |
| <b>ARTICLE 28 - JURY DUTY</b> .....                         | 22 |
| <b>ARTICLE 29 - MILITARY LEAVE</b> .....                    | 22 |
| <b>ARTICLE 30 - PERSONAL DAYS</b> .....                     | 22 |
| <b>ARTICLE 31 - PAID LEGAL HOLIDAYS</b> .....               | 23 |
| <b>ARTICLE 32 - OVERTIME</b> .....                          | 25 |
| <b>ARTICLE 33 - SCHOOLING</b> .....                         | 28 |

|   |           |
|---|-----------|
| <b>ARTICLE 34 - VACATION LEAVE .....</b>              | <b>30</b> |
| <b>ARTICLE 35 - DEATH BENEFITS .....</b>              | <b>32</b> |
| <b>ARTICLE 36 - UNIFORM ALLOWANCE.....</b>            | <b>32</b> |
| <b>ARTICLE 37 - ENTRANCE RATES .....</b>              | <b>33</b> |
| <b>ARTICLE 38 - PENSION CONTRIBUTION .....</b>        | <b>35</b> |
| <b>ARTICLE 39 - INSURANCE .....</b>                   | <b>36</b> |
| <b>ARTICLE 40 - SUCCESSORSHIP CLAUSE .....</b>        | <b>37</b> |
| <b>ARTICLE 41 - TOTAL AGREEMENT.....</b>              | <b>37</b> |
| <b>ARTICLE 42 - SEPARABILITY .....</b>                | <b>38</b> |
| <b>ARTICLE 43 - STRIKE PROHIBITION .....</b>          | <b>38</b> |
| <b>ARTICLE 44 - SAFETY AGREEMENT .....</b>            | <b>38</b> |
| <b>ARTICLE 45 - VISITATION AND TELEPHONES .....</b>   | <b>39</b> |
| <b>ARTICLE 46 - LABOR MANAGEMENT COMMITTEE.....</b>   | <b>39</b> |
| <b>ARTICLE 47 - DRUG TESTING .....</b>                | <b>40</b> |
| <b>ARTICLE 48 - FAMILY AND MEDICAL LEAVE ACT.....</b> | <b>43</b> |
| <b>ARTICLE 49 - RESIDENCY .....</b>                   | <b>44</b> |
| <b>ARTICLE 50 - SPECIAL EVENTS.....</b>               | <b>45</b> |
| <b>SECTION 51 - DURATION .....</b>                    | <b>46</b> |
| <b>SIGNATURES.....</b>                                | <b>47</b> |
| <b>GLOSSARY.....</b>                                  | <b>48</b> |
| <b>APPENDIX A - HEALTH INSURANCE COMMITTEE .....</b>  | <b>49</b> |
| <b>ATTACHMENT 1: WAGE WITHHOLDING</b>                 |           |
| <b>ATTACHMENT 2: SYMPATHY LETTER</b>                  |           |
| <b>ATTACHMENT 3: GRIEVANCE FORM</b>                   |           |
| <b>ATTACHMENT 4: DISCIPLINE NOTICE</b>                |           |
| <b>ATTACHMENT 5: KELLY DAY CHART</b>                  |           |
| <b>ATTACHMENT 6: REQUEST FOR TRADE</b>                |           |
| <b>ATTACHMENT 6a HOLIDAY TRADE</b>                    |           |
| <b>ATTACHMENT 7: KELLY DAY TRADE</b>                  |           |

# **AGREEMENT**

## **ARTICLE 1 - COLLECTIVE BARGAINING AGREEMENT**

This agreement is between the CITY OF MASSILLON, OHIO, a municipal corporation (hereinafter called the "CITY") and LOCAL 251 OF THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, also known as the MASSILLON PROFESSIONAL FIREFIGHTERS ASSOCIATION, LOCAL 251, AFL-CIO (hereinafter called the "UNION"). WITNESSETH: The parties hereto, in consideration of the mutual covenants and agreements hereinafter contained, do hereby agree as follows.

## **ARTICLE 2 - PURPOSE AND DEFINITIONS**

### **SECTION 1: PURPOSE**

- a. The CITY and the UNION hereto have entered into this agreement: to incorporate understandings previously reached and other matters into a formal contract, to promote harmonious relations between the CITY and the UNION in the best interests of the community, to improve public fire protection and emergency medical service, and to provide an orderly and equitable means of resolving future differences between the CITY and the UNION.
- b. For the purpose of administering this agreement, the responsibility of the CITY shall be the Mayor's and/or the Safety Director's.

### **SECTION 2: DEFINITIONS**

CITY shall include the elected or appointed representatives of the CITY of Massillon, Ohio; UNION shall include the officers or representatives of the Union. Whenever the singular word "employee" is used it shall include the plural. Whenever the masculine pronouns "he," "him," or "his" are used, they shall also include the feminine pronouns "she" or "her" and such use shall be gender neutral.

## **ARTICLE 3 - RECOGNITION**

The CITY agrees to recognize the UNION as being the sole and exclusive representative of all firefighters employed by the CITY except that the UNION will not represent the City's Fire Chief. The CITY agrees that the UNION will be the sole and exclusive representative for purposes of negotiating the terms and conditions of a collective bargaining agreement with regard to wages, hours of employment and other terms and conditions of employment during the term of this agreement. The CITY will not negotiate with, nor make any contract with any other employee group for purposes of affecting the terms and conditions of employment of employees covered under the terms of this agreement during the terms of this agreement. The UNION in contract negotiations may be represented by Union employees in the bargaining unit. In addition, the UNION may be represented in contract negotiations by Counsel and I.A.F.F. representatives.

## **ARTICLE 4 - OTHER AGREEMENTS AND ORGANIZATIONS**

## SECTION 1: OTHER AGREEMENTS

The CITY shall not enter into any agreements with employees covered by this Agreement individually or collectively or with any other organization seeking to represent such employees which in any way conflicts with the provisions hereof. .

## SECTION 2: OTHER ORGANIZATIONS

Employees may belong to other organizations but not as a condition of employment with the CITY, nor may such other organizations represent any employee with respect to wages, hours, and conditions of employment or in derogation of the exclusive bargaining agency of this UNION.

## **ARTICLE 5 - COVERAGE**

This Agreement shall be applicable to all Bargaining Unit Employees of the Fire Department of the City.

## **ARTICLE 6 - CHECK-OFF**

### SECTION 1:

The CITY shall deduct monthly--from the pay of each employee from whom it receives authorization-- the required amount for the payment of UNION dues.

### SECTION 2:

The CITY agrees to deduct from the pay of each employee from whom it receives an authorization to do so, the amount specified on the authorization. Each employee utilizing the CITY deduction from pay for the remittance of sums to the UNION shall provide the CITY an Authorization in the form attached hereto as Attachment 1. The form shall include an agreement by the employee to hold the CITY harmless against any and all claims, demands, lawsuits, or other forms of liability that may arise out of or by reason of action taken or not taken by the CITY for purposes of providing the deduction service.

### SECTION 3:

Such sums deducted from an employee's pay, accompanied by a list of employees from whose pay they have been deducted and the amount deducted, shall be forwarded to the Local UNION Treasurer at 233 Erie Street, South, Massillon, Ohio 44646, within the month such collections are made.

### SECTION 4:

In the event that a refund is due any employee for any sums deducted from wages and paid to the UNION, it shall be the responsibility of such employee to obtain appropriate refund from the UNION.

### SECTION 5:

The UNION shall indemnify and save the CITY harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken or not taken by the CITY for purposes of complying with any of the provisions of this Article.

SECTION 6:

The CITY shall not be liable for the remittance or payment of any sums other than those constituting actual deductions made; and if for any reason it fails to make a deduction for an employee as above provided, it shall make that deduction from the employee's next pay in which such deduction is normally deducted after the error has been called to its attention by the employee or UNION.

SECTION 7:

Employees of the bargaining unit who have completed their probationary period--as a condition of employment-- must either become a member of the UNION, pay to the UNION a "Fair Share Fee" or qualify for exemption from such requirements under the provisions for religious exclusions described below:

- a. The "Fair Share Fees" shall in no case be more than the dues or assessments set for UNION members.
- b. Deductions for "Fair Share Fee" shall not require non-member written authorization.
- c. Any employee objecting to the payment of the UNION dues or to the payment of the "Fair Share Fee" based upon a bona fide religious tenet or teaching of a church or religious body of which such employee is a member, will submit application for waiver of the payment of such UNION dues or "Fair Share Fee" within thirty (30) days of the completion of any probationary period.
- d. The UNION will inform each employee completing his probationary period of the procedure for seeking review under this provision.
- e. The UNION will provide the CITY with a copy of the written notification which is made to the employee completing his probationary period. The application for waiver will consist of a complete description of the employee's grounds and background relied upon as a basis for such waiver. Within twenty (20) days following receipt of the application for a waiver, the CITY and the UNION will meet to review the application. If approved, the CITY and the UNION will meet with the affected employee and will designate a nonreligious charity for receipt of sums equal to the amount of the "Fair Share Fee". Thereafter the affected employee will provide satisfactory proof establishing that regular contributions have been made to said charity in an amount not less than the amount of the "Fair Share Fee".
- f. Employees who fail to pay UNION dues, a "Fair Share Fee" or charitable contributions as outlined above will be subject to discharge from employment with the CITY after a hearing.

## **ARTICLE 7 - MAINTENANCE OF MEMBERSHIP**

Employees shall be afforded an opportunity to withdraw their dues deductions authorization by submitting a withdrawal notice, in writing, to the Safety Director and the UNION by certified mail, registered mail, or in person within the fifteen (15) day period prior to the end of this Agreement; thereby terminating UNION membership.

## **ARTICLE 8 - UNION ACTIVITIES**

### **SECTION 1:**

Employees shall have the right to join the UNION, to engage in lawful concerted activities for the purposes of collective negotiations or bargaining or other mutual aid and protection, to express or communicate any view, grievance, complaint or opinion related to the conditions or compensation of their public employment or their betterment, all free from any and all restraint, interference, coercion, discrimination, or reprisal.

### **SECTION 2:**

The CITY and the UNION agree that there shall be no discrimination against any employee because of race, creed, sex, or religion.

## **ARTICLE 9 - UNION REPRESENTATION**

### **SECTION 1:**

Two (2) representatives will be recognized by the City as the Union representatives in accordance with this Agreement upon the receipt of a letter so identifying them and signed by the president of the Union. Other Union officers and/or officials shall be required to fulfill their Union responsibilities during off duty time.

### **SECTION 2:**

The parties recognize that it may be necessary for an employee representative of the Union to leave a normal work assignment while acting in the capacity of representative. The Union recognizes the operational needs of the City and will cooperate to keep to a minimum the time lost from work by a representative. Before leaving an assignment pursuant to this section, the representative must obtain approval from his supervisor. The City will compensate a representative at the normal rate for the time spent in good faith processing of grievances, and at any meetings at which the City requests a representative to be present during his regular working hours.

### **SECTION 3:**

One (1) elected delegate of the UNION shall be authorized up to seventy-two (72) hours without pay to attend I.A.F.F. sanctioned conventions, and regional seminars at which his participation is

requested. Expenses incurred in attending such I.A.F.F. sanctioned conventions and regional seminars, including travel, lodging, and meals, shall be paid by the UNION. Such time off from scheduled work hours must be arranged for at least ten (10) calendar days in advance, and must be made in writing accompanied with documentation of the event. In the event that it is not possible to give ten (10) calendar days' notice, notice should be given as soon as possible. Approval by the Safety Director or his designee shall not be unreasonably denied.

#### SECTION 4:

- a. The CITY and the UNION agree to establish separate funds of five hundred dollars (\$500.00) each. These funds are to be replenished as necessary.
- b. In the event of an "In the Line of Duty" death to a Firefighter within a six hundred (600) mile radius of the corporate limits of the City of Massillon, two (2) delegates shall be provided an opportunity to attend Memorial and/or Funeral Services as representatives of the CITY and the UNION.
- c. Reasonable expenses incurred in attending such services shall be paid by the delegates. The Secretary/Treasurer of the UNION will immediately upon receiving proof of expenses reimburse the delegates in full. The Secretary/Treasurer will forward proof of expenses to the Safety Director. Within thirty (30) days the CITY shall reimburse the UNION for exactly one-half (1/2) of these expenses as its share.
- d. When a prorate vehicle is used, the delegate providing the vehicle will receive that portion of expenses designated as mileage.
- e. The shift stewards will maintain a rotating list of volunteers from which they will select a delegate; whenever possible one (1.) delegate will be selected by the Chief.
- f. The attending delegates will deliver a letter of condolence on behalf of the CITY and the UNION. (See Attachment 2)

#### **ARTICLE 10 - DISTRIBUTION OF AGREEMENT**

A copy of the Agreement shall be distributed by the UNION to all employees of the Massillon Fire Department. The UNION will also provide three (3) copies of the Agreement to the CITY.

#### **ARTICLE 11 - BULLETIN BOARDS**

The UNION shall have use of suitable bulletin boards, including at least one (1) at each fire station, for the posting of UNION notices or other materials; such boards shall be identified with the name of the UNION and the UNION may designate persons responsible therefore.



## **ARTICLE 12 - MEETINGS**

The UNION may schedule meetings on Fire Department property, on or after 1700 hours, insofar as such meetings are not disruptive of the duties of the employees or the efficient operation of the department. However, special rank and file UNION meetings may be held at any hour. All on or off duty UNION members shall be afforded the opportunity to attend said meetings.

## **ARTICLE 13 - SENIORITY**

### **SECTION 1:**

The continuous service record of an eligible employee shall be determined by using the date on which he was last hired by the CITY. Any eligible employee who leaves the employment of the CITY for any reason other than a granted leave of absence or a tour of duty in any branch of the Armed Forces of the United States shall be considered as having broken his continuous service record. If such employee is later rehired by the CITY, he shall begin a new continuous service record on the day he is hired.

### **SECTION 2:**

Seniority within a Grade as applied to an officer shall be determined by priority of appointment to the grade referred to, the officer first appointed or first named in order of appointment being senior, based on grade received in promotional examination.

## **ARTICLE 14 - GRIEVANCE PROCEDURE**

### **SECTION 1:**

A grievance is hereby defined as any complaint, dispute or disagreement concerning the rights, obligations and application of the terms and conditions of this Agreement. The application or implementation of discipline is hereby declared to be a suitable subject of this grievance procedure. It is declared to be the desire of the parties that the grievance procedure be implemented to provide a speedy resolution of all disputes between the parties.

### **SECTION 2:**

The procedures outlined in this Article are not intended for resolving any impasse which might occur in negotiating future agreements; however, grievances or disputes which may arise, including the interpretation of the Agreement, shall be resolved in the manner described herein. All "days" referred to herein are calendar days excluding Saturdays, Sundays, and legal Holidays. All references to the Chief or Safety Director are deemed to include his designate or delegate. The UNION shall have the exclusive right to process, settle and adjust grievances.

### **SECTION 3:**

The following steps shall be followed in the processing of a grievance:

Step 1. An employee of the unit who believes that he has been affected by what is considered to be a violation of this Agreement shall cause a written and signed petition to be given to the Union Grievance Committee. The Union Grievance Committee will review the petition and independently determine whether a valid grievance exists. The Union Grievance Committee will, if it believes that a violation has taken place, cause a written grievance to be delivered to his immediate supervisor within thirty (30) calendar days of the incident or knowledge of the incident, but in no case later than thirty (30) calendar days from the actual facts, which give rise to the grievance. The immediate supervisor shall indicate the date and time of receipt of the grievance, and affix his signature to the grievance form. That supervisor shall respond in writing to the grievant within seven (7) calendar days of receipt of the grievance.

Step 2. A grievance unresolved at Step 1 may be submitted by the grievant to the Chief within seven (7) calendar days from receipt of the Step 1 answer. It shall be the responsibility of the Chief or his designee to investigate the matter, hold such hearings as necessary, and to provide a written response to the grievant within fourteen (14) calendar days of receipt of the grievance. The grievant may, at his option, be represented by a representative of the Union at any hearing or hearings held at this level.

Step 3. A grievance unresolved at Step 2 may be submitted by the grievant to the Office of the Mayor or his designee within seven (7) calendar days of receipt of the Step 2 answer. If the grievant desires to meet with the Mayor or his designee, the grievant or his union representative shall so notify the Office of the Mayor within three (3) working days of the time of filing at Step 3. The Mayor or his designee shall provide a written response to the grievant within fourteen (14) calendar days of such meeting, or in the event that there is no meeting requested within fourteen (14) days of the filing at Step 3.

Grievances unresolved at Step 3 may only be submitted to arbitration upon request of the Union.

#### OPTION 1

If it is determined that the matter will be resolved through arbitration before an impartial arbitrator, the parties will jointly notify the Federal Mediation and Conciliation Service ("FMCS") and a request for a list of seven arbitrators will be made. Upon receipt of a list of arbitrator candidates, the parties shall select the arbitrator through the elimination of candidates. The UNION will designate the first candidate to be eliminated. In later utilization of this procedure the parties will alternate who will strike the first candidate. Thereafter the parties will alternately strike arbitrators until one (1) remains. The cost of the arbitration including the cost of the arbitrator will be borne by the losing party. The arbitrator shall limit his decision strictly to the

implementation, application or enforcement of the specific Article and Sections of this Agreement, and he shall be without authority to make any decision:

1. Contrary to or inconsistent with or modifying or varying in any way the terms of this Agreement,
2. Contrary to, inconsistent with, changing, altering, limiting, or modifying any practice, policy, rule, or regulation, presently or in the future established by the CITY as long as such practice, policy, rule, or regulation does not conflict with this Agreement,
3. Concerning the establishment of wage scales, or change in any wage rates except as provided in this Agreement, the arbitrator must issue his decision within forty five (45) days from the closing of the hearing unless the parties mutually agree to an extension. The question of arbitrability of a grievance may be raised by either party before the arbitration hearing of the grievance in a separate hearing, on the grounds that the matter is non-arbitrable or beyond the arbitrator's jurisdiction. The first question to be placed before the arbitrator will be whether or not the alleged grievance is arbitrable. If the arbitrator determines that the grievance is within the purview of arbitrability, the alleged grievance will be heard in a separately scheduled hearing on its merits before the same arbitrator. The award shall be final and binding upon the parties.

## OPTION 2

If the decision is made as described above to refer the matter instead to the Civil Service Commission, then the parties agree the remedies provided by the Civil Service Law shall be the sole and exclusive remedy.

### SECTION 4:

The parties agree that all new or revised policies shall, upon request of the UNION, be addressed to the Labor Management Committee for discussion and clarification as to intent. A grievance involving a policy matter may be pursued by filing a grievance at Step 3 of the grievance procedure. In the event of any application of an existing policy which the UNION believes to be unreasonable or improper, the UNION may file a grievance, in writing, within thirty (30) days after the facts which give rise to the complaint are known. If an application of a policy under new conditions or changed circumstances arises, that policy shall be grieved within thirty (30) days of the UNION or Grievant becoming aware of the alleged new condition or changed circumstance.

## ARTICLE 15 - DISCIPLINE

SECTION 1. No non probationary employee shall be reduced in pay or position, suspended, discharged, or removed except for just cause.

### SECTION 2.

- a. Except in instances where the employee is found guilty of gross misconduct, discipline shall be administered in a uniform progressive manner and in accordance with the Employer's policy.
- b. Progressive discipline shall take into account the nature of the violation, the employee's record of discipline and the employee's record of performance and conduct.
- c. Whenever the Employer determines that a non-probationary employee may be disciplined for just cause that could result in suspension, reduction, or termination, a pre-disciplinary hearing will be scheduled with the Union Representative to give the employee an opportunity to offer explanation of the alleged misconduct. Prior to the hearing, the employee shall be given written specification of the charges. The pre-disciplinary hearing, if any, shall be held in private and shall be completed within thirty (30) calendar days from the date the written specification of charges are given to the employee. Any discipline that is administered following the hearing shall be issued within forty-five (45) calendar days from the date of Employer/designee's report, except where the employee is unavailable. In such case, the discipline shall be administered within fourteen (14) calendar days of the Employee's return.

The Employer shall designate a hearing officer who shall be an employee of the City who will conduct the pre-disciplinary hearing. The employee may choose to:

- (1) Appear at the hearing to present oral or written statements in his/her behalf.
- (2) Elect in writing to waive the opportunity to have a disciplinary hearing.

Failure to elect and pursue one of these options will be deemed a waiver of the employee's right to a disciplinary hearing.

During the hearing, the employee will be asked to respond to allegations of misconduct and may present evidence on his/her behalf. The Hearing Officer shall issue in writing his/her recommendations regarding the allegations against the employee and will provide the employee and employee representative with a copy.

SECTION 3. Records of written warning shall cease to have force and effect twelve (12) months from the date of issuance. Records of written reprimand shall cease to have force and effect eighteen (18) months from the date of issuance. Any other record of discipline of any kind shall cease to have force and effect twenty-four (24) months from the date of issuance. Upon the employee's written request, disciplinary records which no longer have effect shall be placed in a sealed envelope within the employee's file

SECTION 4. The Employer agrees that all disciplinary procedures shall be carried out in private and in a businesslike manner.

SECTION 5. Any employee under indictment or arrested for a felony may be placed on unpaid leave of absence until resolution of the court proceedings. An employee may use accrued vacation, holiday or personal time during the leave. The employer shall continue to pay the employees insurance premiums during the leave of absence.

SECTION 6. A Bargaining Unit Member may resign in writing of his own accord at any time subject to the following: He may resign prior to disciplinary proceedings or at any time during the hearing prior to the conclusion of the hearing. In case of such resignation, his employment record shall show a voluntary resignation.

## **ARTICLE 16 - MAINTENANCE OF CONDITIONS**

### **SECTION 1:**

When it becomes necessary in the Fire Department, through lack of work or funds, to reduce the force, the youngest employee in point of service shall be laid off. Should a position in the Fire Department once abolished or made unnecessary be found necessary to be re-created or re-established within five (5) years from the date of abolishment, or should a vacancy occur through death, resignation, or any other cause within five (5) years from the date of the abolishment of the position or layoff, the oldest employee in point of service of those laid off shall be entitled to the position, providing he was at the date of his separation a regular and permanent employee. If any employee, laid off as prescribed in this Article, enters into the active service of the United States, the period such employee serves therein shall not be considered in the determination of the five (5) years stipulated as a maximum time within which reinstatements shall be made; such five (5) year period shall be computed exclusive of the time the employee spent in the Armed Services. Laid off employees shall not be deemed new hires if they are recalled under the terms of this Section. Such employees shall be credited with seniority for actual time served but shall not receive additional seniority credit for time while on layoff.

### **SECTION 2:**

When a position above the rank of regular Firefighter is abolished, and the incumbent has been permanently appointed, he shall be demoted to the next lower rank and the youngest officer in point of service in the next lower rank shall be demoted, and so on down until the youngest person in point of service has been reached, who shall be laid off.

## **ARTICLE 17 - MANAGEMENT RIGHTS**

### **SECTION 1: FUNCTION OF THE EMPLOYER**

The UNION recognizes that, except as otherwise limited in this Agreement, it is the right and responsibility of the City to:

1. determine matters of inherent managerial policy which include, but are not limited to, areas of discretion or policy, such as the functions and programs of the public employer, standards of service, its overall budget, utilization of technology, and organizational structure;
2. direct, supervise, evaluate, or hire employees;

3. maintain and improve the efficiency and effectiveness of governmental operations;
4. determine the overall methods, process, means, or personnel, by which governmental operations are to be conducted;
5. suspend, discipline, demote or. discharge for just cause, or layoff, transfer, assign, schedule, promote, or retain employees;
6. determine the adequacy of the work force;
7. determine the overall mission of the City as a unit of government;
8. effectively manage the work force; and
9. take actions to carry out the mission of the public employer as a governmental unit.

The City is not required to bargain on subjects reserved to the management and direction of the governmental unit, except as affect wages, hours, terms and conditions of employment, and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement. A public employee or exclusive representative may raise a legitimate complaint or file a grievance based on the collective bargaining agreement.

## SECTION 2: INHERENT RIGHTS

The Union recognizes and accepts that all rights and authority of the City not specifically modified by this Agreement or ensuing agreements shall remain the function of the City.

## ARTICLE 18 - HOURS OF EMPLOYMENT

### SECTION 1: WORK SCHEDULE

- a. The CITY shall maintain a forty eight (48) hour work week in the Firefighting Division. The schedule shall be worked under the three (3) Platoon system, working twenty-four (24) hours on and forty-eight (48) hours off. Each employee shall receive one (1) scheduled day off in each three (3) week cycle. This day shall be referred to hereafter as a “Kelly Day.” A typical schedule is attached hereto as Attachment 5.
- b. Employees shall pick “Kelly Days” by shift seniority, except that no two employees on one platoon may have the same Kelly Day unless all Kelly Days have been previously selected, and it is necessary to have two employees off. However, no classified Captain or Captain Paramedic and Assistant Chief on one platoon shall be permitted to be off on a Kelly Day. The schedules will be posted at each Fire Station by January 1 of each year.

- c. To maintain consistency with vacation scheduling, shift changes, and New Year, the posted “Kelly Day” cycles shall contain the starting date of the cycle, the ending date of the cycle, the number of “Kelly Days” for each member, and the starting date of the next cycle.
- d. When an employee is transferred to another shift he shall have the right to select a “Kelly Day” and bump any other employee on that shift with less seniority. Any employee bumped shall have the right to select another “Kelly Day” by seniority; this procedure shall be repeated as necessary. Members involved in shift changes between “Kelly Day” cycles shall be five given at least fifteen (15) days’ notice except in exigent circumstances.
- e. The employees in the Fire Prevention Bureau shall work forty (40) hours per week, five (5) days per week, Monday through Friday, excluding all Holidays set forth in Article 31 - Paid Legal Holidays. These hours may be modified by the Fire Prevention Bureau and Fire Chief on a case by case basis.
- f. If an employee is not working due to the use of disability leave, suspension, or any other unpaid leave of absence, said employee shall lose rights to select another Kelly Day for any scheduled Kelly Day missed due to the absence.

**SECTION 2:**

The starting time for the Firefighting Division shall be 0700 hours.

**SECTION 3:**

Any actions of a Firefighter taken in the line of duty, while off duty, shall be considered to have been taken on duty.

**SECTION 4:**

The UNION and the CITY hereby agree that the work week is forty eight (48) hours in accordance with the Fair Labor Standards Act.

**ARTICLE 19 -TRADING OF DAYS**

**SECTION 1: TWENTY-FOUR HOUR SHIFTS**

Employees shall have the right to trade work days with employees of another shift upon receiving the approval of the shift commander when the change does not interfere with the operation of the Fire Department. Trading of days can be made by completing the appropriate form attached hereto as Attachment 6 and submitting it to the shift commander at least two (2) shift days in advance of the trade, unless approval is granted by the Fire Chief or his designee.

**SECTION 2: LESS THAN TWENTY-FOUR HOUR SHIFTS**

Employees shall have the right to be relieved by another employee for any portion of a work day upon verbal notification to the commanding officer of the company affected and the Shift Commander, providing the change does not interfere with the operation of the Fire Department.

### SECTION 3: KELLY DAYS

Employees of a shift shall have the right to trade their “Kelly Days” in the posted “Kelly Day” cycle with any shift employee, provided, however, it shall be agreeable to both employees. Trading of “Kelly Days” can be made by completing the appropriate form attached hereto as Attachment 7 and submitting it to the shift commander.

### SECTION 4: The trading of days shall be deemed:

- a. Voluntary by the employees affected;
- b. Not at the behest or request of the City;
- c. Not due to the City's business or operational needs; and
- d. For the employee's desire or need to attend to personal matters.

The trading of time between employees may occur both within the duty week and from one work period to another. The period during which time is traded and paid back shall not exceed 12 consecutive months. In addition to obtaining approval, the employees affected shall provide a written confirmation of the names, dates, and times pertinent to the particular times traded, to the appropriate supervisor, or his/her designee.

## **ARTICLE 20 - UNPAID LEAVES OF ABSENCE**

Any employee who believes he has a justifiable reason may apply for a leave of absence not to exceed ninety (90) days for personal reasons. Such leaves shall be granted for good cause if the employee's absence will not adversely affect efficient operation of the Fire Department, with the approval of the Chief and Safety Director.

## **ARTICLE 21 - SICK LEAVE**

### SECTION 1:

Each full-time employee shall be entitled for each month of completed service to sick leave of one and one fourth (1 1/4) work days with pay.

Effective September 1, 2012, any new employee hired shall have sick leave accumulate at the rate of 4.6 hours for every eighty (80) hours in active pay status in accordance with Ohio Revised Code Section §124.38.



SECTION 2:

Sick leave shall be granted to an employee in twelve (12) hour or twenty four (24) hour increments only upon approval of the appointing authority and for the following reasons:

- a) Illness or injury of the employee or a member of his immediate family. In case of a member of the immediate family not living in the same household, the appointing authority may credit sick leave when he believes it justified, but such cases should be carefully investigated.
- b) Medical, dental or optical examination or treatment of employee or member of his immediate family which requires the employee, and which cannot be reasonably scheduled during non-working hours.
- c) If a member of the immediate family is afflicted with a contagious disease and requires the care and attendance of the employee; or when, through exposure to a contagious disease, the presence of the employee at his job would jeopardize the health of others.
- d) Death of member of his immediate family (sick leave usage is limited to seven (7) calendar days).
- e) "IMMEDIATE FAMILY" as defined in State Civil Laws: "Immediate Family" concerning death shall mean:

|  |               |
|--|---------------|
| Spouse   | Mother-in-Law |
| Mother   | Father-in-Law |
| Father   | Grandparents  |
| Sister-in-Law  | Sister        |
| Brother-in Law   | Brother       |
| Children   | Grandchildren |
| Legal Guardian or other person who stands in place of a parent ( <u>in loco parentis</u> ) |               |

- f) Abuse of sick leave: Employees failing to comply with sick leave rules and regulations shall not be paid. Application for sick leave with intent to defraud shall be grounds for disciplinary action including dismissal.
- g) Absentee Policy
  - 1. An incident of absence is any day, consecutive day, or part of a day (more than 12 hours), that an employee is not at work other than personal day, holiday, vacation, jury duty, court appearance (if subpoenaed), approved leave of absence, injury leave, pre-approved leave of absence of one (1) day or less due to a doctor's appointment, union leave, hospitalization, or bereavement leave. An employee absent for 12 hours or less will be charged with ½ of an incident of absence subject to the exclusion provided herein.

2. Up to three (3) excused absences of one (1) day or less for doctor or dental appointments will not be charged as an absence occurrence providing that the employee supplies documentation to support the appointment.
3. Employees must provide a physician's certificate for any absence extending for three (3) or more scheduled work days for forty (40) hour firefighters and two (2) or more scheduled work days for twenty four (24) hour shift firefighters.
4. After the fourth (4th) incident of absenteeism within a 12 month period, management will counsel the employee directly and document the session. An incident is defined as each separate occasion of absence as defined in paragraph 1. After the fifth (5th) incident, management will issue a verbal warning. Six (6) incidents of absenteeism within a 12 month period will result in a written warning. Seven (7) incidents of absenteeism within a 12 month period will result in a suspension. Any further incidents of absenteeism within a 12 month period will result in additional disciplinary action including termination. The infraction period will be based on a calendar year.
5. Mitigating circumstances to incidents of absenteeism will only be considered by the CITY when the pattern has progressed beyond the written warning stage, the employee notifies the CITY before any disciplinary action is taken.
6. "Pattern abuse" shall constitute grounds for discipline apart from and/or in addition to paragraph 4 herein. Pattern abuse consists of absence while on sick leave as evidenced by a frequency or pattern contiguous with or related to holidays, weekends, Kelly Days, vacation days, and/or consistent or regular usage of sick leave.

### SECTION 3:

Unused sick leave shall be, cumulative. The previously not compensated accumulated sick leave of an employee who has been separated from CITY services shall be placed to his credit upon his re-employment in the CITY Fire Department.

### SECTION 4:

The existing sick leave credit given to employees for unused sick leave prior to the effective date of this Agreement shall not be interfered with except as specifically outlined in this Article.

### SECTION 5:

When one or more of the "Paid Legal Holidays" set forth in Article 31 of this Agreement occurs while an employee is on approved sick leave, said employee shall have such "Paid Legal Holiday" charged against his accumulated sick leave time. He shall, however, be paid for such "Paid Legal Holiday" as provided for in Article 31 of this Agreement.

SECTION 6:

a. Employees hired prior to December 31, 1992

When a full-time employee retires pursuant to the rules and regulations established by the Police and Firefighters Disability and Pension Board, including vesting of pension, or when a full-time employee resigns and has completed twenty-five (25) years of service, said employee shall receive a lump sum payment as compensation for unused sick leave he has accumulated according to the following formula:

Up to one hundred seventy (170) sick days, full compensation (seventeen (17) pays); plus forty percent (40%) compensation for all sick days in excess of one hundred seventy (170). Ten (10) sick days shall equal one (1) bi-weekly pay.

b. Employees hired from January 1, 1993 through July 31, 2012

When a full-time employee retires pursuant to the rules and regulations established by the Police and Firefighters Disability and Pension Board, including vesting of pension, or when a full-time employee resigns and has completed twenty-five (25) years of service, said employee shall receive a lump sum payment as compensation for unused sick leave he has accumulated according to the following formula:

Up to one hundred seventy (170) sick days, 40% compensation;  
Over one hundred seventy (170) sick days, 100% compensation. Ten (10) sick days shall equal one (1) bi-weekly pay.

c. Employees hired after July 31, 2012

| <u>Percentage</u> | <u>Accumulation</u> |
|-------------------|---------------------|
| 25%               | 0-1000 hours        |
| 30%               | 1,001-1,500 hours   |
| 35%               | 1,501-2,000 hours   |
| 40%               | 2,001 – 2,500 hours |
| 45%               | 2,501-3,000 hours   |
| 50%               | 3,001 & above hours |

SECTION 7:

Any employee who has retired and has received the lump sum payment for unused sick leave provided for in Section 6 shall not, upon re-employment by the CITY, be eligible for any further lump sum payment for unused sick leave herein provided.

SECTION 8:

The Chief shall submit a report each payroll period to the Auditor's office showing the amount of sick leave, if any, used by the employees in his department during that period so that accurate and official records can be kept of each employee's sick leave.

SECTION 9:

By January 15 of each year a list of accumulated sick days for all employees shall be provided, for posting at each Fire Station.

**ARTICLE 22 - MINIMUM SAFETY MANNING**

SECTION 1:

- a. The minimum number of employees on *duty* in the Firefighting Division at any one time is eleven (11).

SECTION 2: OVERTIME TO MAINTAIN MINIMUM SAFETY MANNING

- a. In order to maintain the minimum safety manning requirements, the Chief, Assistant Chief, or any officer acting in said capacities, shall prescribe periods of overtime work, with the approval of the Safety Director.
- b. Department seniority shall prevail on a rotating basis when determining which employee shall fill a vacancy for overtime.
- c. An employee shall have a minimum of one (1) year department seniority to qualify for overtime except in an emergency circumstance.
- d. There shall be one (1) rotating list consisting of Assistant Chief, Captain Paramedics, Captains, Firefighters, and Firefighter/Paramedics, one (1) for double (sixteen (16) hours and over) overtime and one (1) for partial (less than sixteen (16) hours) overtime. When a vacancy occurs creating an overtime, the employee on the appropriate (double or partial overtime) list required to meet minimum manning standards, and accordance with (b) or (c) above, who is next in rotation, is asked to work and marked accordingly. In order to staff three (3) EMS squads: In the event of an overtime--either a partial or a double--and a non-EMT is next in rotation for that overtime, he can be bypassed only if it causes a squad truck to be shut down. That employee will not lose his place in the rotation for the next available overtime. There shall be three (3) rotating lists consisting of Assistant Chiefs, Captain Paramedics, Captains, Firefighters and Firefighter/Paramedics.
  1. One (1) list is for doubles greater than sixteen (16) hours;
  2. One (1) list is for partials sixteen (16) hours or less; and
  3. One (1) list is for Special Details. This list is filled by seniority, but does not affect the safety shift manning, is detail/task oriented and is considered "over and above" overtime.

- e. When less than two (2) officers are on duty, and an overtime occurs then the next in rotation Assistant Chief, Captain Paramedic or Captain regardless of position of list, shall be asked to work, marked accordingly on the list, but with no more than four (4) officers on duty. Procedure for filling overtime vacancies:
  - 1. The officer in charge shall text the available overtime to the entire list of eligible employees.
  - 2. A period of twelve (12) minutes is established in order to give the employees the opportunity to respond to the Officer filling the overtime if they are available to fill said overtime.
  - 3. After the twelve (12) minutes period, the Officer will assign the overtime by who is the first up on the rotating list by those who respond. The Officer will contact that employee with the overtime assignment. The employee will go to the bottom of the rotating list after completion of the assignment.
  - 4. Once a column has one (1) more than half assigned in it, any openings three (3) columns back will drop off.
    - a. Exception to this rule is if the employee was off for an extended period of time.
    - b. The Officer will write the date of the return of that employee to active duty in their row of availability.
    - c. That employee has a period of three (3) months from that return to active date to catch up.
  - 5. When less than two (2) officers are on duty, and an overtime opportunity occurs, only the officers (Assistant Chiefs, Captain Paramedics and Captains) will be eligible for overtime.
    - a. If no officer responds, the first up on the rotating list will fill the vacancy and will be rotated to the bottom of the list.
    - b. If there are more than four (4) officers on duty and no one eligible responds to the text then officers will be eligible to work overtime and will be rotated to the bottom of the list.
    - c. If an employee is asked to work a partial less than six (6) hours and works that partial, they will not rotate to the bottom of the partial list.
    - d. Once a partial (sixteen (16) hours or less) has been accepted, the employee cannot move into another partial in that tour of duty. However, if a partial is accepted and a double opens up, the employee has the right to respond to the text and is subject to the same procedure as other employees on the

rotating list. The partial under this circumstance will then re-open and be texted out again, under the procedure as if it is a new overtime text.

- e. Modifications to this Section may be made through mutual agreement between the City and Union as provided in Article 46.
- f. In the event an employee is passed in the overtime rotation due to Vacation Leave, a Sick Day, a Kelly Day, a Trade Day, a Personal Day, a Disability, Jury Duty, or any other authorized Leave of Absence, said employee shall not lose his turn to fill the next overtime vacancy.
- g. **ACCELERATED GRIEVANCE PROCEDURE FOR OVERTIME.** Any employee who believes he has been wrongfully denied an overtime opportunity may remain on duty. He shall immediately notify the shift steward, if present; if not, any other UNION representative who will then forward the grievance immediately to the Chief of the department, if present; if not, any officer acting in said capacity. If the employee does not agree with the Chiefs decision or the decision of any officer acting in said capacity, the grievance will immediately be referred to the Safety Director, or, if he is not available, to the Mayor. If the employee is not satisfied with the decision of the Safety Director or Mayor, he shall leave his duty station but retain his right to file a conventional grievance. If it is determined an error has been made and the employee who was originally designated to work is sent home, he shall be compensated for those hours of overtime worked.
- h. An employee may not remain on duty more than forty eight (48) consecutive hours without twenty four (24) hours off duty except in an emergency.

### **ARTICLE 23 - STAFF**

The normal manpower per shift will be eleven (11), however, depending on operational and/or scheduling requirements as determined by management the number per shift may be more.

### **ARTICLE 24 - ACTING PAY**

#### **SECTION 1:**

Temporary assignments for the purpose of filling vacancies in a higher classification shall be offered to employees in the next lower classification(s) on the shift based on qualifications, ability

to perform the required duties as determined by management provided such assignment does not adversely affect other operational needs.

SECTION 2:

Employees assigned a higher position shall be deemed as acting in that position and shall be entitled to the step rate of the higher grade class while so assigned, subject to the approval of the Fire Chief. An employee may be temporarily assigned to work of any position of the same or lower class grade without change in pay.

**ARTICLE 25 - MILEAGE ALLOWANCE**

SECTION 1:

Any employee using a private vehicle for any court, grand jury, or pre-trial appearance, training, seminars, meetings, conferences, continuing education, or any other job related activities, shall be reimbursed for mileage at the rate of thirty-two and one-half cents (\$0.325) per mile for out of town trips when Fire Department vehicles are not available, with the approval of the Safety Director.

SECTION 2:

The CITY shall pay a car allowance of thirty-two and one-half cents (\$0.325) per mile, not to exceed eighty five dollars (\$85.00) per month, to employees using their private vehicles on authorized CITY business in the following list of grade class titles: Superintendent of Buildings, (Fire Prevention Bureau) and Superintendent of Fire Equipment (Mechanic).

**ARTICLE 26 - PROTECTIVE CLOTHING AND EQUIPMENT**

SECTION 1:

The CITY shall provide the protective clothing required by NFPA standards. As replaced, protective clothing and equipment shall meet NFPA standards.

SECTION 2:

The CITY will establish a fund of \$15,000.00 a year for protective clothing and equipment replacement, to replace worn and outmoded equipment; such as helmets, coats, ropes, self-contained breathing apparatus, flashlights and bunker pants.

SECTION 3:

There shall be a protective clothing committee consisting of two members selected by the Union and the Fire Chief's designee who will make recommendations as to how the funds should be disbursed. Any discussions relative to the same shall be considered work time.

## ARTICLE 27 - DISABILITY PAY

### SECTION 1:

When an employee is unable to work due to an injury received in the course of or arising out of his employment, he shall be paid his regular salary for up to one hundred (100) calendar days per injury. The employee will be notified in writing by the Safety and Service Director or his designee twenty (20) days prior to the end of the salary continuation. It shall be the employees responsibility to file for temporary total benefits from BWC upon salary continuation ending.

### SECTION 2:

After the one hundred (100) calendar days of an employee's period of inability to work, the Safety Director may extend salary continuation for up to an additional one hundred (100) calendar days.

### SECTION 3:

In case an ill or injured employee is determined to be able to serve on light or limited duty he shall be allowed to return to work under conditions set by the physician provided the CITY has a suitable existing position available. After the first thirty (30) days and every thirty (30) thereafter the City shall conduct a review of the injured workers light duty assignment to assure the duties being performed are appropriate to the work restrictions. If the City determines that light duty will be discontinued, salary continuation provided in Section 1 shall apply if available.

### SECTION 4:

The Employee is required to fill out a timely injury report and all necessary BWC paperwork in order to receive injury leave pay from the City. In no case shall an employee be entitled to salary continuation beyond the period of salary continuation provided for herein. Any employee who fraudulently reports an injury claim and accepts injury benefits from the City is not only subject to discipline up to and including discharge, but also will be required to repay the amount of injury pay provided for herein.

### SECTION 5:

Leave under this Article shall be used before an employee's accumulated sick time is used.

### SECTION 6:

Worker's Compensation rulings and/or standards shall determine whether illnesses are related to duty to support claims in Section 1.

### SECTION 7:



Health Insurance shall be continued for up to one (1) year from the time of a work related injury for employees who are not on the active payroll and are collecting workers compensation.

## **ARTICLE 28 - JURY DUTY**

Any employee who is called for Jury Duty (county, state, federal or municipal) during any regularly scheduled work day shall be excused from work for the days for which he serves. He shall be required to return to work promptly after being excused from jury duty to complete the balance of his scheduled duty hours. Payment for such jury duty shall be the difference between his regular straight time daily earnings and the payment he receives for jury duty. The employee shall present proof of jury duty services and the amount of pay received for such services to the Chief.

## **ARTICLE 29 - MILITARY LEAVE**

### **SECTION 1: STARTING RATE ON RETURN FROM MILITARY SERVICE**

Any employee who leaves or has left the CITY service to enter the active service of the Armed Forces of the United States, and who, subsequently, is re-instated to a position previously held by him shall be entitled to receive the rate of compensation at the step to which he would have been entitled had his services with the CITY not been interrupted by the service in the Armed Forces. This section shall not pertain to an employee who has re-enlisted.

### **SECTION 2:**

A regular employee of the Fire Department who is required to engage in temporary military duty (e.g., summer training, monthly drills, and state or national emergencies) as a reserve member of the Armed Forces of the United States, shall be granted a leave of absence for the duration of such temporary duty and shall be paid the difference between his regular pay and his service voucher. Said employee shall accumulate vacation and sick leave with pay credit during the period of such leave. However, if such temporary military duty would require less than two (2) consecutive days and the employee, with an allowance for reasonable travel time, could return to his normally scheduled shift by 1900 hours he shall report for the remainder of that shift.

### **SECTION 3:**

In no case may more than thirty one (31) days be used annually for this leave except for extended State or National emergencies.

## **ARTICLE 30 - PERSONAL DAYS**

### **SECTION 1:**

All forty eight (48) hour employees may use two (2) days sick leave, and all forty (40) hour employees may use four (4) days sick leave annually as personal leave; except for emergencies, three (3) days' notice shall be given. Holidays are to be excluded from use as personal days.

SECTION 2:

Forty eight (48) hour employees make take this leave in eight (8), twelve (12), or twenty four (24) hours increments and forty (40) hour employees may take this leave in four (4) or eight (8) hour increments.

SECTION 3:

All employees hired after September 1, 2012 shall be eligible for Personal Days but shall not have them charged against said employee's sick time. They shall not accumulate.

SECTION 4:

There shall be only one (1) forty eight (48) hour employee off on Personal Leave at any given time. There shall also be only one (1) forty (40) hour employee off on Personal Leave at any given time.

**ARTICLE 31 - PAID LEGAL HOLIDAYS**

SECTION 1:

Whenever used in this Agreement the term "Holiday" shall mean one (1) of the following days:

- |                               |                              |
|-------------------------------|------------------------------|
| Jan. 01: (New Year's Day)     | Veteran's Day                |
| Jan. 15: (Martin L. King Day) | Thanksgiving Day             |
| President's Day               | Nov. 30: (Ffr. Memorial Day) |
| Easter                        | Dec. 24: (Christmas Eve Day) |
| Memorial Day                  | Dec. 25: (Christmas Day)     |
| July 04: (Independence Day)   | Dec. 31: (New Years Eve Day) |
| Labor Day                     |                              |

SECTION 2:

The Firefighting Division shall observe holidays on the actual holiday date. Holidays shall run according to calendar year.

SECTION 3:

For the Firefighting Division, a holiday shall be deemed to begin at 0700 hours of the holiday and shall end twenty four (24) hours later.

SECTION 4:

All forty hour personnel shall have the option of observing a holiday on the day of their choice provided it falls within seven days prior to or after said observed Holiday.

#### SECTION 5:

A holiday shall be deemed to begin at 0001 hours of the holiday and shall end twenty four (24) hours later for all forty hour personnel in the bargaining unit.

#### SECTION 6: ELIGIBILITY REQUIREMENTS FOR HOLIDAY PAY

In order to be eligible for holiday pay, an employee must comply with the following provisions:

1. An employee who is scheduled to work on any holiday but fails to report and perform his scheduled or assigned work shall become ineligible to be paid for the un-worked holiday, unless he failed to perform such work because of sickness, a death in his immediate family, a Kelly Day, a Trade Day, a Vacation Leave, a Disability, or any other authorized Leave of Absence.
2. Employees who trade hours with other employees on a Holiday will be paid the Worked Holiday rate for the hours they are on duty and the Un-worked Holiday rate for the hours they are off duty.
3. Employees who trade work hours during a Holiday must submit a "Request for Holiday Trade Time" form (Attachment 6a).

#### SECTION 7: PAY FOR HOLIDAYS

- a. Each employee of the Fire Department who works on a holiday shall be paid, in addition to his regular salary, an amount determined by the following formula:

Bi-weekly base divided by 96 X 24 = Additional Holiday Pay

- b. Each employee of the Fire Department who does not work on a holiday shall be paid an amount determined by the following formula:

Bi-weekly base divided by 96 X 12 = Additional Holiday Pay

#### SECTION 8: HOLIDAY SCHEDULE

By January 1 of each year the annual holiday schedule shall be posted at each Fire Station.

#### SECTION 9: HOLIDAY ROUTINE

- a. Holiday routine shall limit duties to emergency and/or public service runs. Any breakdown of equipment may be deemed an emergency. Normal scheduled housework shall be done.

- b. Holiday routine shall be observed on days listed in Section 1 above as well as on Saturdays and Sundays.

## ARTICLE 32 - OVERTIME

### SECTION 1: OVERTIME ADMINISTRATION

During emergencies, the Chief, Assistant Chief, or any officer in said capacities may prescribe reasonable periods of overtime work to meet operational needs.

### SECTION 2: OVERTIME COMPENSATION

- a. Each employee in the Firefighting Division in a position of grade class, Firefighter, Firefighter/Paramedic, Captain, Captain Paramedic, Coordinator of Emergency Medical Services, Superintendent of Fire Equipment (Mechanic) and Assistant Chief, who is required to work more than his regular twenty four (24) hour shift during any seventy two (72) hour period shall be paid overtime at the rate determined by the following formula:

Bi-weekly base salary divided by 96 X 1.5 = rate per hour worked

- b. For the purpose of computing overtime, credit shall be given for paid Legal Holidays, Personal Days, Kelly Days, Trade Days, Vacation Leave, Disability Days, Jury Duty and any other authorized Leave of Absence.

### SECTION 3:

- a. Each employee in the Fire Prevention Bureau in a position of grade class, Firefighter, Firefighter/Paramedic, Captain, Captain Paramedic, or Superintendent of Buildings, who is required to work more than his regular eight (8) hour shift during any twenty four (24) hour period shall be paid overtime at the rate determined by the following formula:
- b. Bi-weekly base salary divided by 80 X 1.5 = rate per hour worked
- c. For the purpose of computing overtime, credit shall be given for paid Legal Holidays, Personal Days, Vacation Leave, Disability Days, Jury Duty, and any other authorized Leave of Absence.

### SECTION 4:

Each employee in the Firefighting Division in a position of grade class Firefighter, Firefighter/Paramedic, Captain, Captain Paramedic, Coordinator of Emergency Medical Services, Superintendent of Fire Equipment (Mechanic), and Assistant Chief, who is called in or is required

to remain on duty in excess of his normal shift for a fire, accident, or natural disaster shall be paid overtime at the rate determined by the following formula:

Bi-weekly base salary divided by 80 X 1.5 = rate per hour worked

#### SECTION 5:

Each employee in the Fire Prevention Bureau in a position of grade class Firefighter, Firefighter/Paramedic, Captain, Captain Paramedic or Superintendent of Buildings, who is called in or is required to remain on duty in excess of his normal shift for a fire, accident, or natural disaster shall be paid at the rate determined by the following formula:

Bi-weekly base salary divided by 80 X 1.5 = rate per hour worked

#### SECTION 6:

The Superintendent of Fire Equipment (Mechanic) when called in or required to remain on duty in excess of his normal shift for any breakdown, maintenance or repair of equipment shall be paid overtime at the rate determined by the following formula:

Bi-weekly base salary divided by 80 X 1.5 = rate per hour worked

#### SECTION 7:

- a. In the Firefighting Division or Fire Prevention Bureau employees in a position of grade class Firefighter, Firefighter/Paramedic, Captain, Captain Paramedic, Coordinator of Emergency Medical Services, Superintendent of Fire Equipment (Mechanic), Superintendent of Buildings, or Assistant Chief, who are required to work more hours than their regularly scheduled work day or week, at their request, may be granted time off in lieu of pay at the rate of one and one half (1 1/2) times the hours worked.
- b. When an employee schedules compensatory time off and at such time the scheduling does not create overtime, said employee shall be granted his requested compensatory time off. However, if after said scheduling an overtime is created, the employee who scheduled compensatory time off shall not be asked or required to report to work or remain at work if part of a work day had been scheduled off; further, said employee's accumulated compensatory time will be reduced by the number of hours the employee was off.
- c. Employees may schedule compensatory time off for any work day or part of a work day within the calendar year, excluding Christmas and Christmas Eve, provided, however, a minimum of eight (8) consecutive hours shall be taken each time with at least twelve (12) hours advance notice. In the event that the request for compensatory time off does not create scheduled overtime, the minimum consecutive hours shall be four (4) hours. Compensatory time starting at or ending after 0001 hours must be taken for the rest of the shift.
- d. Employees may accumulate an unlimited number of compensatory hours; however, in the last week of May and the last week of November an employee's accumulated

compensatory time, if in excess of two hundred forty (240) hours, will be rolled back to two hundred forty (240) hours and those hours in excess of two hundred forty (240) shall be paid to the employee on the first (1st) pay in June and the first (1st) pay in December at the employee's current hourly rate determined by the following formulas:

Firefighting Division

Bi-weekly base salary divided by 96 = rate per hour

Fire Prevention Bureau

Bi-weekly base salary divided by 80 = rate per hour

Upon staffing reaching forty eight (48) in the Firefighting Division, an employee may accumulate compensatory hours. An employee may not carry a total accumulation of compensatory time in excess of two hundred (200) hours.

- e. Employees at any time may request any portion of their accumulated compensatory time in pay at the employee's current hourly rate determined by the following formulas:

Firefighting Division

Bi-weekly base salary divided by 96 = rate per hour

Fire Prevention Bureau

Bi-weekly base salary divided by 80 = rate per hour

#### SECTION 8:

Overtime shall be paid in one-tenth (1/10) of one hour increments.

#### SECTION 9:

- a. Any off-duty employee who has left his normal place of work and is called back for overtime shall receive a minimum of two (2) hours overtime in accordance with Section 4, 5, and 6 above.
- b. Any employee required to appear in court, before a grand jury, or pre-trial conference necessitated by the employee's performance of his duty shall receive a minimum of three (3) hours overtime in accordance with Sections 2 and 3 above.

#### SECTION 10: OTHER OVERTIME SITUATIONS

- a. Overtime due to fires, accidents, and natural disasters (emergency overtime) should be filled starting with the Assistant. Chief, on the shift that was relieved by the on duty shift, and then proceed with the remainder of the shift by seniority when possible without regard to rotating lists, unless otherwise directed by the Officer in Charge (O.I.C.).
- b. Temporary vacancies created by employees engaged in job-required activities and schooling shall be filled by the appropriate rotating seniority list and the procedures outlined in Article 22, Section 2.

SECTION 11:

Employees attending required training, seminars, meetings, conferences, continuing education programs, etc. required by the Chief and/or Safety Director, during off-duty time shall be compensated for that time including reasonable travel time in accordance with Section 2 and 3 above.

SECTION 12:

Employees providing public services, C.P.R. classes and public relation work on off-duty time, and with prior approval of the Chief, shall be granted compensatory time in accordance with Article 32, Sections 2 and 3 above.

SECTION 13: OVERTIME AS PER THE FAIR LABOR STANDARDS ACT

Each employee in the Firefighting Division in a position of grade class, Firefighter, Firefighter/Paramedic, Captain, Captain Paramedic, Coordinator of Emergency Medical Services, Superintendent of Fire Equipment (Mechanic) and Assistant Chief, who works more than two hundred twelve (212) hours in the twenty eight (28) day work period shall be paid overtime, in addition to his regular hourly rate, at the rate determined by the following formula:

Bi-weekly base salary divided by 96 X .5 = rate per hour worked

SECTION 14: EMERGENCY OVERTIME

Emergency overtime may be banked as overtime or paid as the employee wishes. In either option, such emergency overtime shall be paid or banked on the same basis, i.e. - the emergency overtime rate.

**ARTICLE 33 - SCHOOLING**

SECTION 1: JOB REQUIRED

Each new employee shall attend an accredited Basic Fire Training Program in accordance with State Law. The CITY shall pay all necessary expenses including but not limited to tuition, text books, mileage, meals and lodging. Reimbursement for meals and lodging will require submission of receipts demonstrating actual expenses incurred and shall in no case be more than the rate set by the Massillon City Auditor for expenses of such kind.

SECTION 2:

This course (in accordance with Section 1 above) shall be completed within the employee's first year unless approval for extension of such time is given by the Safety Director.

SECTION 3:

Each employee shall be provided with the opportunity, upon request, to attend any or all education, certification, or recertification programs required to maintain the present level of services provided by the Fire Department. The CITY shall pay all necessary expenses including tuition, text books, lodging, meals, and mileage.

#### SECTION 4: ADDITIONAL

The CITY will pay for tuition and text books for employees taking job-related courses or courses offered in the Firefighting curriculum. The courses taken must relate to Firefighting and other job-related work or be part of a recognized Firefighting Degree or curriculum and approved by the Safety Director.

#### SECTION 5:

Reimbursement shall be made to the employee by the CITY after completion of courses or the cost of said training program can be paid directly to the person or firm conducting the program. The employee must pass the course and receipts have to be furnished upon completion in order to be reimbursed. Employees shall, whenever possible, use a textbook from the Fire Department Library. If none is available, the employee may purchase the textbook and submit proof of purchase to the Chief of the department for reimbursement on the following pay period. All books paid for by the CITY shall remain the property of the CITY and be kept in the Fire Department Library where they will be made readily accessible to all members of the Fire Department.

#### SECTION 6: COMPENSATION

Employees who have a current EMT-Ambulance certificate and who do not receive the current Paramedic pay shall be compensated at an annual rate of six hundred fifty dollars (\$650.00). Additionally, compensation shall be given:

Step 1 \$3.20 annually per earned credit hour on a quarterly basis. \$4.82 annually per earned credit hour on a semester basis.

Step 2 \$900.00 annually for an Associate Degree in Fire and /or Emergency Services.

Step 3 \$900.00 annually for an Associate Degree in Fire and /or Emergency Services, plus \$3.20 annually per earned credit hour over the Associate Degree on a quarterly basis.

\$900.00 annually for an Associate Degree in Fire and/or Emergency Services, plus \$4.82 annually per earned credit hour over the Associate Degree on a semester basis.

Step 4 \$1,800.00 annually for a either a Bachelors, Masters or PhD Degree in Fire and/or Emergency Services.

Credit hours must be earned in courses required to obtain the above Degrees. This payment, as specified, shall be in addition to the employee's regular rate of pay and shall 'be paid in two (2) equal payments on the first (1st) pay in December and the first (1st) pay in June, provided, however, payment shall only be made to those qualified who have attained their degree or certification within at least five (5) days prior to the date of payment.



Degrees must be received from a fully accredited college or university.

## ARTICLE 34 - VACATION LEAVE

### SECTION 1:

All employees shall earn vacation leave with pay according to the following schedule:

- a. Two (2) calendar weeks per year after the completion of one (1) full year of employment.
- b. Three (3) calendar weeks per year after the completion of five (5) full years of employment.
- c. Four (4) calendar weeks per year after the completion of ten (10) full years of employment.
- d. Five (5) calendar weeks per year after the completion of fifteen (15) full years of employment.
- e. Six (6) calendar weeks per year after the completion of twenty (20) full years of employment.

### SECTION 2: ALTERNATE VACATION PLANS

Employees who so desire may take earned vacation leave according to the following plans:

- a. Two (2) weeks of earned vacation leave must be taken, unless an employee is in his retiring year. Employees with earned vacation leave in excess of two (2) weeks may take the remainder in any combination of earned vacation leave and/or base pay in lieu of earned vacation leave. Vacation pay may be collected on payday before taking vacation with notice.
- b. A retiring employee may use any combination of vacation and/or base pay in lieu of earned vacation leave.

### SECTION 3:

Absence on account of sickness, injury, or disability in excess of that hereinafter authorized for such purpose may, at the request of the employee, be charged against vacation leave allowance.

### SECTION 4:

The Chief shall keep records of vacation leave allowances and shall schedule vacation leaves, with particular regard to the seniority of employees, to accord with operating requirements and, insofar as possible, with the request of the employee.

### SECTION 5:

In interpreting the above vacation schedules all employees become eligible for their vacation days on or after January 1 of each year. If the completion of an employee's first (1st) years' service occurs and, in the discretion of the Chief it would be impossible to grant said vacation before January 1 of the succeeding year, the employee shall be entitled to his accumulated vacation after January 1 of the succeeding year.

SECTION 6:

After an employee completes a full year of service, the anniversary date of his employment shall be considered to be January 1 for vacation purposes.

SECTION 7:

Vacations under the provisions of this Article shall not accumulate from one year to another, except as herein provided for first-year (1st) employees.

SECTION 8:

During the vacation herein provided for, the employee shall be entitled to full pay for such periods at the regular rate of compensation. No vacation benefits shall be paid on the basis of time and one half (1 1/2).

SECTION 9: VACATION SCHEDULING

By January 1 of each year vacation schedules for the Firefighting Division shall be completed and posted at each Fire Station.

SECTION 10:

Employees in the Firefighting Division in a grade class of Firefighter, Firefighter/Paramedic, Captain, Captain Paramedic, Coordinator of Emergency Medical Services, and Superintendent of Fire Equipment (Mechanic) shall pick vacation leave by department seniority, per shifts in rounds. The first (1st) round constitutes selections by all employees of each shift of one (1) or more consecutive weeks of earned vacation leave as provided in Section 1 above. Subsequent rounds shall be used until all employees of each shift have selected their earned vacation leave.

SECTION 11:

One (1) employee per shift per week in the Firefighting Division in a grade class of Firefighter, Firefighter/Paramedic, Captain, Captain Paramedic, Coordinator of Emergency Medical Services and Superintendent of Fire Equipment (Mechanic) may be granted earned vacation leave at one time. If, however, a shift change occurs after the posting of vacation schedules, all scheduled vacations shall remain in effect.

SECTION 12:

Employees in the Firefighting Division in a grade class of Assistant Chief may select vacations among themselves without regard to their separate shifts. Department seniority shall prevail. No

more than two (2) employees shall be granted the same week of earned vacation leave at one time as provided in Section 1 above.

SECTION 13:

Employees working in the Fire Prevention Bureau shall have the option of selecting earned vacation leave by the week or consecutive weeks or individual days (not to exceed five (5) work days per week of allowed vacation leave).

SECTION 14:

The week beginning the first (1st) Sunday in January and the weeks following each subsequent Sunday throughout the year shall be available to all employees in the first (1st) round.

SECTION 15:

The term “week” as used in this section shall mean a period of seven (7) consecutive days beginning with Sunday and including each of the seven (7) named days.

**ARTICLE 35 - DEATH BENEFITS**

SECTION 1:

Upon the death of an employee unused sick leave, unused vacation leave, compensatory time, uniform allowance, Holiday pay, degree and certification compensation and any other earned compensation shall be paid to his estate according to the following Section 2.

SECTION 2:

Unused sick leave shall be paid as provided in Article 21, Section 6. Uniform allowance, degree and certification compensation shall be paid on a pro-rated basis. Compensatory time shall be paid at the employee’s current hourly rate as provided in Article 32, Sections 2 and 3. Unused vacation leave shall be paid at the employee’s current bi-weekly rate of pay.

**ARTICLE 36 - UNIFORM ALLOWANCE**

SECTION 1:

Each employee in the Fire Department from Firefighter on up through the various positions is authorized annually a uniform allowance for the purchase and maintenance of fire uniforms in the sum of:

One thousand dollars (\$1,000.00) payable semi-annually in Installments of five hundred dollars (\$500.00).

SECTION 2:

Each newly appointed employee shall be entitled to an advance on his uniform allowance of:

One thousand dollars (\$1,000.00) upon the date of employment.

In the event that said newly appointed employee does not complete one (1) full year of service as a result of his own actions then any uniform allowance advanced to him and which he did not otherwise become eligible for, shall be refunded to the CITY.

## **ARTICLE 37 - ENTRANCE RATES**

### **SECTION 1: STARTING RATE ON INITIAL EMPLOYMENT**

Original appointment to any position shall be made at the entrance rate and advancement within a pay range shall be made in accordance with this ARTICLE.

### **SECTION 2: STARTING RATE ON RETURN TO DUTY**

When an employee returns to duty in the same grade class after a separation from the department of not more than one (1) year, which separation was not due to discreditable circumstances, such employee shall receive the step rate in the grade class at the step corresponding to the step rate received at the time of separation and shall subsequently serve there for at least such period as is normally required for advancement to the next higher step rate. If, however, the employee was employed in a grade class of Captain, Captain Paramedic, Superintendent of Buildings, Superintendent of Fire Equipment, Coordinator of Emergency Medical Services, or Assistant Chief at the time of his separation and his position was filled during his absence, he shall be reinstated at his former step rate but in the grade class of Firefighter.

### **SECTION 3: SALARY ADVANCEMENT WITHIN GRADE CLASS**

On the first (1st) day of the payroll period following the anniversary date of his employment (continuous service) with the department, each employee shall advance within the grade class to the step rate to which his years of continuous service entitle him.

### **SECTION 4: SALARY ADVANCEMENT FOR PROMOTION**

On the first (1st) day of the payroll period following an employee's promotion he shall be compensated at the appropriate grade class and the step rate to which his years of continuous service entitle him.

### **SECTION 5: TITLE DIFFERENTIAL**

The CITY agrees to establish and maintain the following pay differential schedule using as its base the appropriate Firefighter rate of compensation as it appears in Attachment 8.

| <u>TITLES</u>               | <u>RATE</u> |
|-----------------------------|-------------|
| Paramedic/Fire              | 7.00%       |
| Captain/EMS Coordinator     | 15.00%      |
| Captain Paramedic/Mechanic  | 20.00%      |
| Superintendent of Buildings | 22.50%      |
| Assistant Chief             | 30.00%      |

SECTION 6:

All salaries herein provided for shall be paid in bi-weekly installments in accordance with Attachment 8.

SECTION 7:

The Chief shall be responsible for notifying the proper officials of any change in the status of an employee's rate of pay in accordance with this ARTICLE.

SECTION 8: PROBATIONARY PERIOD

Every new employee shall be a probationary employee for three hundred sixty five (365) days and shall be governed under those rules

SECTION 9:

All salaries herein provided for shall be paid in bi-weekly installments in accordance with Attachment 8.

SECTION 10: EMT/PARAMEDIC STANDING ORDERS

All Firefighter/Paramedic personnel of the Fire Department must maintain certification as a State of Ohio Firefighter in accordance with the Ohio Revised Code throughout their employment with the City. It is required that all new employees hired on or after January 01, 1997 maintain certification as an EMT-P for fifteen (15) years from the date the employee is able to be used as such by the CITY to maintain employment. All Fire Department employees who are certified as EMT-Basic must maintain that certification throughout their employment with the City. After fifteen (15) full years, paramedic certification may be discontinued but EMT-Basic certification must be maintained. Employment will be terminated if certifications are not maintained. All employees who receive a pay differential or stipend as an EMT-Basic or EMT-Paramedic must maintain their appropriate Standing Orders and must be able to function in Stark County in said capacity.

SECTION 11:

The Union acknowledges the right of the City to provide EMS Transport.

### **ARTICLE 38 - PENSION CONTRIBUTION**

**SECTION 1.** Throughout the duration of this Agreement, the Employer will continue to make the required Employer Contribution to the Police and Fire Disability Pension Fund. In addition, the Employer will assume and contribute an amount equal to 2.25% of each employee's gross wages to Police and Fire Disability Pension Fund that represents a portion of the Employee's Contribution to Fund. The remaining portion of the Employee Contribution to Police and Fire Disability Pension Fund shall be deducted from the employee's gross wages.

#### **SECTION 2.** Police and Fire Disability Pension Fund Pick-up

A. The amount contributed by the CITY shall remain at 2.25% and be treated as a Fringe Benefit Pickup. The remaining portion of the Employee's Police and Fire Disability Pension Fund obligation shall be treated as mandatory salary reduction from the contract salary otherwise payable to such employees.

B. The total annual salary for each employee shall be the salary otherwise payable under their contracts. The total annual salary shall be payable by the CITY in two (2) parts: (1) deferred salary and (2) cash salary. An employee's deferred salary shall be equal to that percentage of said employee's total annual salary which is required by Police and Fire Disability Pension Fund to be paid as an employee contribution by said employee and shall be paid by the CITY to Police and Fire Disability Pension Fund on behalf of said employee as a "pickup" of the Police and Fire Disability Pension Fund employee contribution otherwise payable by the employee. An employee's cash salary shall be equal to said employee's total annual salary less the amount of the "pickup" for said employee and shall be payable, subject to applicable deductions, to said employee.

C. The CITY's total combined expenditures for employee's total annual salaries otherwise payable under their contracts (including "pickup" amounts) and its employer contributions to Police and Fire Disability Pension Fund shall not be greater than the amounts it would have paid for those items had this provision not been in effect.

D. The CITY shall compute and emit its employer contributions to Police and Fire Disability Pension Fund based upon the total annual salary, including the "pickup." The CITY shall report for federal and Ohio income tax purposes as an employee's gross income said employee's total annual salary less the amount of "pickup." The CITY shall report for municipal income tax purposes as an employee's gross income said employee's total annual salary, including the amount of "pickup." The CITY shall compute income tax withholding based upon gross income as reported to the respective tax authorities.

E. The "pickup" shall be included in the employee's total annual salary for the purpose of computing daily rate of pay, for determining salary adjustments to be made due to absence, or for any other similar purpose.

F. The "pickup" shall be a uniform percent for all classified employees, and it shall apply to all payroll payments made after the effective date of this provision and shall not be at the individual employee's option.

G. The CITY shall keep the proper records of an employee's gross pay (before deferrals) for pension purposes. The CITY shall also keep proper records of an employee's adjusted gross pay for income tax purposes. The plan was submitted by the CITY to the Internal Revenue Service with an application for approval. The Internal Revenue Service approved said stated plan the second (2nd) quarter of 1984.

## ARTICLE 39 - INSURANCE

### SECTION 1: HEALTH CARE INSURANCE

- a. All full time employee of the Fire Department shall be furnished hospitalization, major medical, dental, vision and prescription drug insurance coverage (hereinafter group health insurance plan). The level of benefits shall be as set forth in Appendix A.
- b. Effective the signing of the Agreement, the employees covered by the group health insurance plan shall pay fifteen percent (15%) of the cost of the level of coverage selected by the Employee of the premium in twelve (12) monthly increments.

### SECTION 2: LIFE INSURANCE

All full time employees of the Fire Department shall be furnished with a fully-paid life insurance policy of fifty thousand dollars (\$50,000). The coverage shall provide double indemnity provisions for accidental death and dismemberment.

### SECTION 3: LIABILITY INSURANCE

The CITY shall purchase within ninety (90) days of the effective date of this Agreement an all-encompassing general liability policy to include a broad form comprehensive general liability endorsement equal to or exceeding coverages included in Ohio Standard Bureau Form L9001 (revised edition 7-76). Also, within ninety (90) days of the effective date of this Agreement, the CITY shall purchase a miscellaneous medical malpractice policy. Each employee shall be listed individually on all liability insurance policies as the named insured. All new employees shall be so listed within thirty (30) calendar days of their appointment.

### SECTION 4: ELIGIBILITY REQUIREMENTS

Each employee appointed to the Fire Department may enroll in said insurance programs effective the first of the month after thirty (30) days of employment; however, all employees upon appointment shall be provided with a fully-paid liability coverage in accordance with Section 4 above. Any eligible employee covered by the group insurance programs herein provided who takes a leave of absence or is temporarily laid off or is on Workman's Compensation may continue his insurance coverage by assuming the full cost of said insurance and by paying said amount each month to the CITY prior to the date on which the CITY is required to make its monthly payments

to the insuring companies. Any employee who does not meet the eligibility programs herein above established may enroll in the insurance programs herein provided and the full cost of said insurance shall be deducted from his wages.

#### SECTION 5: DISTRIBUTION OF COVERAGE

The CITY shall provide the UNION with a copy of the group insurance and liability insurance policies and provide to each employee copies of coverage for each insurance program provided to the employees by the CITY.

#### ARTICLE 40 - SUCCESSORSHIP CLAUSE

This Agreement shall be binding in its entirety upon the parties hereto, their successors, assignees, and transferees, including but not limited to any new governmental instrumentality which shall come into existence by reason of any consolidation, merger, annexation, contractual agreement, ordinance, or other governmental enactment and replace the CITY as the employer of the Fire Department employees. The parties further agree that from time to time and upon reasonable notice given by either party to the other, they shall meet and confer to discuss any future impact on the Firefighters bargaining unit which may result from the possible replacement of the CITY as the employer of the Fire Department employees. The parties further agree that no employee in the Firefighters bargaining unit shall be placed in any worse position with respect to pensions, seniority, wages, sick leave, vacation, health and welfare insurance, or any other benefits by reason of the employees transfer to any new governmental instrumentality or other employing unit which came into existence by reason of any consolidation, merger, annexation, contractual agreement, ordinance, or other governmental enactment and which replaces the CITY as the employer of the Fire Department employees.

#### ARTICLE 41 - TOTAL AGREEMENT

##### SECTION 1:

This agreement represents the entire Agreement between the City and the Union and unless specifically and expressly set forth in the express written provisions of this Agreement, all rules, regulations, benefits, and practices previously and presently in effect may be modified or discontinued at the sole discretion of the City.

##### SECTION 2:

However, prior to implementing such modifications or discontinuances, the City agrees to meet and confer with the Union to discuss the same. In addition, the City agrees that nothing in this language permits it to make any changes inconsistent with the previously agreed-to provisions of this contract.

##### SECTION 3:

Consistent with the provisions of Article 14, the Union retains the right to grieve any and all City actions taken under this article.



## **ARTICLE 42 - SEPARABILITY**

This Agreement is subject to the law of the State of Ohio, with respect to the powers, rights, duties and obligations of the CITY, the UNION, and the employees in the bargaining unit; and in the event that any provisions of the Agreement shall at any time be held to be contrary to law by a Court of competent jurisdiction from whose final judgment or decree is made and no appeals have been taken within the time provided thereof, such provisions shall be void and inoperative. However, all other provisions of this Agreement shall, insofar as possible, continue in full force and effect.

## **ARTICLE 43 - STRIKE PROHIBITION**

### **SECTION 1:**

The UNION will not engage in or sanction strike action during the life of this Agreement, provided, however, that no employee will be required to respond to a call from or serve in a community whose Fire Department employees are known to be engaged in a strike.

### **SECTION 2:**

The CITY will not lock out employees during the term of this Agreement.

## **ARTICLE 44 - SAFETY AGREEMENT**

### **SECTION 1:**

The CITY and the UNION agree that when a person enters the Fire Department, he has the right to expect the Fire Department to continually make every effort to protect him from any predictable hazards of the Firefighting Profession.

### **SECTION 2:**

The CITY and the UNION reject the theory that injury and death is the unavoidable cost of firefighting. While tragedies will continue to occur and Firefighters will die protecting the Public, we believe that Firefighters' deaths and injuries can be reduced by means of safety education and training.

### **SECTION 3:**

The traditional disregard of the Firefighter for his own safety in order to rescue persons in imminent danger is commended and extolled; however, that which is praiseworthy where lives are in danger becomes foolhardy and reckless where only property is involved, and must be discouraged.

### **SECTION 4:**

Training is best accomplished under ideal circumstances. Training under adverse weather conditions such as darkness, rain, sleet, snow, high winds, heat (above 85°), cold (below 35°), and high humidity (above 85%) must be approved by the Fire Chief.

## **ARTICLE 45 - VISITATION AND TELEPHONES**

### **SECTION 1: VISITATION**

All employees shall have the right to receive visitors provided it does not interfere with efficient operation of the department.

### **SECTION 2: TELEPHONES**

The unlimited call telephones at each station shall continue to be provided for the personal use of the employees during duty hours, however, no toll calls may be charged to these telephones.

## **ARTICLE 46 - LABOR MANAGEMENT COMMITTEE**

### **SECTION 1:**

The Labor Management Committee shall consist of three (3) employees appointed by the UNION and not more than three (3) members of management. It is mutually agreed by the parties of this Agreement that this committee meet on a quarterly basis on the 1st Thursday following the 1st Monday in the months of January, April, July, and October, or as mutually agreed, after a written request from either party for the purpose of:

- a. Discussing the administration of this Agreement,
- b. Disseminating general information of interest to the parties,
- c. Giving the UNION representatives the opportunity to share the views of their members and/or suggestions on the subjects of interest to their members.
- d. Discussing ways to improve efficiency within the department,
- e. Discussing safety and health issues of the department,
- f. Promoting harmonious relations between the CITY and the UNION in the best interest of the community, and

## ARTICLE 47 - DRUG TESTING

### SECTION 1: PURPOSE

- a. The CITY has a legal responsibility and management obligation to ensure a safe work environment, as well as paramount interest in protecting the public by ensuring that its employees have the physical stamina and emotional stability to perform their assigned duties. The requirement for employment must be that an employee is free from drug dependence, illegal drug use, or drug/alcohol abuse while on duty.
- b. Liability could be found against the CITY and the employee if we were to fail to address and assure that employees can perform their duties without endangering themselves or the public.
- c. There is sufficient evidence to conclude that the use of illegal drugs, the misuse of any drug, or alcohol abuse, seriously impairs the employee's performance and general physical or mental health. Therefore, this program has been established to ensure an employee's fitness for duty and employment.

### SECTION 2: POLICY

The following provisions are established to ensure and maintain that the City of Massillon Fire Department is a drug-free workplace.

- a. Provide for the Supervisor on duty to order a drug screen and/or alcohol breath test(s) immediately when there is reasonable suspicion that an employee has been using unauthorized drugs or alcohol.
  1. Prohibit the possession, use, sale, or distribution of alcohol or unauthorized drugs during working hours.
  2. Provide for automatic drug and/or alcohol screening when an employee is involved in an on-duty motor vehicle accident.

### SECTION 3: DEFINITIONS

The following definitions apply to the above stated program:

#### EMPLOYEE(S)

All employees covered under the provisions of the Collective Bargaining Agreement.

#### DRUG SCREENING TEST(S)

A collection of a urine or blood specimen by medical personnel and a laboratory analysis of the specimen by Enzyme Immunoassay (EMI) screening and of appropriate confirmatory testing using the Gas Chromatography/Mass Spectrometry (GC/MS) methods and procedures, or the most

current and appropriate technology to detect any of the following: amphetamines/methamphetamines, barbiturates (phenobarbital, secobarbital, bupalbital), benzodiazepines (Valium, serax, librium), cannabinoids (marijuana), cocaine metabolites (benzoylecgonine, ecgonine), methadone (dolophine), opiates (morphine, codeine, and hydrocodone), phenacyclidine (PCP), and propoxyphene (Darvon).

#### REASONABLE SUSPICION

An apparent state of facts, circumstances, or information-which exists from an inquiry by the supervisor, or from a credible source which would induce a reasonably intelligent and prudent person to believe the employee is using or is under the influence of unauthorized drugs or alcohol.

#### POSITIVE

Referring to a screening for a controlled substance or alcohol, a test which indicates the presence of any controlled substance, or .02% or greater breath alcohol content.

#### INDIVIDUAL SUBSTANCE ABUSE REHABILITATION PROGRAM

A rehabilitation program established for an individual which sets forth a specific required treatment program for substance abuse through a qualified organization.

#### UNAUTHORIZED DRUG

A controlled substance as defined by Ohio Revised Code § 3719.01, or the misuse of any legally prescribed drug.

#### SECTION 4: PROCEDURE

##### a. DRUG OR ALCOHOL TESTING RESULTING FROM REASONABLE SUSPICION

1. DRUG SCREENING - The Chief or his designee shall order a drug screen immediately when there is a reasonable suspicion that an employee has been using or is under the influence of any unauthorized drug. Urine specimens will be acquired in accordance with established procedure.
2. ALCOHOL BREATHALYZER TEST - The Chief or his designee shall direct the employee to report to a designated site for the test after the appropriate arrangements have been made. The testing procedures shall comply with O.R.C. § 4511.19.
3. TESTING PROCEDURES - Once the appropriate test or specimen is obtained, the employee will be relieved of duty and placed on paid administrative leave pending the results of the testing procedure. The employee tested will receive written confirmation of the test results when the information is made available to the CITY. Test results reporting the presence of unauthorized drugs or alcohol will be submitted on a confidential basis to the Chief and the Safety Director for appropriate action.

4. Drug and/or alcohol screening shall be authorized when an employee is involved in an on-duty motor vehicle accident which results in bodily injuries to any vehicle occupant or the employee.

b. ACTION TO BE TAKEN

1. Employees who test negative shall be returned to regular duty their next regularly scheduled shift.
2. Employees who test positive for the first time to unauthorized drugs or alcohol will be required to participate in a mandatory personalized rehabilitation program which will be arranged by the Safety Director's Office. Such a program should be developed by an accredited rehabilitation agency upon completion of the appropriate counseling procedures.
3. An employee who participates in a rehabilitation program must use any accumulated leave time for the period of the program. If no such leave time is available, the employee shall be placed on an unpaid leave of absence for the period of the rehabilitation program which is not to exceed six. (6) months. Upon completion of such program and retesting that demonstrates that the employee is no longer using any unauthorized drug or alcohol, the employee shall be returned to duty. The CITY reserves the right to determine the nature of the employee's assignment upon his return to work.
4. Employees who fail or refuse to provide a urine and/or breathe specimen or who fail or refuse to cooperatively participate in the rehabilitation program when requested by the CITY are subject to immediate disciplinary action. An employee's physical inability to provide a urine specimen shall not be considered to be a refusal to provide the specimen; however, if the employee is physically unable to provide a urine specimen when requested, the CITY may request a blood sample for laboratory testing.
5. Employees who test positive to the presence of unauthorized drugs or alcohol a second time are subject to immediate discharge.
6. Intentionally tampering with, causing another person to tamper with, substituting for, or causing another person to substitute for a 'urine and/or blood specimen, or with any breath alcohol test, whether it is the employee's own specimen or the specimen of another employee shall constitute cause for the discharge of that employee engaging in such activity.
7. Employees may appeal any positive result by undertaking an additional urinalysis or blood test by an accredited lab of his choice at his own expense.

c. MAINTENANCE OF DRUG TESTING RECORDS

1. All drug screening records shall become a permanent part of the employee's personnel file and are subject to all rights governing the use of such files.
  2. Employees shall be given an opportunity to review all drug screening documents which are contained within their personnel files.
- d. RELATED PROGRAM COST
1. The cost of the drug and/or alcohol screening will be paid by the CITY.
  2. The employee's health benefits will apply to the cost of the employee's substance abuse rehabilitation program. Any cost beyond the expenses covered by the health insurance shall be borne by the employee.

#### SECTION 5: POSSESSION, SALE, USE, OR DISTRIBUTION

- a. The possession, sale, use or distribution of alcohol or unauthorized drugs by an employee during working hours shall constitute cause for discharge of the employee.
- b. The actual consumption or ingestion of alcohol or any unauthorized drug by an employee during working hours shall constitute cause for discharge of the employee, irrespective of whether the CITY elects to test the employee under this ARTICLE.
- c. The conviction of an employee for any felony a legal element of which requires proof of the possession, sale, use, or distribution of a drug shall constitute cause for discharge, whether or not such felony occurred during working hours or on the employer's premises.
- d. Any employee who is taking a prescription medication in conformity with the lawful directions of the prescribing physician or a non-prescription medication in conformity with the manufacturer's specified dosage must notify the CITY if the medication will have an impact on the employee's performance of job-related functions, i.e. driving a motor vehicle, climbing ladders, or any other job functions which call for the exercise of judgment. If the employee notifies the CITY of the use of such medication before being ordered to a drug screen, a positive result consistent with the ingredients of such medication shall not constitute cause for discipline. The CITY may require an employee to provide evidence that any prescription medication has been lawfully prescribed by a physician for the employee.

#### ARTICLE 48 - FAMILY AND MEDICAL LEAVE ACT

##### SECTION 1:

This ARTICLE is intended to complement and supersede or be an addition to whatever leave rights an employee may have under applicable laws. Employees may take up to twelve (12) weeks of unpaid leave for the following reasons:

- a. The birth of a child,
- b. To receive a child for adoption or foster care,
- c. To care for a seriously ill spouse, child, or parent,
- d. For the employee's own serious health condition that makes the employee unable to perform the functions of his position.

**SECTION 2:**

A total of twelve (12) weeks in a twelve (12) month period may be used for any of the four reasons listed in Section 1. Twelve (12) weeks is not permitted for each reason. The twelve (12) month period is defined as the twelve (12) month period measuring forward from the date of request for leave. An employee may be required to substitute earned vacation, bonus time, and any other applicable paid leave for this type of leave. If both spouses are employed by the CITY, the combined total leave time allowed for birth, adoption, or care of a sick parent is twelve (12) weeks. If spouses cannot agree on time periods among themselves, the decision will be based on the needs of the departments in which the spouses work. Worker's Compensation leaves are also included in the allowed twelve (12) weeks.

**SECTION 3:**

While on family and medical leave, health insurance benefits will continue for any eligible employee. Any share of the premium normally paid by an employee continues to be the responsibility of the employee. Premiums must be received by the 25th of each month or the last business day prior to the 25th, whichever is earliest. If premium payments are more than thirty (30) days late, coverage will cease. However, coverage will be reinstated upon return to work.

**SECTION 4:**

As soon as an employee knows of his intention to request a Family and Medical Leave, the Safety Director must be contacted. All leaves will be arranged through the Safety Director's office. After each of four (4) weeks during a leave, employees must update the Safety Director's office as to his status and intention to return to work.

**ARTICLE 49 - RESIDENCY**

**SECTION 1:**

All employees hired on or after November 25, 1996 must reside within the Massillon Municipal Court District. Any non-resident hired after November 25, 1996 must establish residency within the Massillon Municipal Court District within one year of being hired for employment and

continue to maintain residency within the Massillon Municipal Court District at all times during such continued employment.

SECTION 2:

All employees hired before November 25, 1996 have no residency requirement.

SECTION 3:

If at any time the State adopts a residency law that conflicts with this Article, the State residency law shall supersede the more restrictive requirement of Section 1 of this Article.

**ARTICLE 50 - SPECIAL EVENTS**

SECTION 1:

When special events/details occur that require personnel to be out-of-service and unable to respond to emergency calls and the staffing level is above the eleven (11) man minimum coverage for the event/detail shall be provided by using the on-duty personnel above the eleven (11) man minimum. If additional personnel are needed for the event/detail off-duty personnel shall be used.

SECTION 2:

The CITY maintains the right to staff the event/detail with personnel included in the eleven (11) man minimum staffing if the event/detail last for two (2) hours or less. However, it must maintain an Engine Company of four (4) personnel at Station #1 for the duration of the event. This may be done by utilizing a fill company if necessary. Section 1 of this Article shall apply for events/details lasting more than two (2) hours.

SECTION 3:

The CITY maintains the right to staff the event/detail with personnel included in the eleven(11) man minimum staffing if the event/detail does not require the personnel attending the event/detail to be out-of-service and unable to respond to emergency calls.

SECTION 4:

In order to utilize off duty personnel to staff these events/details, the CITY agrees to maintain a single "Special Events/Details Overtime list" that is separate from the "overtime to maintain minimum safety manning" lists are maintained. This list shall include all ranks and grades within the Fire Department. This list shall be maintained in the same manner that the "overtime to maintain minimum safety manning" lists are maintained. Personnel called in to staff these events/details must attend the event/detail. They may not "bump" on duty personnel and force them to attend the event/detail.

SECTION 5:



In the event that the entire “Special Events/Details Overtime” list is exhausted, on duty personnel shall be required to attend the event/detail. If such occurs, the Engine Company at Station #1 shall be maintained as per Section 2.

## **SECTION 51 - DURATION**

### **SECTION 1: DURATION**

This Agreement shall be effective August 1, 2015, and shall remain in force and effect up to and including July 31, 2018.

### **SECTION 2: FUTURE NEGOTIATIONS**

The parties agree that commencing no later than March 1, 2018 they will undertake negotiations for a new Agreement for a succeeding period.

### **SECTION 3: EXTENSION**

In the event that negotiations extend beyond the expiration date of the Agreement, the terms and provisions of this Agreement shall remain in full force and effect pending agreement on a new contract.

**SIGNATURES**

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives the day and year first above written.

LOCAL 251 – INTERNATIONAL ASSOCIATION OF  
FIREFIGHTERS ABA MASSILLON PROFESSIONAL  
FIREFIGHTERS ASSOCIATION LOCAL 251, AFL-CIO

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

CITY OF MASSILLON, OHIO (A MUNICIPAL  
CORPORATION)

BY: \_\_\_\_\_  
Kathy Catazaro-Perry, Mayor

BY: \_\_\_\_\_  
Joel Smith, Safety Director

DATED: \_\_\_\_\_ AT MASSILLON, OHIO

## ATTACHMENT 8

### 2% WAGE INCREASE (SALARY/HOURLY) CALCULATION SCALES

| 2017 BIWEEKLY post 2% | ENTRY       | 1 YEAR      | 2 YEAR      | 3 YEAR      | 5 YEAR      | 10 YEAR     | 15 YEAR     | 20 YEAR     | 25 YEAR     | 30 YEAR     |
|-----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| FIREFIGHTER           | \$ 1,655.36 | \$ 1,733.39 | \$ 1,778.36 | \$ 1,826.42 | \$ 1,883.70 | \$ 1,935.14 | \$ 1,987.67 | \$ 2,041.35 | \$ 2,108.29 | \$ 2,176.84 |
| FF/PARAMEDIC          | \$ 1,771.24 | \$ 1,854.72 | \$ 1,902.84 | \$ 1,954.27 | \$ 2,015.56 | \$ 2,070.61 | \$ 2,126.80 | \$ 2,184.24 | \$ 2,255.87 | \$ 2,329.22 |
| INSPECTOR             | \$ 1,771.23 | \$ 1,854.72 | \$ 1,902.84 | \$ 1,954.28 | \$ 2,015.56 | \$ 2,070.60 | \$ 2,126.81 | \$ 2,184.24 | \$ 2,255.87 | \$ 2,329.22 |
| CAPT./EMS COORD       | \$ 1,903.66 | \$ 1,993.40 | \$ 2,045.12 | \$ 2,100.38 | \$ 2,166.24 | \$ 2,225.42 | \$ 2,285.82 | \$ 2,347.54 | \$ 2,424.53 | \$ 2,503.37 |
| CAPT. MEDIC/MECH      | \$ 1,986.43 | \$ 2,080.07 | \$ 2,134.03 | \$ 2,191.70 | \$ 2,260.43 | \$ 2,322.17 | \$ 2,385.19 | \$ 2,449.62 | \$ 2,529.95 | \$ 2,612.21 |
| SUPT. BLDG            | \$ 2,027.81 | \$ 2,123.40 | \$ 2,178.48 | \$ 2,237.38 | \$ 2,307.53 | \$ 2,370.54 | \$ 2,434.90 | \$ 2,500.65 | \$ 2,582.66 | \$ 2,666.63 |
| ASST CHIEF            | \$ 2,151.97 | \$ 2,253.40 | \$ 2,311.87 | \$ 2,374.34 | \$ 2,448.80 | \$ 2,515.69 | \$ 2,583.96 | \$ 2,653.75 | \$ 2,740.77 | \$ 2,829.90 |
| CHIEF                 | \$ 2,478.89 | \$ 2,595.73 | \$ 2,663.15 | \$ 2,735.04 | \$ 2,820.79 | \$ 2,897.83 | \$ 2,976.50 | \$ 3,056.88 | \$ 3,157.11 | \$ 3,259.78 |

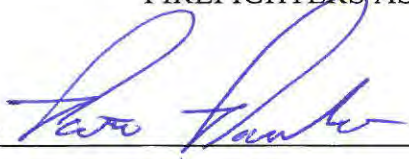


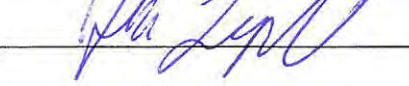
| 2017 HOURLY post 2% | ENTRY      | 1 YEAR     | 2 YEAR     | 3 YEAR     | 5 YEAR     | 10 YEAR    | 15 YEAR    | 20 YEAR    | 25 YEAR    | 30 YEAR    |
|---------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| FIREFIGHTER         | \$ 17.2433 | \$ 18.0561 | \$ 18.5246 | \$ 19.0252 | \$ 19.6218 | \$ 20.1578 | \$ 20.7049 | \$ 21.2640 | \$ 21.9613 | \$ 22.6754 |
| FF/PARAMEDIC        | \$ 18.4504 | \$ 19.3200 | \$ 19.8213 | \$ 20.3570 | \$ 20.9954 | \$ 21.5688 | \$ 22.1542 | \$ 22.7525 | \$ 23.4987 | \$ 24.2627 |
| INSPECTOR           | \$ 22.1403 | \$ 23.1840 | \$ 23.7855 | \$ 24.4285 | \$ 25.1945 | \$ 25.8825 | \$ 26.5851 | \$ 27.3031 | \$ 28.1984 | \$ 29.1153 |
| CAPT./EMS COORD     | \$ 19.8298 | \$ 20.7645 | \$ 21.3033 | \$ 21.8790 | \$ 22.5651 | \$ 23.1814 | \$ 23.8106 | \$ 24.4536 | \$ 25.2555 | \$ 26.0768 |
| CAPT. MEDIC/MECH    | \$ 20.6920 | \$ 21.6674 | \$ 22.2295 | \$ 22.8303 | \$ 23.5462 | \$ 24.1893 | \$ 24.8458 | \$ 25.5168 | \$ 26.3536 | \$ 27.2105 |
| SUPT. BLDG          | \$ 25.3476 | \$ 26.5424 | \$ 27.2310 | \$ 27.9673 | \$ 28.8441 | \$ 29.6317 | \$ 30.4362 | \$ 31.2581 | \$ 32.2832 | \$ 33.3329 |
| ASST CHIEF          | \$ 22.4163 | \$ 23.4730 | \$ 24.0820 | \$ 24.7328 | \$ 25.5084 | \$ 26.2051 | \$ 26.9163 | \$ 27.6432 | \$ 28.5497 | \$ 29.4781 |
| CHIEF               | \$ 30.9861 | \$ 32.4466 | \$ 33.2893 | \$ 34.1880 | \$ 35.2599 | \$ 36.2229 | \$ 37.2062 | \$ 38.2110 | \$ 39.4639 | \$ 40.7473 |

\*To take effect 8/7/2017 (PAYROLL 17) per Factfinding Report

**SIGNATURES**

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives the day and year first above written.

LOCAL 251 – INTERNATIONAL ASSOCIATION OF  
FIREFIGHTERS ABA MASSILLON PROFESSIONAL  
FIREFIGHTERS ASSOCIATION LOCAL 251, AFL-CIO

BY:  \_\_\_\_\_  
BY:  \_\_\_\_\_  
BY:  \_\_\_\_\_  
BY:  \_\_\_\_\_  
BY: \_\_\_\_\_  
BY: \_\_\_\_\_

CITY OF MASSILLON, OHIO (A MUNICIPAL  
CORPORATION)

BY:  \_\_\_\_\_  
Kathy Catazaro-Perry, Mayor

BY:  \_\_\_\_\_  
Joel Smith, Safety Director

DATED: *MAY 11th 2017* AT MASSILLON, OHIO

## ATTACHMENT 1

I, \_\_\_\_\_, hereby authorize the City of Massillon to withhold the current amount of Union Dues per month from my earnings for payment of Union Dues.

I further agree to hold the City harmless against any and all claims, demands, lawsuits or other forms of liability that may arise out of or by any reason of action taken or not taken by the City for the purpose of providing this deduction service.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## ATTACHMENT 2

MASSILLON FIRE FIGHTERS  
LOCAL 251 - I.A.F.F.  
233 Erie Street South  
Massillon, Ohio 44646

Dear Brothers:

The Members of Local 251, I.A.F.F. of Massillon, Ohio extend to you our deepest sympathy. No words can express the feelings we have when such tragedies occur.

But having experienced line of duty deaths by our own Members in the past, we understand all too well your feelings of loss. Such sacrifices and devotion to duty makes us proud to be associated with you as Professional Firefighters.

Our fervent prayer will be that Almighty God will comfort you and give you strength to carry on just as your fallen brother would have wanted you to.

May your faith be string and your courage be a shining light to others, and may your memories be filled with all the happiness you shared with one another.

With Deepest Sympathy,

President

**ATTACHMENT 3**

MASSILLON FIREFIGHTERS

Telephone 330-833-1053

I.A.F.F. LOCAL # 251  
233 Erie Street South  
Massillon, Ohio 44646

**GRIEVANCE FORM**

Grievance #: \_\_\_\_\_

DATE: \_\_\_\_\_

Employee Name: \_\_\_\_\_

RANK: \_\_\_\_\_

**GRIEVANCE: (include dates, events, and witnesses)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(use reverse or attach additional sheets as necessary)

**SUGGESTED CORRECTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(attach additional sheets as necessary)

\_\_\_\_\_  
(employee signature)

**GRIEVANCE COMMITTEE MEMBERS:**

Chairman

COMMITTEE MEETING DATE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECOMMENDATION:**

**ACCEPT**                       **REJECT**

**STEP 1:** \_\_\_\_\_ | \_\_\_\_\_  
(DATE TO DUTY OFFICER)                      (RECEIVED BY)

\_\_\_\_\_ | \_\_\_\_\_  
(DATE OF RETURN)                      (RECEIVED BY)

**STEP 2:** \_\_\_\_\_ | \_\_\_\_\_  
(DATE TO CHIEF)                      (RECEIVED BY)

\_\_\_\_\_ | \_\_\_\_\_  
(DATE OF RETURN)                      (RECEIVED BY)

**STEP 3:** \_\_\_\_\_ | \_\_\_\_\_  
(DATE TO DIRECTOR)                      (RECEIVED BY)

\_\_\_\_\_ | \_\_\_\_\_  
(DATE OF RETURN)                      (RECEIVED BY)

**STEP 4:** \_\_\_\_\_ **OR** \_\_\_\_\_  
(ARBITRATION DATE)                      (CIVIL SERVICE DATE)

\_\_\_\_\_ (RECEIVED BY)

**\*ATTACH ALL APPLICABLE COMMITTEE REPORTS**

## ATTACHMENT 4

I, \_\_\_\_\_, hereby authorize the City of Massillon, Ohio to comply with Article 15 Section 2 of the agreement between Local # 251 of the INTERNATIONAL ASSOCIATION OF FIREFIGHTERS and the CITY OF MASSILLON, OHIO.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



## ATTACHMENT 5

### KELLY DAY CYCLE (48 HOUR WORK WEEK)

| SUNDAY | MONDAY  | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY  | SATURDAY |
|--------|---------|---------|-----------|----------|---------|----------|
| 1-8-15 |         |         | 2-9-16    |          |         | 3-10-17  |
|        |         | 4-11-18 |           |          | 5-12-19 |          |
|        | 6-13-20 |         |           | 7-14-21  |         |          |

#### LEGEND:

- (a) Graph depicts a complete Kelly Day Cycle for a 48 hour work week
- (b) Graph is typical for each platoon (shift)
- (c) Blank box denotes unscheduled work day
- (d) Numbers 1-21 denote Firefighter on Kelly Day as follows:

| FIREFIGHTER KELLY DAY |           | FIREFIGHTER KELLY DAY |           | FIREFIGHTER KELLY DAY |           |
|-----------------------|-----------|-----------------------|-----------|-----------------------|-----------|
| 1                     | SUNDAY    | 8                     | SUNDAY    | 15                    | SUNDAY    |
| 2                     | WEDNESDAY | 9                     | WEDNESDAY | 16                    | WEDNESDAY |
| 3                     | SATURDAY  | 10                    | SATURDAY  | 17                    | SATURDAY  |
| 4                     | TUESDAY   | 11                    | TUESDAY   | 18                    | TUESDAY   |
| 5                     | FRIDAY    | 12                    | FRIDAY    | 19                    | FRIDAY    |
| 6                     | MONDAY    | 13                    | MONDAY    | 20                    | MONDAY    |
| 7                     | THURSDAY  | 14                    | THURSDAY  | 21                    | THURSDAY  |

**ATTACHMENT 6**

**MASSILLON FIRE DEPARTMENT  
REQUEST FOR TRADE DAY**

DATE: \_\_\_\_\_

\_\_\_\_\_ WILL WORK ON \_\_\_\_\_  
AND  
\_\_\_\_\_ WILL WORK ON \_\_\_\_\_

\_\_\_\_\_  
(employee signature)  
\_\_\_\_\_  
(employee signature)  
\_\_\_\_\_  
(officer signature)  
\_\_\_\_\_  
(officer signature)

\*May be filed electronically with Aladtec

**ATTACHMENT 6a**

**MASSILLON FIRE DEPARTMENT  
REQUEST FOR HOLIDAY TRADE TIME**

DATE: \_\_\_\_\_

\_\_\_\_\_ WILL WORK ON \_\_\_\_\_  
FROM \_\_\_\_\_ HOURS TO \_\_\_\_\_ HOURS AND  
\_\_\_\_\_ WILL WORK ON \_\_\_\_\_  
FROM \_\_\_\_\_ HOURS TO \_\_\_\_\_ HOURS.

\_\_\_\_\_  
(employee signature)  
\_\_\_\_\_  
(employee signature)  
\_\_\_\_\_  
(officer signature)  
\_\_\_\_\_  
(officer signature)

\*May be filed electronically with Aladtec

**ATTACHMENT 7**

**MASSILLON FIRE DEPARTMENT  
TRADE OF KELLY DAY**

DATE: \_\_\_\_\_

\_\_\_\_\_  
WHOSE KELLY DAY IS \_\_\_\_\_  
WISHES TO TRADE WITH \_\_\_\_\_  
\_\_\_\_\_  
WHOSE KELLY DAY IS \_\_\_\_\_

\_\_\_\_\_  
(employee signature)

\_\_\_\_\_  
(employee signature)

\_\_\_\_\_  
(officer signature)

\_\_\_\_\_  
(officer signature)

\*May be filed electronically with Aladtec

## GLOSSARY

|  |   |
|--|---|
| <b>Appointing Authority</b>                | The Safety Director as representative of the City.  |
| <b>Arbitration</b>                         | The settlement of a dispute by a neutral agent.   |
| <b>Bargaining Agency or Representative</b> | The Union, as representatives of the Fire Dept., supported by a majority vote of the Union members.   |
| <b>Bargaining Unit</b>                     | All members of the Fire Dept., both Union and non-union.  |
| <b>Collective bargaining</b>               | Negotiations between organized workers and their employer for reaching an agreement on wages, hours, and working conditions.  |
| <b>Duty Officer</b>                        | The officer or acting officer who provides routine supervision of a company or station.   |
| <b>Grade or Grade class</b>                | One of the nine (9) positions by rank and pay rate (Firefighters, Firefighter/Paramedic, Fire Safety Inspector, Superintendent of Fire Equipment, Captain, Captain Paramedic, Coordinator of Emergency Medical Services, Superintendent of Buildings, Assistant Chief). |
| <b>Grievance</b>                           | A formal written complaint for a condition or circumstance thought to be unjust.  |
| <b>Point of Service</b>                    | Reference to department seniority.  |
| <b>Seniority–Department</b>                | Priority or precedence achieved by length of service on the department based on the last date hired or the attainment of Cadet Level I.   |
| <b>Seniority-Shift</b>                     | Priority or precedence of members of a shift based on department seniority.   |
| <b>Seniority-Rank</b>                      | Priority or precedence within a grade, achieved by length of service within the grade.  |
| <b>Step Rank</b>                           | Pay category within a grade, based on seniority.  |
| <b>Shift Commander</b>                     | The Assistant Chief or Acting Assistant Chief.  |
| <b>Union Steward</b>                       | Union representative elected by union members by majority vote of a shift.  |

## APPENDIX A - HEALTH INSURANCE COMMITTEE

The parties agree to establish a Health Care Cost Containment Committee. The committee shall consist of eleven (11) members. Five (5) of such members shall be union representatives, one (1) from each of the City's departments that have bargaining units (i.e., police blue, police gold, fire, waste water & general services). These members shall be selected at the sole discretion of the bargaining unit to represent their respective units. Five (5) other such members shall be City representatives, and these members shall be appointed by the Mayor. The remaining member shall be mutually selected by the other members of the committee, and shall serve at their pleasure.

Section 2 The Health Care Cost Containment Committee shall meet at least four (4) times a year. The Committee shall select a Chairperson from the members. The Committee shall, at its first meeting, establish rules and regulations for its governance. These rules and regulations shall provide that each of the eleven (11) members shall have one vote, and that a majority vote will be controlling. These rules also must provide the following:

- a. that a reasonable time frame for implementation of the findings of the committee;
- b. that a quorum (2/3 of each side) must exist in order to vote;
- c. that an agenda package is to be provided to Committee members at least five (5) days prior to any meeting;
- d. that any presentation of information will be videotaped;
- e. that any vote on benefit level changes will be done at the meeting following the meeting at which the change is proposed;
- f. that provisions be made for the substitution of an alternate representative for any such member who may be unable to attend, or that provisions be made for the written submission of a proxy vote;
- g. that each representative the opportunity to use any advisor or consultant it deems necessary;

- h. that the Committee will investigate methods to contain the overall cost of health care, including dental, vision and prescription drug costs. The methods investigated may include, but are not limited to, reduction of benefits, scope of coverage, changes in manner of administration (managed care).
- i. that the final determination as to the method utilized to contain the overall cost of health care shall be vested to and be the sole responsibility of the Committee;

Section 3. Employee contributions for the group health insurance plan will be eligible for pre-tax treatment under an Internal Revenue Service Qualified Plan in the month following the execution of this Agreement.