

AGREEMENT BETWEEN THE  
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS  
LOCAL 693

AND THE CITY OF ANN ARBOR

COMMENCING JULY 1, 2006

CONCLUDING JUNE 30, 2009

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## AGREEMENT

This Agreement Is entered into this 16<sup>th</sup> Day of April, 2007, between The City of Ann Arbor (hereinafter referred to as the "Employer" and Local 693 of the International Association of Fire Fighters, AFL-CIO hereinafter referred to as the "Union"), and is in effect for the period of July 1, 2006 through June 30, 2009.

## PURPOSE AND INTENT

The general purpose of this agreement is to set forth terms and conditions of employment, and to promote orderly and peaceful labor relations for the mutual interest of the Employer, and employees and the Union.

The parties recognize that the interest of the community and the job security of the employees depend upon the Employer's success in establishing a proper service to the community.

To these ends, the Employer and the Union encourage to the fullest degree friendly and cooperative relations between the respective representatives at all levels and among all employees.

## 1. RECOGNITION - EMPLOYEES COVERED - SCOPE OF CONTRACT

Pursuant to and in accordance with all applicable provisions of Act 336 of the Public Acts of 1947 as amended, the Employer does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment in accordance with Section 11 of said act for the term of this agreement of all employees of the Employer included in the bargaining unit described below:

All Fire Department Personnel less the Chief, the Chief's secretary and other office clerical employees.

The provisions of this agreement shall apply to the relationship between the Employer, the employees of said bargaining unit, and said Union.

## 2. DISCRIMINATION

The City and Union are committed to providing every employee a workplace free from unlawful discrimination and harassment. No persons employed by the City shall be denied the enjoyment of his or her civil or political right or be discriminated against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, source of income, family responsibilities, educational association, sexual orientation, gender identity or communicable disease status, nor shall the employer or its agents nor the union, its agents or members discriminate against any employee because of his/her membership or non-membership in the Union. As used herein, perceived, refers to the perception of the person who acts, and not to the perception of the person for or against whom the action is taken.

The Employer shall take steps to assure that employment assignments and promotions are given on an equal, nondiscriminatory basis. Membership in the Union shall be open to every employee in the bargaining unit covered by this contract on a nondiscriminatory basis.

### 3. AID TO OTHER UNIONS

- a. The Employer will not aid, promote, or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the Union.
- b. Employees covered by this agreement are prohibited from performing firefighting, ambulance, or police duties for any other public entity operating a paid or volunteer department other than the CITY OF ANN ARBOR except as an employee of the Ann Arbor Fire Department under the terms of the Mutual Aid Agreement.

Employees who violate this article shall be subject to discipline up to and including discharge.



#### 4. UNION SECURITY (Requirements Of Union Membership)

##### a. Maintenance Of Membership

Employees covered by this agreement at the time it becomes effective and who are members of the Union at the time shall be required to continue membership in the Union for the duration of this agreement. Employees covered by this agreement who become members of the Union during the life of this agreement shall be required to continue membership in the Union for the duration of this agreement. Employees who shall continue to tender, or for who there is tendered until the expiration of this agreement, the dues uniformly required as a condition of retaining membership, shall be deemed to meet the conditions of this subsection.

Members of the Union desiring to withdraw from Union membership may do so by giving notice to the Union and to the City Payroll Office during the ten (10) days immediately prior to the expiration of this agreement. Such notice must be in writing and must be signed by the member.

##### b. Agency Shop

Employees covered by this agreement who are not members of the Union at the time it becomes effective shall be required, as a condition of continued employment, to pay an amount equal to the monthly union dues to the local union for the service and administration of this contract for the duration of this agreement.

Employees covered by this agreement who are not members of the Union at the time they are hired, rehired, reinstated, or transferred into the bargaining unit after the effective date of this agreement, shall be required as a condition of continued employment to pay an amount equal to the monthly union dues to the local union for the service and administration of this contract for the duration of this agreement. An employee who shall tender an initiation fee (if not already a member) and the periodic dues uniformly required as a condition of acquiring or retaining membership shall be a member of the Union and shall be deemed to meet the conditions of this article.

##### c. Termination Penalty For Delinquency In Paying Dues

Employees shall be deemed to be members of the Union or Agency within the meaning of this article if they are not more than sixty (60) days in arrears in payment of membership dues or service charge. Employees shall not be terminated under Section (a) or (b) of this article unless:

1. The Union first has given notification by registered letter explaining that they are delinquent in not tendering either periodic and uniformly required

union dues, and specifying the sixty (60) day delinquency, and warning them that unless such dues or service charge are tendered within thirty (30) calendar days, they will be reported to the City for termination as provided in this article; and

2. The Union has furnished the City with written proof that the procedure of Section (c) (1) of this article has been followed or has supplied the City with a copy of the letter sent to employees and notice that they have not complied with the request. The Union must specify further, when requesting the city to terminate employees, the following by written notice: "the Union certifies that (NAME) has failed to tender either the periodic and uniformly required union dues or service charge required as a condition of employment under the collective bargaining agreement and that under the terms of the agreement, the City shall terminate the employee."
- a. The Union shall indemnify and save the City harmless against any and all claims, demands, suits, or other forms of liability arising out of this Article, or Article 5.

5. UNION DUES, INITIATION FEES OR SERVICE CHARGE

a. Payment by Check-Off

During the life of this agreement and in accordance with the terms of the form of Authorization of Payroll Deduction of dues or service charge hereinafter set forth, the Employer agrees to deduct a uniform amount as union membership dues or service charge levied in accordance with the Constitution and Bylaws of the Union from the pay of each employee who executes or has executed the following Authorization for Payroll Deduction Form:

AUTHORIZATION FOR PAYROLL DEDUCTION

I hereby request and authorize the City of Ann Arbor to:

1. Deduct from my wages earned each month the uniform amount duly established from time to time by Local 693 of the International Association of Fire Fighters, AFL-CIO, as its regular monthly dues or service charge.
2. Remit said amount to the Treasurer of said Local.

This authorization shall remain in effect and may not be revoked until ten (10) days before the expiration of the current agreement between the City and said Union, or at the end of one (1) year, whichever is shorter.

I further agree and direct that the above authorization be automatically renewed for one (1) year or for the period of each succeeding agreement between the City and the said Union which provides for the deduction of uniform dues or service charges, whichever is shorter, unless I give written notice of cancellation during the last ten (10) days in which the above authorization, or any renewal thereof, is in effect.

(Check Choice Below):

Deduct:

Union Dues \_\_\_\_\_ Service Charge \_\_\_\_\_

By \_\_\_\_\_  
(Print) Last Name First Middle

To \_\_\_\_\_  
Employer Department

Date To Start \_\_\_\_\_ Signed \_\_\_\_\_  
Deduction

Address \_\_\_\_\_

\_\_\_\_\_  
City State Zip

b. When Deductions Begin

Check-off deduction under a properly executed authorization for check-off of dues or service charge forms shall become effective at the time that the authorization is signed by the employee and shall be deducted from the following pay and each pay thereafter. The pay period shall be bi-weekly.

c. Remittance of Dues to Financial Officer

Deductions for any calendar month shall be remitted to the designated financial officer of the local union with: (1) a list for whom membership dues have been deducted; and (2) a list for whom service charges have been deducted, by the tenth (10th) day of the month following the payday that the dues and charges were deducted.

d. Disputes Concerning Membership

Any dispute arising as to an employee's membership in the Union shall be reviewed by the designated representative of the Union, and if not resolved, may be decided through the grievance procedure.

## 6. UNION REPRESENTATION

The principle of proportional representation (the number of stewards per employee) reflecting the increase and decrease in work force will be the basis for proper representation.

The Steward structure shall be as follows: (in the absence of the regular steward on duty, an alternate may be appointed by the Local President or Chief Steward.) There shall be a Chief Steward for the Union and the following stations shall have the following stewards:

Fire Station #1 – One (1) Steward from Each Platoon

Fire Station #3 – One (1) Steward

Fire Station #4 – One (1) Steward

Fire Station #5 – One (1) Steward

Fire Station #6 – One (1) Steward

## 7. SPECIAL CONFERENCES

Special conferences for important matters will be arranged between the Local President and the Employer, or its designated representative upon the request of either party. Such meetings shall be between one (1) or more representatives of the Employer and at least two (2), but not more than five (5) representatives of the Union. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time requested. Matters taken up in special conference shall be confined to those included in the agenda, unless both parties agree to include other items. The members of the Union attending such a conference shall receive their regular pay if then on duty. Such conferences may be attended by a representative of the International Union.

## 8. MANAGEMENT RIGHTS

The Employer reserves and retains, solely and exclusively, all rights to manage and direct its work forces, except as expressly abridged by the provisions of this agreement.

## 9. GRIEVANCE PROCEDURE

The purpose of this grievance procedure is to establish effective machinery for the fair, expeditious, and orderly adjustment of grievances. Grievances within the meaning of this procedure shall consist of all disputes about interpretations and applications of particular clauses of this agreement, and about alleged violations of this agreement. Other grievances not relating to this contract may be submitted and can be processed through Step 3 of this grievance procedure. Employees may file grievances only on their own behalf or a union steward or officer may file on behalf of the union or an aggrieved employee. Grievances must be filed within twenty-one (21) calendar days after the last event giving rise to the grievance. Grievances shall be presented as follows:

a. Step 1

Employees may talk with their steward or their immediate commanding officer during their shift. The Steward and/or employee may then discuss the grievance with the officer and/or commanding officer in charge. Officers and/or commanding officers, upon receiving a grievance, shall have seven (7) calendar days in which to submit their answer orally. Officers and/or commanding officers shall consult with the chief before answering the grievance, unless the Chief is unavailable; in which case the officer and/or commanding officer will give an answer orally.

b. Step 2

If the grievance is not satisfactorily disposed of, the aggrieved employee (a steward or union officer may be the aggrieved employee on behalf of the Union) shall submit it in the required written form to the Chief, and inform the Director of Human Resources of this submission. The Chief, or in the Chief's absence, a designated representative, shall within seven (7) calendar days after the appeal is presented, make arrangements for a meeting to be held within seven (7) calendar days of the presentation of the appeal. The meeting shall include the Chief and one representative of the Chief and the employee, the steward and/or union officer. The union representatives may meet for fifteen (15) minutes immediately prior to the joint meeting. The Chief shall review the case and an answer shall be placed on the written form and presented to the employee and union representative within seven (7) calendar days after the scheduled meeting.

c. Step 3

If the Chief's answer is unsatisfactory to the employee, there shall be a right to appeal to the City Administrator. All appeals shall be presented to the office of the City administrator by a representative of the Union. The date and hour of such a presentation shall be endorsed upon the grievance form by the City Administrator, or by the person receiving same on the Administrator's behalf.

The City Administrator, or an authorized representative, shall, within seven (7) calendar days after the appeal is presented, make arrangements for a meeting to be held within



seven (7) calendar days of the presentation of the appeal. Said meeting shall be attended by the City Administrator, or someone acting in the Administrator's capacity, and by the aggrieved employee's representative(s) of the union signing the grievance, and may also be attended by appropriate officials of the City and the Union. The City Administrator, or someone acting in the Administrator's capacity, shall, within the said seven (7) day period, notify the union representative(s) signing the grievance, and the aggrieved employee, of the day, time, and place of said meeting. The City Administrator, or someone acting in the Administrator's capacity shall, within seven (7) calendar days after such a meeting, mail a written answer to the Union representative(s) signing the grievance and to the aggrieved employee. The answer to be sent to the union representative(s) shall be sent to Ann Arbor Fire Fighters Association, 2130 Jackson Rd., Ann Arbor, Michigan 48103; the answer to be sent to the aggrieved employee shall be sent to the employee's home address as shown on the employment records of the City. In lieu of mailing an answer, in the City Administrator's discretion, the grievance may be submitted to a member of the American Arbitration Association (who is agreeable to both parties). In such a case, the decision of the arbitrator shall be binding upon both parties. The Union representative(s) and the employee may meet for thirty minutes prior to said meeting. The Chief Steward shall be allowed necessary time off with pay to investigate the nature and circumstances surrounding the grievance.

d. Step 4

If an answer of the City Administrator is unsatisfactory to the Union, and the Executive Board decides to take the matter to arbitration, the Union must notify the City Administrator of its intention to appeal the grievance to arbitration within seven (7) calendar days after the decision has been received. The grievance may be submitted to a mutually agreeable arbitrator. If the parties are unable to agree as to an arbitrator, the services of the American Arbitration Association shall be used in making a selection.

Provided, however, submission to a mutually agreeable arbitrator or to the American Arbitration Association must be in writing within thirty (30) calendar days after the notice to appeal has been timely filed with the City Administrator. The decision of the arbitrator shall be binding on both parties.

e. Cost of Arbitration

If a grievance is submitted to an arbitrator by the City Administrator under Step 3, the City shall pay the arbitrator's fee. If a grievance is submitted to an arbitrator by an employee under Step 4, the City and the Union shall each pay one-half of the arbitrator's fee.

f. Power of Arbitrator

An arbitrator shall have no power to add to, or subtract from, or modify any of the terms of this agreement, nor shall the arbitrator's discretion be substituted for that of responsibility or function of the Employer or the Union.

g. Time Limitation for Grievance Procedure

The aggrieved employee may appeal the decision of the officer to the Chief. The aggrieved employee may further appeal the decision of the Chief to the City Administrator. In relation to such procedure, all appeals must be made within seven (7) calendar days after the decision has been given. If no appeal is taken within the time limit, the employee and/or Union shall be deemed to have accepted the decision. Conversely, if the time limitations are not fulfilled by the Chief in Step 2, or by the City Administrator, or authorized representatives in the Administrator's capacity, at Step 3, and then the City Administrator is personally notified in writing that the time limits have not been met, and the Administrator does not comply with the requirements in Step 3 within two (2) calendar days, then the matter shall be settled in the Union's favor. The time limits provided herein may be extended by mutual agreement.

h. Grievance Form

The City and the Union shall agree on a grievance form. Once such an agreement is reached, the form shall be prepared by the City and provided to the Union and employees as requested. This form shall be used in filing a grievance. The form shall be the property of the Employee filing the grievance.

## 10. DISCIPLINE OR DISCHARGE

- a. The Employer agrees that it will not discipline or discharge employees without just cause.
- b. When an employee has engaged in conduct which could lead to discipline or discharge, the Chief, or in the Chief's absence, a designated representative who shall not be a member of the Fire Department, will notify the employee of the events giving rise to possible disciplinary action. Before any action is taken, the Chief, or a designated representative shall meet with the employee to discuss the matter. The employee shall have the opportunity to meet with the Union Steward prior to meeting with the Chief or a designated representative and to have the steward present at the meeting with the Chief or the Chief's designated representative.
- c. If disciplinary action is taken, the employee and the Chief Steward will be notified in writing by the Chief. In the Chief's absence, written notification will be given by the City Administrator or a designated representative, who shall not be a member of the Fire Department. Should the employee consider the discipline or discharge to be improper, the employee shall file a written grievance specifying the reasons therefore and proceed to Step 3 of the grievance procedure.
- d. In imposing a discharge or discipline on a current charge, the Employer will not base its decision upon any prior infractions of City or departmental rules which occurred more than two years previously nor discharge an employee, for falsification of an employment application after a period of two (2) years from the date of hire unless such falsification is related to the current charges.
- d. If an employee is placed on disciplinary suspension or administrative leave, all overtime missed during the employee's time off will be recorded as worked on the equalization of overtime list.
- e. AWOL - Failure to Report and Late.  
First AWOL/Late is noted as the first step in a two-year cycle. If the time missed is less than fifteen (15) minutes, no time is docked. If the time missed is fifteen (15) minutes or greater, the time missed shall be docked from the next pay.  
  
Second AWOL /Late is noted and the amount of time missed is docked from the next pay.  
  
Third AWOL /Late is noted and the amount of time missed is docked from the next pay.

Fourth AWOL /Late is noted and the amount of time missed is docked from the next pay. No overtime\* may be worked for sixty (60) calendar days from the date of notification, or from the end of the last sixty (60) day period, whichever is later. All overtime missed will be recorded as worked on the equalization of overtime list.

Fifth AWOL /Late is noted and amount of time missed is docked from the next pay. No overtime\* may be worked for sixty (60) calendar days from the date of the notification, or from the end of the last sixty (60) day period, whichever is later. All overtime missed will be recorded as worked on the equalization of overtime list.

Sixth AWOL /Late is noted and amount of time missed is docked from the next pay. No overtime\* may be worked for sixty (60) calendar days from the date of notification, or from the end of the last sixty (60) day period, whichever is later. All overtime missed will be recorded as worked on the equalization of overtime list.

Seventh AWOL /Late is noted and amount of time missed is docked from the next pay. No overtime\* may be worked for sixty (60) calendar days from the date of the notification, or from the end of the last sixty (60) day period, whichever is later. All overtime missed will be recorded as worked on the equalization of overtime list. Employee will also be subject to mandatory counseling with the Fire Chief.

Eighth AWOL/Late will result in discharge.

Each discipline step is based on a rolling two-year period. Emergency compensatory time may be granted for unusual circumstances at the discretion of the Battalion Chief with a written explanation forwarded to Administration for the files.

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\* Excluding emergency callbacks and inverse holdover list.

## 11. PROBATIONARY AND TEMPORARY EMPLOYEES

- a. All members of the department shall be appointed first as probationary employees. No person shall be appointed as a regular employee until satisfactorily completing a probationary period. New permanent employees hired in the Unit shall be probationary employees throughout a one-year period from their date of hire.
- b. The City and the Union agree to utilization of the agility test specified in the continuation of Appendix G for employees on probationary status. If the test is to be changed in any way, the City shall inform the Union, and will bargain on the proposed changes. Any change in location or provider that does not affect the standard, the City will meet and confer with the Union prior to the changes.
- c. Upon completion of the probationary period (one year), they shall become permanent employees. In the event probationary employees are on a non-paid status, or on light duty and are unable to carry out regular fire fighting duties, because of off duty illness or injury, the probationary period will be extended by the number of duty tours missed. Example: if a probationary employee is on a non-paid status and misses five (5) duty tours, the probation period will be extended until the probationary employee works an additional five (5) duty tours.
- d. Seniority among probationary employees within the bargaining unit will be determined by the date of hire. In circumstances in which two or more members have the same date of hire, seniority will be determined by the date and time of application.
- e. All probationary employees shall be evaluated and counseled every three (3) months. Failure to provide such an evaluation shall be a grievance item. A copy of any memorandum on the employees' job performance placed in the employees' personnel file shall be provided to employees. The employees shall have the right to discuss such memorandum with their immediate supervisor. After meeting with their supervisor, if the employees are of the opinion that the information contained in the memorandum is unwarranted, they shall have the right to discuss the matter with the Chief.
- f. The union shall represent permanent probationary employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment as set forth in Article 1 of this agreement, except employees discharged and disciplined for other than Union activity. Union representation for disciplined probationary employees shall not go beyond Step 3 of the grievance procedure.
- g. Temporary employees hired in the unit shall accumulate seniority on the basis of the months they serve in the bargaining unit. If temporary employees are hired as full-time employees, the time served as a temporary employee will count as

probationary time. If temporary employees are laid off, they shall be hired back on the basis of their total seniority in the bargaining unit. No employee in the bargaining unit shall be employed in the full-time temporary or part-time temporary position for a period greater than ten (10) consecutive months. If at the end of that time the person is still employed, that person shall become permanent or released from City employment and if so released, the temporary position shall be abolished and not be recreated for a period of at least one (1) year.

## 12. SENIORITY

- a. Seniority shall be on a department-wide basis based upon employees' seniority dates. Employees' seniority dates shall be the day one year prior to the day employees completed their probationary period. In the event an employee's probationary period is extended under the provisions of Article 11, section c his or her seniority date shall be the original date of hire once such employee has completed the probationary period. In the event an employee transfers out of the department into another position within the City of Ann Arbor and then back into the department, the seniority date, for purposes of layoffs, promotions, and transfers, shall be the date the employee transfers back into the department. In the event that two (2) or more employees have the same seniority date, the employee who applied for employment first shall have more seniority.
- b. Seniority shall not be affected by the actual or perceived race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, source of income, family responsibilities, educational association, sexual orientation, gender identity or communicable disease status.
- c. The seniority list on the date of this agreement will show the names, job titles, and seniority date of all employees.
- d. The Employer will keep the seniority list up to date at all times and will provide the association with up-to-date copies of the list in December and June of each year.
- e. Employees who transfer from another City Department into the Fire Department shall enter the Fire Department at the lowest rate in the Fire Fighter salary schedule, except that if that rate is lower than their rate in the other city department, they shall start at the closest comparable step. Otherwise such employees shall retain full credit for their prior city service with respect to pension, number of vacation days, hospitalization, and any other benefits due such employees. This time shall not impinge upon departmental seniority as established in Article 12, Section (a).
- f. While employees are on Worker's Compensation or medical leave due to physical or mental illness, or illness in their immediate family, such employees shall continue to accrue seniority.

### 13. LOSS OF SENIORITY

Employees Shall Lose Seniority For The Following Reasons Only:

- a. They quit city employment.
- b. They are discharged and the discharge is not reversed through the procedure set forth in this agreement.
- c. Forty hour personnel are absent for five (5) consecutive working days without notifying the Employer. Platoon personnel are absent for two (2) consecutive working days without notifying the Employer. In proper cases, exceptions may be made with the consent of the Employer. After such absence, the Employer will send written notification to the employees at their last known address that they lost seniority, and their employment has been terminated. If the disposition made of any such case is not satisfactory to the employee, the matter may be referred to the grievance procedure.
- d. They fail to report back from a leave of absence at the designated time. In proper cases, exceptions may be made with the consent of the employer. After such absence, the Employer will send written notification to employees at their last known address that they have lost their seniority, and their employment has been terminated. If the disposition made of any such case is not satisfactory to the employee, the matter may be referred to the grievance procedure.



#### 14. SENIORITY OF STEWARDS

Notwithstanding their position on the seniority list, stewards, in the event of a layoff of any type, shall be continued at work as long as there are jobs in their department which they can perform and shall be recalled to work in the event of a layoff on the first open job in their department which they can perform. Stewards shall be permanent employees and shall have completed their one-year probationary period.

## 15. SENIORITY OF UNION OFFICIALS

Notwithstanding their position on the seniority list, the President, Vice President, Recording Secretary, Chief Steward, and Treasurer of the Local Union shall, in the event of a layoff only, be continued at all times provided they can perform any of the work available. Officers shall be permanent employees and shall have completed their one-year probationary period.

## 16. SUPPLEMENTAL AGREEMENTS

All supplemental agreements to this agreement negotiated and approved by the Employer and the Union shall be binding on both parties. These agreements shall be written in the subsequent contracts or expire, and shall be maintained in a Master File by the Chief's Secretary. There shall be joint access to this file by the Employer and Union.

## 17. LAYOFFS

- a. The Employer may lay off a permanent employee when it is deemed necessary, by reason of shortage of work or funds, the abolition of the position, material change in the departmental organization, or for other related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee.
- b. Order of layoff of employees shall be made by inverse order of seniority as defined in Article 12, Section (a). If it becomes necessary to reduce the number of positions within a classification because of layoffs in other classifications or for any other reason stated in (a) above, these reductions shall be made in the following order. First, employees in their promotional probationary period in the inverse order of time spent in their position. Second, if additional reductions are required or there are no probationary employees in affected classifications they shall be made by inverse order of seniority of the employees in the affected classifications as defined in Article 12, Section (a).
- c. Those employees affected by the reduction of the number of positions within a classification shall have the right to replace the least senior employee in any position in which they have served if they have more seniority than that least senior employee. In addition, employees who are so replaced shall have the right to replace the least senior employee in any position in which they have served if they have more seniority than that least senior employee.
- d. No probationary permanent employee shall be laid off from any position while any temporary employee is still employed.
- e. Notice Of Layoff. The Chief shall give written notice to the Director of Human Resources and to the Employee and Union on any proposed layoff. Such notice shall state the reasons therefore and shall be submitted at least two (2) weeks before the effective date thereof.
- f. No work will be contracted out by the City when it can be performed by employees of the bargaining unit, if such contract would cause a layoff.
- g. The City agrees that there will be no layoffs in the Fire Department during the period of July 1, 2004 through June 30, 2009.

## 18. RECALL PROCEDURE

- a. When the working force is increased after a layoff, employees will be recalled in the inverse order of the layoff. Notices of recall shall be sent to employees at their last known address by Registered Mail or Certified Mail. Employees who fail to report for work within ten (10) days from date of mailing of notice of recall, shall be considered to have quit. However, employees unable to report back to work within ten (10) days because of sickness or injury and report such fact to the Chief within ten (10) days of mailing of notice of recall, shall be given preferential treatment when they have recovered and other jobs are available.
- b. Restoration of positions within a classification shall be made in the inverse order of the elimination of those positions.

## 19. TRANSFERS

- a. In the event that an employee transfers out of the Department into another position within the City of Ann Arbor and then back into the Department, the employee's seniority date for purposes of layoffs, promotions and transfers shall be the date the employee transfers back into the department. For purposes of benefits accruing to employees based upon length of service (e.g. vacation) the seniority date of employees transferring back into the department from another City Department will be computed as if the transfer had not occurred.
- b. Members currently holding a permanent position and wishing to voluntarily post their position may do so by submitting their requests in writing from December 10 through December 20. Permanent openings will be posted on or about January 5 for ten (10) days. Two 10-day posting periods will follow if necessary. All postings will be completed by February 28. Transfers will take effect between March 1 and March 15. To be eligible to bid on a Driver/Operator position, a member shall be certified to operate the apparatus that they are bidding for.
- c. Vacancies remaining after the three posting periods will be filled in the following manner:
  1. Using fire fighters with the least seniority off probation.
  2. If the vacancies occur at the substations, the least senior fire fighters off probation assigned to Station One will be temporarily assigned to fill said vacancy.
- d. Vacancies occurring during the year will be filled by the Chief in the following manner:
  1. Promotional positions according to Articles 20 And 21.
  2. Fire fighter positions using the least senior fire fighters off probation.
  3. Newly hired employees will be assigned to Station One for their probationary periods. New hires may be sent to a sub-station on a temporary daily assignment on an equal rotating basis.
- e. When employees on regular duty do not work at their regularly assigned station, the following procedure will be used:
  1. One hour of compensatory time will be given if the employee is at his/her regularly assigned station by 6:45 a.m., is notified to move by 6:45 a.m., and the move is completed by 7 a.m. This time is not to be entered on the equalized overtime card.

2. Employees who are notified to move after 6:45 a.m. and who use their personal vehicles will be reimbursed for their mileage at the current City rate.
  3. The Safety Services Dispatch Clock will be used for times.
  4. Any move of a fire fighter shall be done in inverse order of seniority for employees off of probation. Exceptions to this rule can be made for valid reasons (e.g. training).
- f.
1. Employees wishing to transfer to a lower position in the same division, the person must come back to the lowest ranked position in which there is an opening. No testing would be required (e.g. from Captain to Lieutenant) if the employee has held the position in the past and fulfills all requirements of the current job description.
  2. An employee who wants to transfer from one division to another must transfer to the lowest ranking position provided that there is an opening and he/she is on the eligibility list (e.g. from Captain to Inspector), except for those positions specified in Article 21, Sections l, p and r.
  3. There shall be no six-month trial period for the employee exercising this option.
  4. This option may only be exercised once a year.
- g. During the annual bidding and transfer process, employees may be scheduled to work more hours than they are being paid due to changes in shifts and code days. This transfer formula will be used to compare how many hours the employee worked to how many hours they are compensated for.
1. Count the number of days between the employee's code days and multiply that by 7.2.
  2. Count the number of hours that employee is scheduled to work.
  3. If the employee is scheduled to work more hours than they are compensated for, they shall receive straight time compensatory time for those hours.
  4. If the employee is scheduled to work less hours than they are regularly compensated for, their compensation will not be reduced.

## 20. PROMOTIONS

- a. Promotions within the bargaining unit shall be in accordance with the procedures specified in Article 21 of this contract. Job vacancies will be posted for a period of fifteen (15) calendar days setting forth the minimum requirement for the position in a conspicuous place in each building. Employees interested shall apply within the fifteen (15) calendar day posting period.
- b. During the six (6) month trial period, employees shall have the opportunity to revert back to their former classification. When employees are unsatisfactory in the new position, and are returned to their former position by the Employer, notice and reasons shall be submitted to the Union in writing by the Employer with a copy to such employees. The matter may then become a proper subject to begin at the second step of the grievance procedure.
- c. During the trial period, employees will receive the rate of the job they are performing.
- d. Employees promoted within the bargaining unit shall retain their same years of service step.
- e. EVALUATIONS. The Department shall not release the scores of the various tests until the entire evaluation process is completed. Employees shall receive a preliminary departmental evaluation. They will have an opportunity to discuss it with the officer before it becomes final. Employees shall be evaluated only by those officers they have recently worked for or are presently working for.



## 21. PROCEDURES FOR PROMOTIONS

1. Promotions shall be made from a certified list and shall be made by the Chief with the approval of the City Administrator.
2. All promotions, other than Chief, shall be made from among the personnel of the Department.
- c. With the exception of promotions to Battalion Chief or Assistant Chief, appointments and promotion in the Operations, Fire Prevention, Training or Mechanics Divisions shall be based on competitive written examination, oral examination, departmental evaluation, past record and existing physical condition. An employee must first pass the written examination with an actual score of 70% to become eligible for the oral examination - with the written examination contributing 60% to the total score and the oral and departmental evaluation contributing 20% each. An employee must receive a total score of 70% to qualify for promotion. Promotion then shall be made in order of seniority.
- d. Promotion to Battalion Chief and Fire Training Officer shall be conducted in the following manner: promotion shall be based on competitive written examination, oral examination, departmental evaluation, past record and existing physical condition. An employee must first pass the written examination with an actual score of 70% to become eligible for the oral examination – with the written evaluation contributing 40% of the overall score, the oral exam contributing 40% to the total score, and the departmental evaluation contributing 20%. An employee must receive a total score of 80% to qualify for promotion. Promotion shall be made in the order of seniority of those who qualify. The oral examination process will be handled as specified in Section (t), below.
- e. Promotion to Assistant Chief will be conducted in the same manner as outlined in Section C above, however, the promotion will be made by the Chief by choosing from the highest three (3) seniority applicants who qualify.
- f. All promotions to the rank of Driver/Operator shall be subject to the passage of the current oral test in written form. The current test shall be inspected by the Chief and the President of Local 693 and then it shall be held by the Chief until a new certified test can be obtained.

### **OPERATIONS DIVISION**

- g. In order to be permanently promoted to the Driver/Operator rank or an acting rank, an employee must have successfully completed the new hire probationary period.

1. To be eligible to promote or to be assigned to the position of Driver/Operator, a member shall be certified to operate the apparatus that is open for assignment.
  2. If, by the conclusion of the bidding process as described in Article 19 – Transfers, Section (b), a Driver/Operator is unable to obtain a permanent assignment to an apparatus that they are certified to operate, they shall be demoted to the position of firefighter and assigned a shift, station and code day by Fire Department administration.
- h. In order to be eligible to test and be promoted to the rank of Lieutenant an employee must have satisfactorily completed at least three (3) consecutive years of service in the Operations Division. To be promoted to the rank of Lieutenant, an employee must be on the certified Lieutenant's eligibility list and shall have Fire Officer II.
- i. No one will serve as an acting Officer unless he/she has Fire Officer I and has served three (3) years of continuous service in the Operations Division.
- j. In order to be eligible to test for appointment and be promoted to the rank of Captain in the Operations Division, an employee must have Fire Officer III and either:
1. have satisfactorily completed at least ten (10) years service in the Department, and at least two (2) years in the rank of Lieutenant or;
  2. have an Associate's or Bachelor's Degree listed in Appendix H (or other approved Degree) and satisfactorily completed five (5) years experience in the Department and at least two (2) years in the rank of Lieutenant.
- k. In order to be eligible to test for appointment and be promoted to the rank of Battalion Chief or Assistant Chief in the Operations Division, and employee must have Fire officer III and either:
1. have satisfactorily completed at least ten (10) years of service in the Department and at least two (2) years in the rank of Lieutenant or hold the rank of Captain, or
  2. have a Bachelor's Degree listed in Appendix H (or other approved degree) and satisfactorily completed at least five (5) years service in the Department and at least two (2) years in the rank of Lieutenant or hold the rank of Captain.

## **FIRE PREVENTION DIVISION**

- l. In order to be eligible to test and be promoted to the rank of Fire Inspector, an employee must have satisfactorily completed at least three (3) consecutive years of service in the Operations Division. To promote to the position of Fire Inspector, an employee does not have to hold, nor ever have held the position of Public Education Officer.
- m. In order to be eligible to test for appointment in the Fire Prevention Division to the rank above the rank of Fire Inspector, up to and including the rank of Fire Marshal, an employee must have satisfactorily completed at least ten (10) years service in the Department, at least two (2) of which years are in the rank of fire Inspector and must hold the rank of Fire Inspector.
- n. In order to be eligible to test for appointment in the fire prevention division to the rank of Public Education Officer, an employee must have satisfactorily completed at least three (3) consecutive years of service in the operations division. To be promoted to the rank of public education officer, an employee shall have the following minimum qualifications: a Michigan medical first responder license, Fire Officer II Certification, and obtain CPR instructor certification within twelve (12) months of promotion.

## **MECHANICS DIVISION**

- o. In order to be eligible to test and be promoted to the rank of Assistant Mechanic, an employee must have satisfactorily completed at least three (3) consecutive years of service in the Operations Division.
- p. In order to be eligible to test for appointment in the Mechanics Division to the rank above the rank of Assistant Mechanic up to and including the rank of Master Mechanic, an employee must have satisfactorily completed at least ten (10) years service in the Department.

## **TRAINING DIVISION**

- q. In order to be eligible to test for appointment in the Training Division to the rank of Assistant Training Officer, an employee must have satisfactorily completed at least three (3) consecutive years of service in the Operations Division. To be promoted to the rank of Assistant Training Officer, an employee shall have the following qualifications: Fire Officer II certification, and maintain a

Instructor/Coordinator license through the Michigan Department of Consumer and Industries Division at the department's level of medical licensure.

- r. In order to be eligible to test for appointment in the Training Division to the rank of Fire Training Officer, an employee must have satisfactorily completed at least three (3) consecutive years of service in the Operations Division, and either currently be an officer or be on the Certified Lieutenant Promotional eligibility list. To be promoted to the rank of Fire Training Officer, an employee shall have the following qualifications: an Associate's Degree in Fire Science or 62 college credit hours, Fire Officer II Certification, and maintain certification as a Michigan Fire Fighters Training Council Fire Training Instructor certification. To promote to the position of Fire Training Officer, an employee does not have to hold, nor ever have held, the position of Assistant Training Officer.
- s. The promotional process outlined in Sections c, d, and e, above will be implemented in February 2005, and every two (2) years thereafter in February. Testing will be offered in less than two (2) years if the promotion lists fall below five (5) eligible participants by reason of attrition or promotion.
- t. Copies of the reading list for materials to be covered on the written exam will be available by November 1, prior to the testing process. Prior to each promotional process, the City will provide information about the subject areas to be covered in the oral portion of the testing process and a reading list for purposes of preparation for the written test. The oral process will be conducted by a three-person panel, including the Fire Chief, an individual designated by the City, and an individual designated by the Union.
- u. Qualified applicants will remain on the promotion lists until promoted; unless their eligibility is revoked by the Fire Chief for one of the following conditions:
  - 1. Unsatisfactory work record within the previous two (2) years;
  - 2. Off duty personal conduct detrimental to the department;
  - 3. Existing health condition(s) which results in the employee being declared unfit for promotion into the position by a mutually agreed upon third party physician selected by the City and Union.

When an employee has been removed from a promotional eligibility list by the Fire Chief, notice and reasons shall be submitted to the Union in writing by the Fire Chief with a copy to such employee. The matter may then become a proper subject to begin at the second step of the grievance procedure.

- v. Personnel on a promotional list who refuse to accept the first available permanent promotion will be removed from the list and may not test for two years from the date they were removed from the list.

- w. If more than one (1) temporary slot is available the senior person shall have the right to pick the slot they wish.
- x. The promotional lists mentioned in Article 21, section v refer to the promotional eligibility lists that are published by the Human Resources Department, and which are derived from the evaluation process outlined in Sections c, d, and e of Article 21. They do not refer to, nor will personnel be removed from the “Driver/Operator Certification” and “Fire Officer Certification” lists used by the Battalion Chief on a daily basis to fill temporary promotions when personnel refuse or fail to promote to a higher classification.
- y. If an employee is affected by Section v of this Article, he/she will only be removed from that list for the position for which they refused. For example, if a Lieutenant is on both the Captain and Battalion Chief eligibility list, and refuses a promotion to Battalion Chief, he/she will only be removed from the Battalion Chief list, and not the Captain list.

## 22. PAYMENT OF BACK PAY CLAIMS

If the Employer fails to give employees work to which their seniority and qualifications entitle them and such work does exist and a written notice of their claim is filed within thirty (30) days of the time the Employer first failed to give them such work, the employees may file a grievance under the grievance procedure and if successful in the grievance, the Employer will reimburse them for the earnings they lost through failure to give them such work.

### 23. COMPUTATION OF BACK WAGES

No claim for back wages shall exceed the amount of wages employees would otherwise have earned at their regular rate.

## 24. VETERANS

The reemployment rights of employees entering the active service of the Armed Forces of the United States shall be governed by the applicable state and/or federal statutes.



## 25. LEAVE OF ABSENCE FOR VETERANS

Employees who are in some branch of the Armed Forces reserve or the National Guard will be paid the difference between their reserve pay and their regular pay with the City when they are on full-time active duty in the reserves or National Guard, provided proof of service and pay is submitted. A maximum of two (2) weeks per year is the normal limit, except the Employer will extend this limit to four (4) weeks in case of recall or extension for emergency conditions. Such active duty will not be deducted from sick leave, vacation leave, or from compensatory time.

## 26. REST PERIODS AND COFFEE BREAKS

- a. All employees not working a twenty-four (24)-hour duty shift shall be entitled to two (2) rest periods per shift, excluding a lunch period. When employees are working, they shall be allowed a rest period every four (4) hours and such period may be taken within each four (4) hour period. These periods shall be taken one before and one after lunch. Length of rest periods shall be fifteen (15) minutes per period.
- b. When Fire Department platoon personnel are not participating in alarms, training, station duties, or apparatus maintenance, coffee shall be available if so desired.

## 27. WORK SCHEDULE

It is recognized by the Union that scheduling work is a management right. It is recognized by the City that such scheduling must not be arbitrary or capricious.

- a. Normal hours for non-platoon employees shall be four (4) ten-hour shifts or five (5) eight-hour shifts as determined by the Chief provided, however, that before changing from one to the other, the Chief shall announce in writing four (4) months in advance of the specific changes to be made.
- b. Platoon personnel shall have a (50.4) hour duty week consisting of twenty-four (24) hour shifts on a three-platoon basis.
- c. Members may exchange workdays within the Department under the following conditions:
  1. All requests to exchange workdays shall be submitted to the Battalion Chief's office.
  2. Any member of the department wishing to exchange workdays with another member, must fill out Department Trade Request Form (form 1-10), and submit to the Battalion Chief's office twenty-four (24) hours in advance of the shift exchange. In the event of documented extenuating circumstances, the Battalion Chief's office may accept exchange time requests less than twenty-four (24) hours in advance.
  3. The fire department will not assume any responsibility for any time lost to any member.
  4. Should any trade of time cause a detriment to the fire department, in the opinion of the Battalion Chief, they will refuse to grant permission of the trade.
  5. Any member who is scheduled to work and makes arrangements to have another employee work on his/her behalf, is responsible to have the shift (hours) covered. If the time is not covered for any reason, the scheduled member will have the hours deducted from the time bank of the employee's choice.
- d. Personnel are considered relieved from duty when their relief personnel has on the uniform of the day.
- e. Members shall be allowed to utilize emergency relief time. Members shall be allowed one hour after 0700 hours to report for duty at their assignment for that day without penalty, provided an off going qualified shift member is willing to remain on duty until their arrival.
  1. The Station Officer shall be immediately notified of any delay in relief, and also when the relief change is made. Any member who fails to

report by 0800 hours shall be subject to the provisions of Article 10-Section (e) – AWOL/late.

2. The station officer shall supervise the unit change procedure and be responsible for its proper operation. Under the supervision of the station officer, members may be released for duty at 0600 hours provided, that the on coming member is ready for duty. If any additional leave time off is needed it must be requested through the Battalion Chief's office.
3. If circumstances allow, officers shall relieve officers; driver operators shall relieve driver operators; firefighters shall relieve firefighters. Members in higher classifications shall not relieve members of lower rank unless the lower rank member is qualified to do the higher ranking job.
4. Repayment of any relief time shall be sole responsibility of the members involved in the relief.
5. Battalion Chiefs are authorized to remedy any abuse of this procedure with the right to deprive members of any and all privileges granted herein.

## 28. OVERTIME

- a. Any time worked in excess of the regularly scheduled work week as defined by Article 27, shall be considered overtime. All employees except the Chief of the Department shall be compensated for authorized overtime work in cash or compensatory time as follows: Employees may elect to be compensated in compensatory time for up to 200 hours each year; Once the employee has elected 200 hours of compensatory time in a calendar year, any additional hours of overtime worked will be compensated in cash or compensatory time as determined by the Chief. Employees electing to receive compensation for overtime work in cash shall be paid at a rate of time and one-half of their regular hourly rates. Employees electing to receive compensation for overtime work in comp time shall be granted compensatory time off at the rate of time and one-half.
- b. Employees hired after July 1, 1982, and prior to January 1, 2001, shall have a maximum accumulation total equal to their compensatory time off bank as of January 1, 2001, plus 750 hours. Employees hired after July 1, 1982, and prior to January 1, 2001, who as of the January 1, 2001, date have accrued less the 500 hours in their compensatory time off bank shall have the opportunity to accrue up to a maximum total of 1,250 hours in their compensatory time off bank. Should an employee hired prior to January 1, 2001, subsequently reduce their compensatory time off bank to 500 hours or below, the new maximum accumulation total for said employee shall be 500 hours for their compensatory time off bank.
- c. Employees hired after January 1, 2001, and prior to July 1, 2005, shall have the opportunity to accrue up to a maximum total of 500 hours in their compensatory time off bank.
- d. Employees hired on or after July 1, 2005, shall have the opportunity to accrue up to a maximum total of 240 hours in their compensatory time off bank.
- e. When compensatory time is desired, the Employee will determine, subject to the approval of the Chief, when it shall be taken. All comp. time must be taken in a minimum block of four consecutive hours when requested between the hours of 0700-2300. Any requested time beyond 2300 hours will automatically be extended to include all time to 0700 hours. Example: Comp time requested from 1930 hours to 2330 hours would be granted from 1930 hours to 0700 hours.
- f. Employees on the payroll as of July 1, 1982, shall continue to have unlimited accrual of their compensatory time off banks.

- g. Beginning in fiscal year 2006-2007 and each year thereafter, employees may sell back up to 180 hours of compensatory time. Employees must notify the Chief in writing by February 1, of the fiscal year of the total hours that they intend to cash out. Payment will be made the last pay period of the fiscal year.
- h. The chief will be the determining authority on the necessity for overtime.
- i. Pay for overtime will be paid in the pay period in which the overtime was earned or in the following pay period.
- j. Compensatory time cannot be transferred from one employee to another employee.
- k. An up-to-date record of compensatory time accumulated by each employee will be maintained by the Department.
- l. The minimum time for callback shall be four (4) hours.
- m. If mutual aid apparatus and/or personnel are responding into the City, have been assigned to provide coverage for the City, or are being utilized in the City, then off-duty personnel from AAFD shall be called back for duty to staff all available department apparatus (reserve or otherwise) and to fulfill staffing requirements at the emergency scene. When requesting mutual aid, a call back of off-duty personnel shall occur simultaneously. Mutual aid staffing shall be replaced upon the availability of call-back personnel.
- n. Anyone working overtime may split that time into comp. time and/or pay by filling out two separate cards-one for comp. time and one for pay.
- o. Anyone involved in court proceedings related to the Ann Arbor Fire Department will be paid for the total amount of time required with a minimum of two (2) hours of compensation.
- p. The Fire Prevention "On-Call" program shall be defined as being available to be called back after regular working hours for a one (1) week period {seven (7) days}, with one (1) employee of the fire prevention division being designated as "on call" for the purpose of conducting a fire scene investigation.
  - 1. The Fire Marshal/Inspector "On Call" will be made available by pager and cell phone communication provided by the department outside regular working hours. When notified by Fire Dispatch for the need of an investigator, the "on call" personnel shall immediately notify fire dispatch as soon as possible, of their response and expected arrival time to the fire scene.

2. The Fire Marshal/Inspector assigned to "On Call" duty during any consecutive seven (7) day period shall be paid an additional seven (7) hours at straight time. If investigator is not available for duty during any portion of the seven (7) day period due to illness or other reason, the person assigned to be on-call shall be responsible for arranging their own relief via trade time.
3. During the week of "On Call" status, if the Fire Marshal/Inspector is called back for an investigation, he/she will be paid at the rate of one and one half (1 ½) times for the amount of time worked over and above the "On Call" time. Investigators who are not "On Call" status and are called back for an investigation will receive a minimum of four (4) hours pay at one and one half (1 ½) times rate in accordance to the provisions detailed in this Article.

q. Overtime holdover list eligibility

Personnel may be exempt from the holdover list if they:

1. Are scheduled for Vacation Leave, Code, twenty four (24) hours Compensation Time, twenty-four (24) hours Trade-Outs or Funeral Leave during their next duty day.
2. Are conducting business for the Union or Pension Board during the twenty-four (24) hour period following their normal shift.
3. Are engaged in Union negotiations during the forty-eight (48) hour period following their normal shift.
4. Are scheduled to work a twenty-four (24) hour period during the forty-eight (48) hour period following their normal shift.
5. Are scheduled to work overtime during any of the twenty-four (24) period immediately following their normal shift.
6. Worked twenty-four (24) hours during the shift immediately preceding their shift.
7. Are scheduled for a Department approved fire related, and Department educational class such as pump operations, fire officer, hazardous materials, technical rescue, EMS, "ride-along", etc. during the twenty-four (24) hour period following their normal shift.
8. Are not scheduled to be on duty past twenty-three (2300) hours on the day the list is compiled.

r. Inverse Seniority Overtime Holdover Procedures

The "Inverse Seniority Holdover" procedures shall be utilized when the need arises to fill unscheduled vacancies and when no other personnel are available on the normal holdover list under the provisions of Article 29-Equalization of Overtime.

If there are three (3) or fewer people available for overtime on the normal holdover list, the Captain and Acting Captain shall create an Inverse Seniority Holdover List, and notify all personnel on duty that an Inverse Seniority Holdover List has been established for the following duty day.

All personnel who will be on duty at 0630 hours on the following day will be placed on the Inverse Seniority Holdover List, unless they are:

1. Currently working on a "Trade-In,"
2. Currently working overtime,
3. Already scheduled to begin work at zero-seven hundred (0700) hours the following shift/calendar day,
4. Immediately beginning a Funeral Leave.

These personnel will be listed by seniority, with the least senior person at the top of the list.

If no other personnel are available from the normal holdover list to fill a vacancy, personnel shall be held from the Inverse Seniority Holdover List using the least senior person on the list that is qualified to fill the vacancy.

Personnel being held under the Inverse Seniority system may not refuse a temporary promotion above their regular classification, if they are qualified and certified to fill the vacancy according to the "Driver/Operator Certification and Fire Officer Certification" list.

When personnel are held using the Inverse Seniority Holdover Procedures, the Battalion Chief shall make every attempt to call in other personnel for overtime to relieve those personnel who were held via the inverse Seniority Procedures, if those people request to be replaced.

s. Shift holdover - one (1) hour minimum.



## 29. EQUALIZATION OF OVERTIME

The city recognizes the principle of equalization of overtime. Such equalization shall be accomplished on the following basis:

- a. An overtime file will be maintained on the basis of accumulative hours of overtime worked per employee. Accumulative overtime hours shall be based on overtime offered and/or worked. The file will be updated on a daily basis.
- b. An employee shall not be required to work overtime throughout any scheduled vacation or code day period, except callback. Trades or compensatory time shall not be used by an employee to avoid being charged for overtime, except for an emergency leave. Employees agreeing to work overtime shall be bound by the regular attendance procedure.
- c. All overtime known one (1) hour in advance will be considered scheduled overtime.
- d. Overtime shall be equalized within each separate division. Division commanders or persons acting as Division Commanders shall be responsible for the accuracy and fairness of the overtime card file system. They shall notify the prospective employees eligible for overtime twelve (12) hours prior to the unscheduled overtime period offered if possible. The procedure for holdover will be to offer the longest time available to the first employee on the list, the next longest time to the second employee on the list etc. What determines who is first on the list is the person with the least hours in the card file. The holdover list ends at 0700.

Personnel refusing the time offered shall have that amount of time added to their card in the card file. Should all personnel on the list be asked to holdover and refuse, the least senior person shall work the highest number of hours available, the next least senior person shall work the next highest number of hours, etc. until all hours are filled.

- e. New employees that hire into the Department shall be charged with the maximum number of hours of overtime.
- f. The City and the Union agree that to better insure adequate staffing on Christmas day those employees who work overtime on December 25 will not be charged for those hours worked in the overtime card file.
- g. A voluntary overtime list will be established and will be posted in the B.C. office. Anyone willing to work overtime on Christmas day will submit his or her name to the Battalion Chief. On the morning of December 25 if the Battalion Chief is unable to fill unscheduled vacancies from the holdover list, the personnel on the voluntary list will be called to fill those vacancies. The most senior person on the

list will be called first; the next senior person next, etc. Employees will not be charged in the card file only if they work overtime on Christmas day (0700 to 0700).

- h. The voluntary overtime list will be established and in place no later than 1700 hours December 22. The sign up list will be posted on December 15 for interested personnel.

### 30. LEAVE OF ABSENCE

- a. The Chief may authorize an employee to be absent without pay for personal reasons for a period or periods not to exceed ten (10) working days in any calendar year.
- b. The Chief, in consultation with the City Administrator, may authorize special leave of absence with or without pay for any period or periods not to exceed three (3) calendar months in any one (1) calendar year for the following purposes: Attendance at college, university, or business school for the purpose of training in subjects related to work of the employee and which will benefit the employee and the City services; urgent personal business requiring employee's attention for an extended period such as settling estates; liquidating a business; attending court as a witness; running for a public or union elective position; and for purposes other than the above that are deemed beneficial to the City service.
- c. Employees who are pregnant shall be entitled to a leave of absence for a period of time up to one (1) year. Pregnant employees will be permitted to work until medical evidence indicates that the employee should no longer work. In situations involving pregnancy and all other medical related leaves of the employee and/or related to immediate family members that meet the requirements of the Family and Medical Leave Act, then the Act applies in addition to the contract language.

Light duty work will be offered to pregnant employees still desiring to work, in the same manner as light duty work is offered to employees who incur a non-work related injury or illness, until such time as it is determined by a physician that the employee is no longer able to continue at even light duty status. For this purpose, the affected employee will furnish the Employer with a doctor's certificate specifying the medical status of the employee and indicating when the employee should no longer work.

Employees granted such leave will be afforded the opportunity to return to their former classification, with no loss of seniority, which shall continue to accrue during the leave. Upon return to work, employees shall furnish the Employer with a doctor's certificate stipulating that they are able to resume their normal work duties.

While on leave, employees shall be allowed unlimited use of their accumulated sick time. While using sick time, an employee will continue to earn benefits in the same manner as benefits are earned for any other sick leave. Employees on pregnancy leave, who are not using sick time, shall earn benefits in the same manner as benefits are earned for employees on unpaid medical leave of absence.

Employees returning to work within three (3) months following termination of pregnancy shall be returned to the position from which maternity leave was taken. Any leave for the above referenced purpose is also covered by and shall comply with the Family and Medical Leave Act.

- d. A permanent employee who has been elected or appointed to a public or union position will be granted a leave of absence without pay for a period not to exceed two (2) years.
- e. Permanent employees who are off for an extended period of time due to a physical or mental illness, will be granted, at their request, a leave of absence without pay not to exceed two (2) years.
- f. Permanent employees having a prolonged illness in their immediate family, defined in this case to include only the spouse, domestic partner, to the extent permitted by law, and children of the employee, will, at the employee's request, be granted a leave of absence without pay not to exceed one (1) year, except that the first twelve weeks of such leave shall be in full compliance with the Family and Medical Leave Act and the City's Family and Medical Leave Act Policy.

### 31. LEAVE FOR UNION BUSINESS

- a. Officers and stewards of the Union shall be afforded reasonable time during regularly scheduled working hours without loss of pay to fulfill their Employer/Union responsibilities including processing grievances, administration and enforcement of this agreement.
- b. Beginning January 1, 2004, and every two years thereafter, the Union will be granted 950 hours, with pay, to use over the course of a two-year period for purposes of attending conventions, conferences, or seminars relating to the administration of the collective bargaining agreement. The Union can determine which and how many of its members to send and can choose the events to which they will be sent, as long as the total time does not exceed the stated limits over the two year period. There will be no carryover of unused hours beyond the two-year limit, and at the beginning of each new two-year period, a new bank of 950 hours will be granted to the Union. Notice of the events and personnel attending, along with time to be missed must be submitted to the Chief at least 10 days prior to the scheduled leave date, or in a shorter time frame in special circumstances with the Chief's approval.
- c. Union members that engage in negotiating sessions with the City's management negotiating team will be paid in compensatory time at the rate of one hour of compensatory time for one hour or fraction of an hour rounded up to the nearest half hour. This time will not be entered into the overtime card file.

## 32. FUNERAL LEAVE

Non-fire fighting permanent employees shall be allowed up to five (5) working days and fire fighting platoon personnel shall be allowed up to two (2) duty days as funeral leave days with pay not to be deducted from sick leave for a death in the immediate family. Immediate family is to be defined as follows: mother, father, sister, brother, wife or husband, son or daughter, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent of member or spouse, or a member of employee's household.

Immediate Family Members include

Spouse	Domestic Partner	Son	Daughter	Mother
Father	Sister	Brother	Mother of spouse or domestic partner	Father of spouse or domestic partner
Brother of spouse or domestic partner	Sister of spouse or domestic partner	Grandchild	Grandparent	Grandparent of spouse or domestic partner
Stepson	Stepdaughter	Stepmother	Stepfather	Stepsister
Stepbrother	Stepmother of spouse or domestic partner	Stepfather of spouse or domestic partner	Stepchild	Member of employees household

### 33. PAY ADVANCE AND BI-WEEKLY PAYCHECKS

If a regular payday falls during employees' vacations and they are to be on vacation for two (2) weeks or longer, they will be entitled to receive that check in advance before going on vacation. Employees must make a request to the payroll office for their check two (2) weeks before leaving if they desire to receive it in advance.

Employees covered by this Agreement shall be paid in full bi-weekly. While the official payday is Friday, paychecks will normally be made available on Thursday after 3 p.m. unless there is a computer malfunction or other adverse event beyond the Employer's control.

### 34. BULLETIN BOARDS

The employer will provide bulletin boards in each Fire Station that may be used by the Union for posting notices of the following types:

1. Notices of Recreational and Social Events
2. Notices of Elections
3. Notices of Results of Elections
4. Notices of Meetings
5. Miscellaneous Items Placed on the Board by Employees;  
e.g. "For Sale."



## 35. DAILY TEMPORARY ASSIGNMENTS

- a. When there are more officers than officer positions at Station 1, the least senior Lieutenant there shall be used to fill an Officer vacancy at a sub-station. If no vacancies exist in the City, then the least senior Lieutenant will be assigned as a Driver Operator or Fire Fighter.
- b. Qualifications for acting officers in the Operations Divisions.
  1. No one shall serve as an acting Lieutenant until they have served three (3) years in the Operations Division and have Fire Officer I.
  2. No one shall serve as an acting Captain until they have served five (5) years in the Operations Division and have Fire Officer II.
  3. No one shall serve as acting Battalion Chief until they have served ten (10) years in the Operations Division and have Fire Officer III or they have served five (5) years in the Operations Division and have a bachelor's degree listed in Appendix H (or other approved degree) and have Fire Officer III.
- c. Temporary acting assignments for the purpose of filling vacancies created by absences in the positions of Lieutenant, Captain, or Battalion Chief within the suppression division will be filled on a shift basis following the procedure outlines below. If no one elects the assignment in accordance with these procedures, then the least senior person on the qualified list will fill the vacancy for the shift.
  1. Lieutenant
    - i. Senior qualified employee from the Lieutenant's Certified Promotion List.
    - ii. If there are no personnel on the Lieutenant's Certified Promotion List, then the vacancy will be offered to the senior qualified employee.
  2. Captain
    - i. Senior qualified employee from the Captain's Certified Promotion List.
    - ii. If there are no personnel on the Captain's Certified Promotion List, then the vacancy will be offered to the senior qualified Lieutenant.
    - iii. If there are no available Lieutenants, then the vacancy will

be offered to the senior qualified employee on the Lieutenant's Certified Promotional List.

iv. If there are no personnel on the Lieutenant's Certified Promotion List, then the vacancy will be offered to the senior qualified employee.

3. Battalion Chief

i. Senior qualified employee from the Battalion Chief's Certified Promotion /list.

ii. If there are no personnel on the Battalion Chief's Certified Promotion List, then the vacancy will be offered to the senior qualified Captain.

iii. If there are no qualified Captains, then the vacancy will be offered to the senior qualified employee on the Captain's Certified Promotional List.

iv. If there are no personnel on the Captain's Certified Promotion /list for the position, then the vacancy will be offered to the senior qualified Lieutenant.

v. If there are no available Lieutenants, then the vacancy will be offered to the senior qualified employee on the Lieutenant's Certified Promotional List.

vi. If there are no personnel on the Lieutenant's Certified Promotion List, then the vacancy will be offered to the senior qualified employee.

d. When there is a Driver Operator at Station 1 whose apparatus is not in service, they shall be used to fill a Driver Operator vacancy for which they are certified in the City. If no vacancies exist in the City, then the driver whose apparatus is not in service will be assigned as a Fire Fighter by seniority.

e. When there is the need for a temporary promotion to Driver Operator for the purpose of filling Driver Operator vacancies created by absences, it shall be filled following the procedure outlined below:

1. Offered to the senior certified non-probationary employee, at the station at which the vacancy occurs.

2. If no employee at that station is certified, the position will be offered to the senior certified non-probationary employee on that shift.
- f. Employees shall receive the rate of pay of the higher classification for all hours worked while filling such vacancy. As an example, if a Captain's position is vacant, the officer or acting officer filling such position will receive Captain's wages for those hours worked.
- g. The chief will decide if and when temporary daily assignments will be made for the purposes of filling vacancies due to absences in divisions other than suppression. If the Chief decides that such vacancies should be filled, the procedure outlined below shall be utilized:
  1. Senior qualified employee within that division on that position's Certified Promotion List.
  2. If there are no personnel within the division on that position's Certified Promotion List, then the vacancy will be offered within that division to the senior qualified employee.

## 36. TEMPORARY TRANSFERS

When the Chief determines that there is a need for a temporary transfer from another division to fill an extended vacancy (greater than five (5) days) in the Administration, Training, Mechanic, or Prevention Divisions, the following procedure will be followed:

- a. The promotion provisions specified in Articles 20 and 21 as they relate to minimum requirements and posting requirements will be utilized.
- b. The temporary transfer will be limited to 180 calendar days.
- c. Following the required posting, the most senior person on the Certified Promotion List for the vacant position may be temporarily transferred.
- d. If there is no Certified Promotion List for the vacant position, then the most senior person who meets the qualifications for the position may be temporarily transferred.
- e. If no personnel meet the qualifications for the vacant position, then the Department will post a request for interest for a period of seven (7) days. The most senior person expressing an interest in the vacant position will be temporarily transferred.
- f. If no one expresses an interest in the position in response to the posting, the least senior employee who has completed probation will temporarily fill the vacant position.
- g. The temporarily transferred employee will retain his/her bid position.
- h. The employee or management may request that the employee return to his/her former position with two (2) weeks written notice.
- i. During the temporary transfer period, employees will receive the rate of compensation and benefits for the position they are filling.

## 37. TRAINING AND EDUCATION

Both the City and the Union recognize the value of on going training. Such training is to be encouraged. Training will be offered on an equal and nondiscriminatory basis for all shifts and stations as appropriate based on department needs and employee positions.

### A. Education Reimbursement:

1. Educational reimbursement must be requested by the employee, in writing, on forms made available by the Human Resources Department.
2. The request will be approved by the Fire Chief prior to the first meeting of the course with an explanation as to how it is related to the employee's classification and work assignments or provides future promotional opportunities within the employee's department. See attached list in Appendix H for degree programs and related classes currently approved for reimbursement and education premium.
3. Full reimbursement will be provided for registration, tuition and books, but not travel or employee time. Effective July 1, 2004, approved reimbursement is contingent upon the employee receiving a satisfactory grade as outlined in Section 4 a of this Article for course/s and textbooks at up to 100% of the total costs up to a maximum of two thousand, five hundred (\$2,500) dollars per fiscal year.
4. Reimbursement will be made at the successful completion of the course upon the receipt (within 90 days) by the Human Resources Department of the following:
  - a. Copy of grade or transcript with grade of C or better for undergraduate courses and B or better for graduate courses, or passing of a course taken on a pass/fail basis.
  - b. Receipt for registration, tuition and books.
5. Employees may utilize open vacancies on the vacation or code days lists to attend class during their work shifts. If they do so, the amount of time used will be deducted from their vacation or comp banks. The minimum block of vacation time or comp time used for this purpose will be 4 hours. Employees may also initiate time trades with other employees to obtain time to attend classes.
6. Employees must continue employment with the City for one year after completion of the date of the degree. Departure prior to one year after completion of the date of the degree will require reimbursement to the City of the City's allocation from the tuition reimbursement program made in the employee's last year.
7. Employees who have obtained an Associate's degree as of June 30, 2004, shall

receive an additional 1½ % pay increase added to their base. Those employees who obtain an Associates degree on or after July 1, 2004, in one of the degree programs listed in Appendix H, shall receive an additional 1½ % to base beginning the pay period after proof of degree is presented to Human Resources.

8. Employees who have obtained a Bachelors degree as of June 30, 2004, shall receive an additional 3% pay increase added to their base. Those employees who obtain a Bachelors degree on or after July 1, 2004, in one of the degree programs listed in Appendix H, shall receive an additional 3% to base beginning the pay period after proof of degree is presented to Human Resources.

## **B. Fire Officer Training**

1. The City will offer the opportunity for employees who have completed their probationary period to attend the Fire Officer Series (Fire Officer I, II and III) of trainings. The City will either provide trainings in-house, or employees will be able to attend the trainings in other locations, as available.
2. If problems arise in providing the fire officer training series as a result of city or department finances, demand for training, or schedule issues, the union and the city will meet to discuss the issue in an effort to reach an acceptable resolution.
3. If an employee begins the Fire Officer Training Series, he/she will have two (2) years to complete the Fire Officer I and II portions of the training from the beginning of the Fire Officer I training, and three (3) years in total to complete the Fire Officer III training. If the employee does not complete the series in the time frame specified, the City will not pay for those portions of the trainings not completed. If issues arise with the specified time frames because of STATE OF MICHIGAN requirements or other scheduling issues, the City and the Union will meet to discuss the issue in an effort to reach an acceptable resolution.
4. Except as outlined above, the City will pay for the cost of the Fire Officer Training Series. When an employee attends class on an off duty day, he/she will not be compensated by the City. When an employee attends class on an on duty day, the City will release the employee from duty and the employee will receive his/her regular pay for the day and will not need to utilize time from his/her accrued banks.
5. Employees who complete the Fire Officer I, II, and or III training after the execution date of this Agreement will receive a one-time recognition award of \$250.00 for completion of each step in the series.

### **C. Technical Education Courses**

1. Technical Education Courses include courses for the HAZMAT Team, Technical Rescue Team and Emergency Management Courses, Rapid Intervention Team Training (RIT) and Fire Fighter Safety and Survival courses. It does not include academic course work or National Fire Academy courses.
2. Employees will request to attend these courses through the appropriate Team Leader, or, if there is no Team Leader available, the Training Officer with approval by the Chief.
3. The City and the Union will meet on an annual basis, in May, to review the available courses and determine those courses that will be included under this provision.
4. Most of these courses will be covered by Federal and/or State grants. Payment to the attending employee will be at the rate of time and one half for those off-duty days attended. When an employee attends on an on duty day, he/she will be released from duty and will receive his/her regular pay.
5. If the cost of the training is not covered by grants, the attending employee will be able to choose between receiving straight comp time for the hours attended on off-duty days (not including lunch) or time and one half cash payment for the same off duty hours. An employee who attends a course on an on duty day will be released from duty and will receive his/her regular pay.
6. Comp time earned, or overtime paid is not recorded for purposes of equalization of overtime.

### **D. Other Training**

If an employee wants to attend a job related training not specifically covered by the provisions above, he/she shall submit a request through the training officer, which the Chief will approve or disapprove based on factors such as scheduling, department needs and financial constraints.

### 38. JURY DUTY

Employees who serve on jury duty on a duty day will be paid their full check provided the pay from jury duty on a duty day is forwarded to the Payroll Department, when received. Jury duty pay received on non-duty days is the property of the employee. Leave for jury duty shall not be deducted from sick leave, vacation leave, or compensatory time.



### 39. STATION DUTIES

Employees may be required to perform daily routine work in connection with maintaining the building in which they are stationed and the grounds on which such building is located. For purposes of this article, such work shall not include painting, except of doors, carpentry, masonry, electrical work, plumbing, roofing, heating work, glasswork or floor covering.

Employees will perform maintenance, training, and “activities” Monday through Saturday (except holidays) from 8:00 am through 6:00 pm, with a 90-minute lunch break commencing between 11:00 and noon.

#### 40. MINIMUM STAFFING

a. Daily Shift Staffing:

1. There shall be seven (7) Officers per shift (1 Battalion Chief, 1 Captain and 5 Lieutenants). (Excluding Overtime Officers). The reduction in the number of officers from the previous daily staffing of ten (10) to seven (7) shall be accomplished by attrition.
2. Stations with two (2) or more companies are to have a house officer (ranking command officer) on the floor; all other officers are to direct and participate in all prescribed station duties.
3. As long as there are five (5) operating stations, there shall be seven (7) permanently promoted Driver/Operators per shift. If fewer than seven (7) Driver/Operators report for duty on any given shift, and there is not an operational need for seven (7) Driver/Operators, then staffing shall remain at the number of reporting Driver/Operators. Should the number of operating stations change, the city and the union mutually agree to meet to discuss the Driver/Operators staffing level.

b. Apparatus Staffing:

1. The City shall maintain three (3) personnel on all fire suppression apparatus capable of pumping water, or heavy rescues, in service at all times except this shall not include light rescue vehicles.
2. There shall be a minimum of an Officer and Driver/Operator on all Light Rescue Vehicles.
3. The term "fire suppression apparatus" shall mean ladders, engines, aerials (towers), and heavy rescue vehicles.

#### 41. HEALTH AND SAFETY COMMITTEE

- a. A Health and Safety Committee of Employees and Employer representatives is hereby established. This committee will include for the employees, one (1) representative from each fire station, and three (3) employer representatives as designated by the City Administrator or the Chief, and shall meet at the request of either party during regular working hours, for the purpose of making recommendations to the employer. Fire Department properties will be inspected by a public health sanitarian annually and the sanitarian's report will be immediately forwarded to the City Administrator, the Fire Chief, and the Health and Safety Committee for their use. The recommendation contained in this report shall be implemented within sixty (60) days if at all possible. If recommendations are not implemented at the end of sixty (60) day period, the Chief shall have a report prepared as to the reason for this lack of implementation and the report shall be forwarded to the City Administrator and the Health and Safety Committee.
- b. The City shall consider the personal safety of the employee in establishing operating procedures.

The City shall continue at City expense a Hepatitis-B inoculation program for those employees who wish to participate on a voluntary basis.

The City shall issue and maintain for each employee a S.C.B.A. face-piece. Face-pieces shall be compatible with regulators, harnesses and air-tanks used by the Ann Arbor Fire Department.

#### 42. PERSONAL ARTICLES DAMAGE

The City agrees to reimburse employees for the reasonable value of necessary personal articles such as eyeglasses, wristwatches, etc. Which are damaged or lost in the line of duty not through the negligence of the employee. One hundred fifty dollars (\$150) shall be the maximum reasonable value for eyeglasses; seventy-five dollars (\$75) for a wristwatch and two hundred fifty dollars (\$250) shall be the overall maximum reasonable value for any other item. The damaged article shall become the property of the City following the reimbursement. In the event employees receive compensation from their insurance company or from any third party for any damaged or lost item, this article shall not apply.

#### 43. LIGHTS AND GLOVES

The City will provide lights, gloves, and hoods for fire fighting and rescue operations. The lights shall be M.S.H.A. approved for hazardous atmosphere and of adequate candlepower for smoke filled areas. The lens shall be designed for use in smoke.

The gloves shall be MIOSHA approved and of a leather outer shell and a vapor barrier inside. They shall be designed for use in sub-zero temperature.

The hood shall be of approved material P.B.I. or equal.

The City shall issue to and maintain for each employee one light, one hood, and two pairs of gloves. The hood and gloves will be fitted for each employee. The City will replace lost, damaged, or worn out above listed items if reported immediately. All employees shall be required to wear or use the above listed items when responding to alarms and for fire-duty use only.

#### 44. SICK LEAVE - FORTY HOUR PERSONNEL

Sick leave for non-fire fighting platoon personnel shall be accrued and granted as follows:

- a. Each permanent employee of the City shall be entitled to sick leave of one (1) 10-hour workday with pay for each completed month of service. Permanent employees who render part-time services shall be entitled to sick leave for the time actually worked at the same rate as that granted full-time employees.
- b. Unused sick leave may be accumulated in an unlimited amount.
- c. In addition to compensation for absence due to sickness, the following shall apply:
  1. Employees who die before retirement, or retire from the City service and are entered on the retirement or pension role of the City, shall upon such death or retirement be paid for their unused sick leave credit at the time of death or retirement up to one hundred and twenty (120) days plus (if at 120 days) all of the unused sick leave days accumulated during the current calendar year. These days shall be computed on a ten (10) hour basis.
  2. Employees who have accumulated one hundred and twenty (120) or more work days of sick leave credit shall be paid at the end of each calendar year of employment with the City one-half ( $\frac{1}{2}$ ) of the unused sick leave credit earned in such year, and the other one-half ( $\frac{1}{2}$ ) shall be added to their accumulated sick leave credit.
- d. Employees absent from work on legal holidays, during sick leave, during vacation, while on workmen's compensation or on special leave of absence with pay, shall continue to accumulate sick leave at the regularly prescribed rate during such absences as though they were employed, subject to the maximum limitation herein provided.
- e. An employee eligible for sick leave with pay may use such sick leave, upon approval of the Chief, for absence due to exposure to contagious diseases which could be communicated to other employees, and due to illness in employee's immediate family which is limited to husbands, wives, children, and parents, and domestic partners, to the extent permitted by law.
- f. Sick leave absences for a part of a day shall be charged proportionally in an amount not smaller than one-half ( $\frac{1}{2}$ ) of their regular working day.
- g. Employees finding it necessary to be absent for any reason, shall cause the facts to be reported to their department sixty (60) minutes before the reporting time of the first working day of absence, and shall regularly report, unless

hospitalized, sixty (60) minutes before each duty day thereafter unless a period of known illness is given. Sick leave shall not be granted unless such report has been made.

- h. Where sick leave exceeds three (3) working days, a physician's statement may be required indicating the nature of the sickness, and attesting to the employee's ability to return to work.
- i. Employees who have been asked to act as pallbearers may take sick leave to perform this service. Such use of sick leave is not to exceed one-half ( $\frac{1}{2}$ ) day.
- j. Accumulated sick leave cannot be transferred from one employee to another employee.

#### 45. SICK LEAVE - PLATOON PERSONNEL

Sick leave for fire fighting platoon personnel shall be accrued and granted as follows:

- a. Each permanent fire fighting platoon employee of the City shall be entitled to sick leave of one (1) duty day with pay for each completed month of service.
- b. Unused sick leave may be accumulated in an unlimited amount.
- c. In addition to compensation for absence due to sickness, the following shall apply:
  1. Employees who die before retirement, or retire from the City's service and are entered on the retirement or pension role of the City shall, upon such death or retirement, be paid for their unused sick leave credit at the time of death or retirement up to sixty (60) days plus (if at sixty days) all of the unused sick leave days accumulated during the current calendar year.
  2. Employees who have accumulated sixty (60) or more duty days of sick leave credit shall be paid at the end of each calendar year of employment with the City one-half ( $\frac{1}{2}$ ) of the unused sick leave credit earned in such year, and the other one-half ( $\frac{1}{2}$ ) shall be added to their unused sick leave credits.
- d. The fire fighting platoon employee shall retain the same sick leave benefits as listed in Article 44, Sections (d), (e), (f), (g), (h), (i), and (j).
- e. Fire fighting platoon employees who become, through promotion or reassignment, a non-platoon employee, shall have their accumulated sick time doubled to be placed in line with other non-fire-fighting platoon personnel and their benefits shall be those listed in Article 44. The number of accumulated 24-hour days shall be multiplied by 2 and changed to ten-hour days.



#### 46. COMPENSATION FOR ABSENCE ON HOLIDAYS

Fire department personnel who are employed on a 40-hour duty work week, who are on pay status (working or on sick leave or vacation, or if under the first to 365th day of special provisions of Worker's Compensation as outlined under Article 48) the working day before or after the holiday, shall be off duty on each of the following holidays or parts thereof and shall receive their regular compensation for the following holidays or parts thereof and any other day or part of a day proclaimed in writing as a City holiday by the Mayor, upon the recommendation of the City Administrator, during which the public offices of the City are closed:

- New Year's Day
- Presidents' Day
- Martin Luther King's Birthday
- Good Friday (½ day)
- Memorial Day
- July 4th
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- Employee's Birthday

Fire Department personnel working a 50.4 hour duty week shall receive seven and one-half twenty-four hour days pay at their hourly rate (if employed for the full year or prorated on months of service) on a 50.4 hour duty week per year. On-duty personnel shall be granted compensatory time for Good Friday. This payment shall be made on or before July 15.

#### 47. FOOD ALLOWANCE

Effective July 1, 2005, Fire Department personnel working 50.4 hour duty week shall receive a food allowance of \$12.00 per day (minimum 12 hour shift) worked (on or offsite). Payment will not be made for days when an employee is on code, sick, vacation, comp, etc. This payment shall be made monthly (with the second pay period of the month) for the previous month

#### 48. WORKER'S COMPENSATION - ON-THE-JOB INJURY

- a. Each employee will be covered by the applicable Worker's Compensation Law.
- b. The employer further agrees that employees whose absence from work is due to illness or injury arising out of and in the course of their employment with the City are eligible for Worker's Compensation. In addition to Worker's Compensation benefits, employees shall receive the difference between the Worker's Comp benefits and their net salary and all fringe benefits (except prorated food and clothing allowance) as of the date of injury (excluding overtime). This will begin the first actual day on which they are unable to work following the day of injury, and continuing thereafter for a maximum of three hundred and sixty-five (365) days. Net pay will be calculated as follows: employee's bi-weekly wage less Federal taxes, State taxes. The full amount of the pension withholding on their normal salary shall continue and be credited to each employee's annuity account. The supplemental amount shall not increase because of a change in the employee's W-4 form without the approval of the City Administrator. Employees' take home supplement will equal the difference between their net pay as calculated above and their bi-weekly Worker's Compensation payments. For the computation of pension withholding and final average compensation for retirement calculation, the employee's regular bi-weekly salary will be used instead of the actual supplemental amounts paid. For periods of less than two (2) weeks, the amounts will be prorated. The City and the employee will bear the necessary cost to make the pension contribution the same as if the employee were working. Following the 365th day, an employee's health and ability to perform work for the City shall be reviewed. Employees able to return to their original classification shall do so.
- c. Thereafter, employees injured on the job and eligible for Worker's Compensation, shall, in addition to Worker's Compensation benefits, receive 70% of the difference between the Worker's Compensation benefits and their City salary and all fringe benefits (except prorated food and clothing allowance) as of the 365th day following said injury (excluding overtime) until such time as the employees either receive a duty disability pension or are able to return to their original classification or another open classification. During this period of time, the employees' salary and all fringe benefits (except prorated food and clothing allowance) shall be in accordance with the pay schedules set forth in existing contract with regard to seniority and all scheduled pay raises, except that the employees will not receive longevity or merit increases until they return to work. Employees may use a pro-rata amount of banked time to bring their pay to full net pay.

Employees who are not able to return to their classification, but are able to perform work in another open classification, shall be offered a position in that classification and their pay shall either be commensurate with the salary or wage grade for that position, or 70% of the salary or wage grade of their original classification or position whichever is higher.

#### 49. VACATION LEAVE

- a. Vacation for permanent, uniform, non-fire fighting platoon personnel shall be accrued and granted as follows:
  1. Personnel with up to and not including eight years of service shall be entitled to fourteen (14) full 10-hour duty days off per year, provided that such days off may be divided into periods of time upon the approval of the Fire Chief. Vacations may be taken in one sum or in as many half or whole duty days as desired. Dispatch personnel shall be entitled to fourteen (14) full 8-hour duty days off per year.
  2. Employees who have eight and 16 years of continuous service with the City shall be allowed eighteen (18) and twenty-two (22) ten-hour working days of vacation leave per annum respectively, thereafter.
- b. Fire Department personnel working a 24-hour duty day shall be allowed to use their accumulated vacation leave as follows:
  1. Personnel with up to, but not including, eight (8) years of service shall be entitled to eight (8) full duty-days off per year, provided that such day off may be divided into periods of time upon the approval of the Fire Chief and as indicated in (2) below.
  2. Personnel who have eight (8) and sixteen (16) years of continuous service or more, shall be entitled to ten (10) and twelve (12) full duty-days off per year, respectively, provided that such days off may be divided into periods of time upon approval of the Fire Chief. Vacation may be taken in one sum or in as many whole duty days or 12-hour time blocks as desired.
  3. Earning Vacation Leave. Personnel who have eight (8) and sixteen (16) years of continuous service or more shall be entitled to ten (10) and twelve (12) days per year. Personnel shall receive (not earn) ten (10) days of vacation on their ninth year and twelve (12) days of vacation on their seventeenth year.

c. General

1. Personnel request their first vacation period. The Chief, based upon these requests, schedules vacation leave with particular regard to the seniority of employees and in accord with operating requirements.
2. After all personnel are scheduled for their first vacation period, those who want to have a second vacation period will make their requests and their period will be scheduled as in (1) above.
3. After those personnel are scheduled for their second vacation period, those who want to request subsequent vacation periods will make their requests and their periods will be scheduled as in (1) above.
4. The first vacation request must be made by March 15. The second request to be made by March 25. Other requests to be made and granted when available.
5. For 24-hour personnel, vacation may be taken in 12-hour time blocks, if there are vacation slots available, and the request is called in sixty (60) minutes prior to the start of the shift on the duty day of the requested vacation. Those personnel who work an eight (8) hour duty day may take vacation in 4-hour time blocks if there are vacation slots available, and the request is approved by the supervisor.
6. Absence on account of sickness, injury, or disability in excess of that hereinafter authorized for such purposes may, at the request of the employee and within the discretion of the Chief, be charged against the employee's vacation leave allowance.
7. The Chief shall keep records of vacation leave allowance and shall schedule vacation leaves with particular regard to the seniority of employees, in accord with operating requirements, and insofar as possible, with the written request of the employees.
8. Vacation Anniversary Date. To avoid fractional vacation periods, the anniversary date for vacations shall be January 1 or July 1. An employee who is hired between October 1 and March 31 has a January 1 anniversary date. An employee who is hired between April 1 and September 30 has a July 1 anniversary date. This means that an employee who completes eight (8) years of service by March 31 will receive 10-days of vacation leave by that year. If the employee completes eight (8) years of service between April 1 and September 30, he will receive nine (9) days of vacation leave for that year.

9. Personnel of the Fire Department shall accrue and be granted vacation leave as earned. The fiscal year for granting vacations on the bid system shall be April 1 through March 31.
10. No vacation leave will be granted unless formally requested and when working conditions permit. Vacations start at the end of the last regular workday.
11. Employees shall be encouraged to take yearly vacations and in no case shall employees be allowed to accrue, at any one time, more than twice the amount of annual vacation to which they are entitled. If the amount of accrued vacation exceeds twice the amount of the annual vacation to which the person is entitled, it shall be permanently lost and the employee shall not be allowed to receive compensation for this loss. An extension of this requirement may be granted, for a period not to exceed one (1) year, by the City Administrator.
12. Employees separated from the City service shall be paid at their normal salary rate for their unused vacation.
13. Accumulated vacation leave cannot be transferred from one employee to another employee.
14. Personnel requesting vacation on a day-to-day basis must call in their request sixty (60) minutes prior to the start of the shift of the duty day requested.
15. The City shall have the right to deny eligibility for vacation leave on any day when four fire fighters are already scheduled for and taking vacation leave on that day, except as specified below:
  - Effective April 1, 2005, during thirteen (13) weeks of the vacation year (April 1 – March 31), chosen by the Union, there may be up to five fire fighters scheduled for vacation on each day. The Union must notify the City of its chosen weeks prior to the date of the first vacation request (March 15). Except for those thirteen (13) weeks, only four (4) fire fighters may take vacation on any day.
  - The City shall permit five fire fighters per day on vacation if any platoon exceeds 33 personnel.

d. Vacation Cancellation Policy

1. An individual who wishes to cancel a first or second round vacation pick must turn in a card requesting to cancel the approved time no less than thirty calendar days before the vacation was scheduled to begin. No time is to be considered canceled until the card bearer is so notified by the duty Battalion Chief. The Battalion Chief shall recontact the requesting party within two shift days concerning the disposition of the cancellation request.
2. If the time the individual wishes to cancel is part of a individual's first or second round vacation pick, no time in the middle of the time off approved may be canceled. The time requested to be canceled must be a series of consecutive days starting with either the first day of the vacation request moving toward the last request day OR starting with the last day of the requested time off moving backward toward the first day of the request.
3. Upon cancellation of the requested vacation days as noted above, any prior requests for the canceled vacation days may be granted as per the existing contract language.
4. No comp time shall be granted to the individual canceling the approved vacation time until those parties wishing to take the open vacation days have had the opportunity to do so. After those parties wishing to fill the open vacation days have had the opportunity to accept or decline the open vacation days made available by the cancellation, the individual who originally canceled the vacation time may request the use of compensatory time off subject to existing Department Policy regulations.
5. Casual vacation, open day use, may be canceled if no overtime has been scheduled AND the party wishing to cancel the vacation day in question makes the request no less than 72 hours PRIOR to the day in question.

EXAMPLE: An individual working Wednesday who wishes to cancel the upcoming Saturday must notify the duty Battalion Chief of the request to cancel Saturday no later than 0700 hours the previous Wednesday or the day in question MAY NOT BE CANCELED.



## 50. CODE DAYS

Up to three individuals, dependent on scheduling, may be on code each day. If there are any additional code day slots available on a particular day, fire fighters may use those available slots to take comp or vacation time.

## 51. PERSONAL LEAVE DAYS

Personnel of the Fire Department shall earn personal leave days as follows:

24-Hour Platoon Personnel	One (1) Twenty-Four (24) Hour Day
40-Hour Personnel	Two (2) Ten (10) Hour Days

This time shall be added to the individual's compensatory time as of July 1 of each year and shall not be deducted from sick leave.

## 52. CLOTHING ALLOWANCE

- a. Forty hour personnel shall receive a clothing allowance of \$700.00. Effective July 1, 2008, the clothing allowance will increase to \$950.00 annually. The clothing allowance will be subject to all applicable federal, state and/or local taxes to be reflected on the employee's W-2.
- b. Platoon personnel shall receive a clothing allowance of \$650. Effective July 1, 2008, the clothing allowance will increase to \$900.00 annually. The clothing allowance will be subject to all applicable federal, state, and/or local taxes, to be reflected on the employee's W-2. The employer shall furnish all required protective clothing (including uniform hat, badge, and helmet) to a new employee.
- c. Clothing allowance payment for (a) and (b) shall be the first payday in July. In addition, a one time payment of \$500 will be made to all personnel upon the ratification of this collective bargaining agreement (April 16, 2007). This amount will be subject to all applicable federal, state, and/or local taxes, to be reflected on the employee's W-2.
- d. All employees shall furnish their own sheets, pillow case(s), and bath towel(s).

## 53. HOSPITALIZATION, DENTAL, OPTICAL

### a. Health Coverage

1. After three (3) months of employment, the City will provide health care coverage under a preferred provider organization program (the "PPO plan") administered by Blue Cross-Blue Shield of Michigan, or similar third party administrator. Plan benefit provisions shall become effective may 1, 2007. Employees may elect coverage under the PPO plan for which they shall pay no monthly premium contributions. Plan provisions are outlined in Appendix M to this agreement.
2. An employee may elect to purchase benefits at their own cost during the first three (3) months of employment. The City provides health coverage to newly hired permanent employees once they have successfully completed the first three (3) months of employment. At the end of the three (3) month period, the city will assume full cost for the plan as described in the paragraph above, for single, two-person or family coverage, including spouse, domestic partners as defined by city ordinance and to the extent permitted by law, or dependent children as defined in the health care plan (until the end of the calendar year in which they reach the age of 19 or 25). An employee shall not be able to change such election until the next open enrollment, or unless the employee has a change in family status. Employees transferring into this bargaining unit who, during the course of employment with the City, have served the probationary period and are currently receiving health care benefits through the City will continue with uninterrupted benefit coverage.
3. The City of Ann Arbor shall provide to all bargaining unit members retiring on or after May 1, 2007 (including spouse, domestic partners as defined by City ordinance and to the extent permitted by law, or dependent children as defined in the health care plan (until the end of the calendar year in which they reach the age of 19 or 25) as long as the retiree remains the subscriber), the level of coverage under the PPO plan as received by active employees as of the date of retirement, unless otherwise provided herein. This benefit provision also applies to surviving spouses, domestic partners and eligible dependent children as defined in the health care plan (until the end of the calendar year in which they reach the age of 19 or 25) of deceased retirees.

Employees who defer retirement are not eligible to receive health care coverage.

4. Retirees are required to have both Medicare Part A and Part B. The Medicare part b premium remains the responsibility of the retiree. If the retiree has not earned enough credit to qualify for unpaid Medicare Part A, or does not otherwise qualify for such coverage through their spouse, the retiree will continue with regular PPO plan coverage.

5. If an employee retires and assumes employment elsewhere and that employer provides health coverage to its employees which does not substantially differ from that offered by the City of Ann Arbor, the City's obligation to provide health coverage shall cease. If there is a disagreement between the retiree and the City relative to the definition of "substantially different", a panel consisting of the director of human resources services and labor relations, or his/her designee, the union president, or his/her designee, and a third party agreed to by the first two shall determine if a retiree shall remain in the City's plan. However, should the retiree lose such coverage from the other employer, the retiree may elect to reenroll under the City's health coverage. Such coverage shall be restored and recommence immediately following the production of such proof-of-loss. The City shall not prohibit a retiree from re-entering the city's health coverage for any reason upon loss of coverage from another program, and, further, the health coverage benefits provided upon return to City coverage will be the same as which the employee was entitled to upon retirement.
6. Under specified conditions set forth in Appendix E, employees shall be able to waive their City health insurance coverage and receive up to \$2,000 per year, payable quarterly. The City reserves the right to amend or terminate the program at any time during open enrollment to be effective as of the upcoming July 1.
7. Effective upon ratification, the City shall establish a health reimbursement account (HRA) on behalf of each employee with three (3) or more months of employment, and for newly hired employees will establish such an account after three (3) months of employment. The amount of City contribution to the employee's HRA for the year beginning May 1, 2007, is \$750, and for the fiscal year beginning July 1, 2008, is \$500. The amount of city contribution for newly hired employees will be prorated by months of service during the first fiscal year of employment. Unused amounts in this account may be carried forward each year. An employee who retires and begins to receive pension benefit payments from the City's defined benefit pension plan will be able to access unused funds, but no new contributions will be made to any retiree's HRA. An employee who otherwise separates from City employment for any reason will forfeit any unused funds. An employee who waives coverage and receives payments under the City's health care waiver program or who is married to another City employee or retiree and is a covered dependent under such employee's or retiree's health care coverage shall not have contributions made to such HRA for that plan year. HRAs are non-interest bearing accounts.
8. Effective upon ratification, the City shall pay a \$500 health performance recognition award to each member with three (3) or more months of employment. The employee may elect to have such \$500 paid in cash (subject

to all applicable taxes) or made available in the employee's HRA. Employees who waive coverage under the medical plan may elect to have the \$500 health performance recognition award made available in the HRA.

b. Dental Coverage

After three (3) months of employment, employees, their spouse, domestic partner (to the extent permitted by law) and eligible dependents under age 19 (or eligible dependent children over the age of 19, as defined in the dental plan, until the date on which they no longer meet such eligibility requirements or reach the age of 25) shall be provided a "75% (Class I and II) 50% (Class III and IV)" Delta Dental Plan or its satisfactory equivalent with a maximum benefit of \$2,000 per year per person (for Class I, II and III benefits). The City shall also provide orthodontics coverage providing for a 50% copayment for covered employees' dependent children up to their 19<sup>th</sup> birthday, with a \$2,000 lifetime maximum benefit per person. Benefits will be paid after attainment of age 19 for continuing orthodontic treatment that began prior to attainment of age 19.

c. Vision Coverage

After three (3) months of employment, employees, their spouse, domestic partner to the extent permitted by law and eligible dependents under age 19 (or dependent children as defined in the vision plan until the date on which they no longer meet such eligibility requirements or reach the age of 19 or 25) shall be provided vision coverage through Mutual Eye Claims Audits, Inc. or its satisfactory equivalent. The maximum benefit is \$50 for the vision examination and \$200 for covered expenses per person every 24 months for covered individuals over age 19, and every 12 months for covered individuals under the age of 19. Covered expenses include lenses, frames, and contact lenses. If a covered individual's existing prescription changes requiring the dispensing of new lenses within the 12- or 24-month period, the cost of the new lenses only will be covered up to the \$200 maximum benefit limit.

#### 54. LIFE INSURANCE COVERAGE

- a. The employer agrees to pay the entire premium cost of \$40,000 of life insurance on all permanent employees who have completed their probationary period. The employer further agrees to pay the entire cost of \$10,000 of life insurance coverage for retiring employees, employees who have completed fifteen (15) or more years with the City and are retiring on a City pension. Provided, however, that employees taking a deferred retirement do not receive this benefit.
- b. Employees may elect optional life insurance in an amount equal to two times' their annual base pay. The City will pay one-half and the employee will pay one-half the amount of the monthly premium. Employees may elect this coverage within thirty (30) days of completion of the probationary period without providing evidence of insurability. If not elected when first eligible, an employee may apply for optional life insurance coverage at any time, but must provide evidence of insurability. Monthly premiums will be paid on an after-tax basis through payroll deduction. Retiring or terminating employees may elect to continue coverage by contacting the life insurance company and paying directly to it the entire cost of the additional coverage desired.
- c. Employees may elect optional dependent life insurance as follows:

<u>Dependent</u>	<u>Amount</u>
Spouse, Domestic Partner*	\$ 6,000
Children	
Birth To Age Six Months	\$ 400
Age Six Month To Age 19	\$ 4,000
Full-Time Students Age 19-25	\$ 4,000

\* To The Extent Permitted By Law

The employee will pay the total amount of the monthly premium. Employees may elect this coverage on behalf of a dependent within thirty (30) days of completion of the probationary period or of first becoming an eligible dependent without providing evidence of insurability. If not elected when first eligible, an employee may apply for optional dependent life insurance coverage on behalf of a dependent at any time, but must provide evidence of insurability. Monthly premiums will be paid on an after-tax basis through payroll deduction. Retiring or terminating employees may elect to continue coverage by contacting the life insurance company and paying directly to it the entire cost of the optional dependent life insurance coverage desired.

- d. Beginning July 1, 2005, the employer agrees to pay the entire premium cost of \$40,000 of accidental death and dismemberment coverage for all permanent employees who have completed their probationary period. Accidental death and dismemberment coverage applies only to active employees and does not apply to retirees.



## 55. PENSIONS

Retirement benefits shall be in accordance with the applicable terms of Chapter 18 of the Ann Arbor City Code in effect as of the date of this agreement except for the changes specifically provided for in this agreement. For employees not on the Fire Department payroll as of July 1, 1982, compensatory payout, vacation payout, and sick leave payout at retirement will not be included in final average compensation. (See Appendix F)

By participating in the City of Ann Arbor, I.C.M.A. 457 Deferred Compensation Savings Plan the City shall contribute, for each bargaining unit employee who is participating in and contributing a minimum of \$25 per pay period to I.C.M.A. Plan, a \$20 per pay period match into the I.C.M.A. 457 Deferred Compensation Savings Plan.

Effective July 1, 2001, employees defined as “non-covered” (“sworn”) in Chapter 18 of the Ann Arbor City Code, shall be entitled to full retirement without age requirement when 25 years of credited service is acquired or at age 55 with at least 5 years of service. Early retirement shall be allowed at age 50 with 20 years of service. The early retirement reduction shall be .33% for each month between the date of retirement and the date at which voluntary retirement age is attained.

Effective July 1, 2001, Fire Department employees defined as “covered” (“non-sworn”) in Chapter 18 of the Ann Arbor City Code, shall be entitled to full retirement at age 50 with 25 years of service, or age 60 with at least 5 years of service. Early retirement shall be allowed at age 50 with 20 or more years of service. The early retirement reduction shall be .33% for each month between the date of retirement and the date at which voluntary retirement age is attained.

## 56. DEPARTMENT RULES AND REGULATIONS

The City retains the right to make reasonable modifications or amendments of work rules, and to adopt reasonable new work rules, but no modifications shall be made, and no such new work rules shall be adopted without prior written notice to the Union. For thirty (30) calendar days after such written notice, the Union shall have the right to discuss the work rules and provide input to the City if it so desires.

In the event an agreement on the work rules is not reached through this discussion, and the Union contends that any such work rule or amendment or modification is unreasonable, it may file a grievance.

In the event a grievance is filed by the Union, the grievance will automatically move to arbitration. If the Union does not file a grievance within seven (7) calendar days after the expiration of the 30-day discussion period, the matter shall be closed and the modification or new work rule will become effective. In the event the union grieves the reasonableness of the work rule, the City shall not implement the new work rule or modification of the existing work rule until expedited arbitration is completed and the arbitrator has issued a decision. Furthermore, if modifications, amendments, or new work rules are proposed and are inconsistent with the existing contractual language, the existing contractual language shall supercede any proposed modification, amendment, or new work rule.

The Union and the City will agree to a list of five (5) arbitrators to hear matters related to the reasonableness of work rules. The arbitrator will be selected by lot from this list until an arbitrator who is able to conduct the hearing within sixty (60) days is found. The arbitration hearing must be concluded within sixty (60) days of the conclusion of the negotiation period and the arbitrator must render a decision within thirty (30) calendar days thereafter. Transcripts of the hearing will be permitted, although each party must arrange to have the transcript expedited so as not to delay the process. The parties may file briefs but briefs must be filed within fourteen (14) days of the close of the hearing.

## 57. LIGHT DUTY ASSIGNMENT

Light duty, i.e., those duties normally performed by Fire Department employees shall be provided for those employees who incur a work related injury or illness and who are unable to carry out regular fire fighting duties. The Fire Chief, at his or her discretion, may accommodate a non-ADA (Americans with Disabilities Act) qualified, non-duty related injury or illness with a light duty assignment. The employee shall be compensated at his existing annual salary.

## 58. SALARY SCHEDULE

Effective upon ratification, each currently employed, active member will receive:

A cash payment equal to 2.5% of his or her base wage as of the ratification date. New hires since July 1, 2006, will receive a prorated cash payment.

A one-time \$500 health performance recognition award which will be deposited into the member's HRA for year 2006/2007 claims cost, or the member may elect to receive a cash payment.

A 2.75% wage increase. (See Appendix A)

Effective July 1, 2008, each currently employed, active member will receive:

A 2.5% wage increase, or, if IAFF health care costs remain less than \$9,500 per employee per year (for plan year 7/1/07 to 6/30/08), a 3.5% wage increase. (See Appendix C and D)

## 59. LONGEVITY PAY

Employees of the Ann Arbor Fire Department shall receive, upon the attainment of seven (7) years of continuous service (employment), a longevity bonus payment of \$500.00. This longevity bonus payment will be an annual payment to all eligible employees following each employee's additional one (1) year of continuous employment.

The longevity bonus pay will be paid to each eligible employee during the month following the employee's employment anniversary (service) date.

## 60. RESIDENCY REQUIREMENT

Fire Department Personnel will not be subject to a residency requirement.

## 61. EMERGENCY MEDICAL TECHNICIAN ALLOWANCE

- a. Employees with one year of service who have a state of Michigan EMT license on file with the city on January 1 of each year will receive a \$600 payment on or before January 20 of such year. There will be no pro-rata payment for licensing obtained at any other time during the year.
- b. All personnel hired after July 1, 1989 shall acquire and maintain the required state of Michigan license for emergency medical technician (E.M.T.) during the first year of their employment as a condition of continued employment. Employees who fail the initial certification and licensure testing process or the re-licensure testing process shall be afforded one additional opportunity to pass the test.
- c. Employees assigned to the Haz Mat Team shall receive an annual specialty allowance of \$600 paid on or before January 20<sup>th</sup> of each year.
- d. Employees assigned to the Technical Rescue Team shall receive an annual specialty allowance of \$600 paid on or before January 20<sup>th</sup> of each year.
- e. If the City of Ann Arbor Fire Department upgrades the EMS service to paramedic service, employees with a State of Michigan paramedic license shall receive an additional annual payment of \$ 1,000 paid on or before January 20 of each year.
- f. If an employee ceases to be a member of one of the Teams specified in this Article, but remains employed by the city, he/she will pay back a pro-rata share of the specialty allowance paid for that year, in \$50.00 per pay increments. If an employee ceases to be a member of one of the Teams specified in this Article, by reason of resignation or termination, he/she will pay back a pro-rata share of the specialty allowance paid for that year, from his/her last paycheck.

62. CLASSIFICATIONS – See Appendix J



63. UNIFORM STANDARDS – See Appendix K

#### 64. INDEMNIFICATION POLICY

The City will indemnify and defend all employees in the Fire Department in regard to claims for civil liability arising out of the employees conduct while on duty with the City. However, the City may decline to provide indemnification and defense if the incident-giving rise to the claim results in criminal charges or discipline against the employee and those charges or discipline are upheld.

Defense of the employee must be requested as soon as the employee is served with process. If the City provides the defense, it may do so through the City Attorney's office or through such other attorneys as the City may choose.

Indemnification of the employee shall be conditioned upon the employee's full cooperation and assistance in the defense of the claim. If, in the course of the civil action, it clearly appears that the employee has not been truthful in reporting the event in question, the City may alter its determination regarding indemnification.

## 65. WAGE OVERPAYMENT

It is agreed that the City shall be conclusively construed to have an employee's voluntary authorization to deduct from such employee's pay all monies owed to the City by wage overpayment. Provided, however, the City agrees to deduct no more than \$50 net per paycheck until the overpayment is repaid in full. Should the employee leave city employment prior to full repayment of the amount owing, the city shall be authorized to deduct the entire balance from the employee's final paycheck.

## 66. SAVINGS

If during the life of this agreement, any of the provisions contained herein are held to be invalid by operation of law or by any tribunal of competent jurisdiction or, if compliance with or enforcement of any provision should be restrained by such tribunal pending a final determination as to its validity, the remainder of this agreement shall not be affected thereby. In the event any provisions herein contained are so rendered invalid, upon written request by either party hereto, the Employer and the Union shall enter into collective bargaining for the purpose of negotiating a mutually satisfactory replacement for such provisions.

## 67. JOINT LABOR MANAGEMENT TEAM

The Union and the City shall establish a labor management team for the purpose of discussing and making recommendations for long range planning, department policy, health and safety issues, major capital expenditures and operational issues.

The labor management team shall consist of eight (8) members, including four (4) employee labor representatives designated by the union and four (4) employee management representatives designated by the City Administrator. Labor representatives will include a member of the Executive Board of Local 693, as well as one individual from each of the three shifts. Management representatives will include the Fire Chief, Safety Services Administrator, and two other City selected management representatives.

The joint labor management team will meet on a quarterly basis. Either party may call a special meeting of the joint labor management team no more than once a month provided a minimum of 72 hours notice is given. By agreement of both parties, any joint labor management team meeting may be cancelled.

The labor management team is recognized as a function of the Fire Department. Off duty personnel will be compensated at one and one-half (1 1/2) times their straight time rate for any authorized team activity. Personnel who are on duty for a joint labor management team meeting will be provided Union leave from respective duties in order to prepare for the meeting and Administrative Leave to attend the scheduled meeting.

## 68. DURATION

This Agreement, shall be effective on July 1, 2006, and shall remain in full force and effect through and including June 30, 2009. In the event that negotiations for a new Agreement extend beyond the said expiration date of this Agreement, the terms and provisions of this Agreement shall remain in full force and effect pending ratification of a new Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written. The parties agree that the execution of the bargaining agreement for the years 2006-2009 is without impact, precedent, or effect upon current grievances.

CITY OF ANN ARBOR:

INTERNATIONAL FIRE FIGHTERS  
ASSOCIATION:

\_\_\_\_\_  
John Hieftje, Mayor

\_\_\_\_\_  
Mark Edman, Union President

\_\_\_\_\_  
Jacqueline M. Beaudry, City Clerk

\_\_\_\_\_  
Matt Schroeder, Vice President

\_\_\_\_\_  
Roger W. Fraser, City Administrator

\_\_\_\_\_  
Kristopher Lussenden, Union Chief  
Steward

Approved As To Form:

\_\_\_\_\_  
Stephen K. Postema, City Attorney

APPENDIX A (BASIC WAGE SCHEDULE EFFECTIVE JULY 1, 2006)

FIREFIGHTERS												
Salary Schedule July 01, 2006												
			Union Approved / /				HR Approval / /					
Grade	Position	Hours	Post 92-1 Minimum Rate	Post 92-2 1-Year Service	Post 92-3 2-Years Service	Post 92-4 3-Years Service	Post 92-5 4-Years Service	Post 92-6 5-Years Service	S-7 7-Years Service	S-8 12-Years Service	S-9 18-Years Service	
312-000	Firefighter	131820	50.40	\$43,585.26	\$45,980.45	\$48,372.69	\$50,767.87	\$53,160.09	\$55,552.34	\$56,935.75	\$58,316.24	\$59,693.75
				\$1,676.36	\$1,768.48	\$1,860.49	\$1,952.61	\$2,044.62	\$2,136.63	\$2,189.84	\$2,242.93	\$2,295.91
				\$16.631	\$17.544	\$18.457	\$19.371	\$20.284	\$21.197	\$21.725	\$22.251	\$22.777
312-040	Firefighter Light Duty	131840	40.00	\$43,585.26	\$45,980.45	\$48,372.69	\$50,767.87	\$53,160.09	\$55,552.34	\$56,935.75	\$58,316.24	\$59,693.75
				\$1,676.36	\$1,768.48	\$1,860.49	\$1,952.61	\$2,044.62	\$2,136.63	\$2,189.84	\$2,242.93	\$2,295.91
				\$20.954	\$22.106	\$23.256	\$24.408	\$25.558	\$26.708	\$27.373	\$28.037	\$28.699
313-000	Driver/Operator	131660	50.40	\$0.00	\$0.00	\$0.00	\$53,201.38	\$55,708.66	\$58,215.93	\$59,599.36	\$60,979.84	\$62,357.35
				\$0.00	\$0.00	\$0.00	\$2,046.21	\$2,142.64	\$2,239.07	\$2,292.28	\$2,345.38	\$2,398.36
					\$0.000	\$0.000	\$20.300	\$21.256	\$22.213	\$22.741	\$23.268	\$23.793
313-000	Driver/Operator Light Duty	131640	40.00	\$0.00	\$0.00	\$0.00	\$53,201.38	\$55,708.66	\$58,215.93	\$59,599.36	\$60,979.84	\$62,357.35
				\$0.00	\$0.00	\$0.00	\$2,046.21	\$2,142.64	\$2,239.07	\$2,292.28	\$2,345.38	\$2,398.36
							\$25.578	\$26.783	\$27.988	\$28.654	\$29.317	\$29.979
314-000	Lieutenant	131710	50.40	\$0.00	\$0.00	\$0.00	\$55,635.37	\$58,258.54	\$60,879.54	\$62,262.97	\$63,643.44	\$65,020.97
				\$0.00	\$0.00	\$0.00	\$2,139.82	\$2,240.71	\$2,341.52	\$2,394.73	\$2,447.82	\$2,500.81
					\$0.000	\$0.000	\$21.228	\$22.229	\$23.229	\$23.757	\$24.284	\$24.810
314-000	Lieutenant/Light Duty	131650	40.00	\$0.00	\$0.00	\$0.00	\$55,635.37	\$58,258.54	\$60,879.54	\$62,262.97	\$63,643.44	\$65,020.97
	Public Educ Officer	131670		\$0.00	\$0.00	\$0.00	\$2,139.82	\$2,240.71	\$2,341.52	\$2,394.73	\$2,447.82	\$2,500.81
							\$26.748	\$28.009	\$29.269	\$29.934	\$30.598	\$31.260
305-000	Asst Mechanic	131700	40.00	\$0.00	\$0.00	\$0.00	\$58,363.42	\$61,115.53	\$63,867.63	\$65,168.46	\$66,548.94	\$67,929.41
	Inspector	131720		\$0.00	\$0.00	\$0.00	\$2,244.75	\$2,350.60	\$2,456.45	\$2,506.48	\$2,559.57	\$2,612.67
	Asst Trng Ofcr/Ems Coord	131810					\$28.059	\$29.382	\$30.706	\$31.331	\$31.995	\$32.658
315-000	Captain	131770	50.40	\$0.00	\$0.00	\$0.00	\$58,363.42	\$61,115.53	\$63,867.63	\$65,168.46	\$66,548.94	\$67,929.41
				\$0.00	\$0.00	\$0.00	\$2,244.75	\$2,350.60	\$2,456.45	\$2,506.48	\$2,559.57	\$2,612.67
							\$22.269	\$23.319	\$24.370	\$24.866	\$25.393	\$25.919
306-000	Master Mechanic	131730	40.00	\$0.00	\$0.00	\$0.00	\$61,906.04	\$64,298.29	\$66,690.52	\$68,073.95	\$69,454.42	\$70,831.96
	Batt Chief/Tr Ofcr/Lt Duty	131850		\$0.00	\$0.00	\$0.00	\$2,381.00	\$2,473.01	\$2,565.02	\$2,618.23	\$2,671.32	\$2,724.31
							\$29.763	\$30.913	\$32.063	\$32.728	\$33.392	\$34.054
316-000	Battalion Chief	131740	50.40	\$0.00	\$0.00	\$0.00	\$61,906.04	\$64,298.29	\$66,690.52	\$68,073.95	\$69,454.42	\$70,831.96
				\$0.00	\$0.00	\$0.00	\$2,381.00	\$2,473.01	\$2,565.02	\$2,618.23	\$2,671.32	\$2,724.31
							\$23.621	\$24.534	\$25.447	\$25.974	\$26.501	\$27.027
307-000	Fire Marshal	131750	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$72,451.08	\$73,829.96	\$75,213.53
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,786.58	\$2,839.61	\$2,892.83
										\$34.832	\$35.495	\$36.160
308-000	Asst Chief	131760	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74,479.26	\$75,861.99	\$77,243.21	\$78,624.44
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,864.59	\$2,917.77	\$2,970.89	\$3,024.02
									\$35.807	\$36.472	\$37.136	\$37.800



APPENDIX A (ASSOC DEGREE WAGE SCHEDULE EFFECTIVE JULY 1, 2006)

FIREFIGHTERS with Associates Degree											
Salary Schedule July 01, 2006											
Union Approved / /			HR Approval / /								
Grade	Position	Hours	Post 92-1 Minimum Rate	Post 92-2 1-Year Service	Post 92-3 2-Years Service	Post 92-4 3-Years Service	Post 92-5 4-Years Service	Post 92-6 5-Years Service	S-7 7-Years Service	S-8 12-Years Service	S-9 18-Years Service
312-000			\$44,239.04	\$46,670.16	\$49,098.28	\$51,529.39	\$53,957.49	\$56,385.63	\$57,789.79	\$59,190.98	\$60,589.16
Firefighter	131821	50.40	\$1,701.50	\$1,795.01	\$1,888.40	\$1,981.90	\$2,075.29	\$2,168.68	\$2,222.68	\$2,276.58	\$2,330.35
			\$16.880	\$17.808	\$18.734	\$19.662	\$20.588	\$21.515	\$22.050	\$22.585	\$23.119
312-040			\$44,239.04	\$46,670.16	\$49,098.28	\$51,529.39	\$53,957.49	\$56,385.63	\$57,789.79	\$59,190.98	\$60,589.16
Firefighter Light Duty	131841	40.00	\$1,701.50	\$1,795.01	\$1,888.40	\$1,981.90	\$2,075.29	\$2,168.68	\$2,222.68	\$2,276.58	\$2,330.35
			\$21.269	\$22.438	\$23.605	\$24.774	\$25.941	\$27.108	\$27.784	\$28.457	\$29.129
313-000			\$0.00	\$0.00	\$0.00	\$53,999.40	\$56,544.29	\$59,089.17	\$60,493.35	\$61,894.54	\$63,292.71
Driver/Operator	131661	50.40	\$0.00	\$0.00	\$0.00	\$2,076.90	\$2,174.78	\$2,272.66	\$2,326.67	\$2,380.56	\$2,434.34
				\$0.000	\$0.000	\$20.604	\$21.575	\$22.546	\$23.082	\$23.617	\$24.150
313-000			\$0.00	\$0.00	\$0.00	\$53,999.40	\$56,544.29	\$59,089.17	\$60,493.35	\$61,894.54	\$63,292.71
Driver/Operator Light Duty	131641	40.00	\$0.00	\$0.00	\$0.00	\$2,076.90	\$2,174.78	\$2,272.66	\$2,326.67	\$2,380.56	\$2,434.34
						\$25.961	\$27.185	\$28.408	\$29.083	\$29.757	\$30.429
314-000			\$0.00	\$0.00	\$0.00	\$56,469.90	\$59,132.42	\$61,792.73	\$63,196.91	\$64,598.09	\$65,996.28
Lieutenant	131711	50.40	\$0.00	\$0.00	\$0.00	\$2,171.92	\$2,274.32	\$2,376.64	\$2,430.65	\$2,484.54	\$2,538.32
				\$0.000	\$0.000	\$21.547	\$22.563	\$23.578	\$24.114	\$24.648	\$25.182
314-000			\$0.00	\$0.00	\$0.00	\$56,469.90	\$59,132.42	\$61,792.73	\$63,196.91	\$64,598.09	\$65,996.28
Lieutenant Light Duty	131651	40.00	\$0.00	\$0.00	\$0.00	\$2,171.92	\$2,274.32	\$2,376.64	\$2,430.65	\$2,484.54	\$2,538.32
Public Educ Officer	131671					\$27.149	\$28.429	\$29.708	\$30.383	\$31.057	\$31.729
305-000			\$0.00	\$0.00	\$0.00	\$59,238.87	\$62,032.26	\$64,825.64	\$66,145.99	\$67,547.17	\$68,948.35
Asst Mechanic	131701	40.00	\$0.00	\$0.00	\$0.00	\$2,278.42	\$2,385.86	\$2,493.29	\$2,544.08	\$2,597.97	\$2,651.86
Inspector	131721					\$28.480	\$29.823	\$31.166	\$31.801	\$32.475	\$33.148
Asst Trng Ofcr/Ems Coord	131811										
315-000			\$0.00	\$0.00	\$0.00	\$59,238.87	\$62,032.26	\$64,825.64	\$66,145.99	\$67,547.17	\$68,948.35
Captain	131771	50.40	\$0.00	\$0.00	\$0.00	\$2,278.42	\$2,385.86	\$2,493.29	\$2,544.08	\$2,597.97	\$2,651.86
						\$22.603	\$23.669	\$24.735	\$25.239	\$25.773	\$26.308
306-000			\$0.00	\$0.00	\$0.00	\$62,834.63	\$65,262.76	\$67,690.88	\$69,095.06	\$70,496.24	\$71,894.44
Master Mechanic	131731	40.00	\$0.00	\$0.00	\$0.00	\$2,416.72	\$2,510.11	\$2,603.50	\$2,657.50	\$2,711.39	\$2,765.17
Batt Chief/Tr Ofcr/Lt Duty	131851					\$30.209	\$31.376	\$32.544	\$33.219	\$33.892	\$34.565
316-000			\$0.00	\$0.00	\$0.00	\$62,834.63	\$65,262.76	\$67,690.88	\$69,095.06	\$70,496.24	\$71,894.44
Battalion Chief	131741	50.40	\$0.00	\$0.00	\$0.00	\$2,416.72	\$2,510.11	\$2,603.50	\$2,657.50	\$2,711.39	\$2,765.17
						\$23.975	\$24.902	\$25.828	\$26.364	\$26.899	\$27.432
307-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,537.85	\$74,937.41	\$76,341.73
Fire Marshall	131751	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,828.38	\$2,882.21	\$2,936.22
									\$35.355	\$36.028	\$36.703
308-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,596.45	\$76,999.92	\$78,401.86	\$79,803.81
Asst Chief	131761	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,907.56	\$2,961.54	\$3,015.46	\$3,069.38
								\$36.344	\$37.019	\$37.693	\$38.367

APPENDIX A (BACH DEGREE WAGE SCHEDULE EFFECTIVE JULY 1, 2006)

FIREFIGHTERS with Bachelors Degree											
Salary Schedule July 01, 2006											
Union Approved			HR Approval								
Grade	Position	Hours	Post 92-1 Minimum Rate	Post 92-2 1-Year Service	Post 92-3 2-Years Service	Post 92-4 3-Years Service	Post 92-5 4-Years Service	Post 92-6 5-Years Service	S-7 7-Years Service	S-8 12-Years Service	S-9 18-Years Service
312-000			\$44,892.82	\$47,359.86	\$49,823.87	\$52,290.91	\$54,754.89	\$57,218.91	\$58,643.82	\$60,065.73	\$61,484.56
Firefighter	131822	50.40	\$1,726.65	\$1,821.53	\$1,916.30	\$2,011.19	\$2,105.96	\$2,200.73	\$2,255.53	\$2,310.22	\$2,364.79
			\$17.129	\$18.071	\$19.011	\$19.952	\$20.892	\$21.833	\$22.376	\$22.919	\$23.460
312-040			\$44,892.82	\$47,359.86	\$49,823.87	\$52,290.91	\$54,754.89	\$57,218.91	\$58,643.82	\$60,065.73	\$61,484.56
Firefighter Light Duty	131842	40.00	\$1,726.65	\$1,821.53	\$1,916.30	\$2,011.19	\$2,105.96	\$2,200.73	\$2,255.53	\$2,310.22	\$2,364.79
			\$21.583	\$22.769	\$23.954	\$25.140	\$26.324	\$27.509	\$28.194	\$28.878	\$29.560
313-000			\$0.00	\$0.00	\$0.00	\$54,797.42	\$57,379.92	\$59,962.41	\$61,387.34	\$62,809.24	\$64,228.07
Driver/Operator	131662	50.40	\$0.00	\$0.00	\$0.00	\$2,107.59	\$2,206.92	\$2,306.25	\$2,361.05	\$2,415.74	\$2,470.31
				\$0.000	\$0.000	\$20.909	\$21.894	\$22.879	\$23.423	\$23.966	\$24.507
313-000			\$0.00	\$0.00	\$0.00	\$54,797.42	\$57,379.92	\$59,962.41	\$61,387.34	\$62,809.24	\$64,228.07
Driver/Operator Light Duty	131642	40.00	\$0.00	\$0.00	\$0.00	\$2,107.59	\$2,206.92	\$2,306.25	\$2,361.05	\$2,415.74	\$2,470.31
						\$26.345	\$27.586	\$28.828	\$29.513	\$30.197	\$30.879
314-000			\$0.00	\$0.00	\$0.00	\$57,304.43	\$60,006.30	\$62,705.93	\$64,130.86	\$65,552.74	\$66,971.60
Lieutenant	131712	50.40	\$0.00	\$0.00	\$0.00	\$2,204.02	\$2,307.93	\$2,411.77	\$2,466.57	\$2,521.26	\$2,575.83
				\$0.000	\$0.000	\$21.865	\$22.896	\$23.926	\$24.470	\$25.012	\$25.554
314-000			\$0.00	\$0.00	\$0.00	\$57,304.43	\$60,006.30	\$62,705.93	\$64,130.86	\$65,552.74	\$66,971.60
Lieutenant/Light Duty	131652	40.00	\$0.00	\$0.00	\$0.00	\$2,204.02	\$2,307.93	\$2,411.77	\$2,466.57	\$2,521.26	\$2,575.83
Public Educ Officer	131672					\$27.550	\$28.849	\$30.147	\$30.832	\$31.516	\$32.198
305-000			\$0.00	\$0.00	\$0.00	\$60,114.32	\$62,949.00	\$65,783.66	\$67,123.51	\$68,545.41	\$69,967.29
Asst Mechanic	131702	40.00	\$0.00	\$0.00	\$0.00	\$2,312.09	\$2,421.12	\$2,530.14	\$2,581.67	\$2,636.36	\$2,691.05
Inspector	131722					\$28.901	\$30.264	\$31.627	\$32.271	\$32.955	\$33.638
Asst Trng Ofcr/Ems Coord	131812										
315-000			\$0.00	\$0.00	\$0.00	\$60,114.32	\$62,949.00	\$65,783.66	\$67,123.51	\$68,545.41	\$69,967.29
Captain	131772	50.40	\$0.00	\$0.00	\$0.00	\$2,312.09	\$2,421.12	\$2,530.14	\$2,581.67	\$2,636.36	\$2,691.05
						\$22.937	\$24.019	\$25.101	\$25.612	\$26.154	\$26.697
306-000			\$0.00	\$0.00	\$0.00	\$63,763.22	\$66,227.24	\$68,691.24	\$70,116.17	\$71,538.05	\$72,956.92
Master Mechanic	131732	40.00	\$0.00	\$0.00	\$0.00	\$2,452.43	\$2,547.20	\$2,641.97	\$2,696.78	\$2,751.46	\$2,806.04
Batt Chief/Tr Ofcr/Lt Duty	131852					\$30.655	\$31.840	\$33.025	\$33.710	\$34.393	\$35.075
316-000			\$0.00	\$0.00	\$0.00	\$63,763.22	\$66,227.24	\$68,691.24	\$70,116.17	\$71,538.05	\$72,956.92
Battalion Chief	131742	50.40	\$0.00	\$0.00	\$0.00	\$2,452.43	\$2,547.20	\$2,641.97	\$2,696.78	\$2,751.46	\$2,806.04
						\$24.330	\$25.270	\$26.210	\$26.754	\$27.296	\$27.838
307-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74,624.61	\$76,044.86	\$77,469.94
Fire Marshall	131752	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,870.18	\$2,924.80	\$2,979.61
									\$35.877	\$36.560	\$37.245
308-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76,713.64	\$78,137.85	\$79,560.51	\$80,983.17
Asst Chief	131762	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,950.52	\$3,005.30	\$3,060.02	\$3,114.74
								\$36.882	\$37.566	\$38.250	\$38.934

APPENDIX B (BASIC WAGE SCHEDULE EFFECTIVE APRIL 17, 2007)

FIREFIGHTERS											
Salary Schedule April 17, 2007											
			Union Approved / /			HR Approval / /					
			Post 92-1	Post 92-2	Post 92-3	Post 92-4	Post 92-5	Post 92-6	S-7	S-8	S-9
Grade	Position	Hours	Minimum Rate	1-Year Service	2-Years Service	3-Years Service	4-Years Service	5-Years Service	7-Years Service	12-Years Service	18-Years Service
312-000			\$44,783.85	\$47,244.91	\$49,702.94	\$52,163.99	\$54,621.99	\$57,080.03	\$58,501.48	\$59,919.94	\$61,335.33
Firefighter	131820	50.40	\$1,722.46	\$1,817.11	\$1,911.65	\$2,006.31	\$2,100.85	\$2,195.39	\$2,250.06	\$2,304.61	\$2,359.05
			\$17.088	\$18.027	\$18.965	\$19.904	\$20.842	\$21.780	\$22.322	\$22.863	\$23.403
312-040			\$44,783.85	\$47,244.91	\$49,702.94	\$52,163.99	\$54,621.99	\$57,080.03	\$58,501.48	\$59,919.94	\$61,335.33
Firefighter Light Duty	131840	40.00	\$1,722.46	\$1,817.11	\$1,911.65	\$2,006.31	\$2,100.85	\$2,195.39	\$2,250.06	\$2,304.61	\$2,359.05
			\$21.531	\$22.714	\$23.896	\$25.079	\$26.261	\$27.442	\$28.126	\$28.808	\$29.488
313-000			\$0.00	\$49,512.06	\$52,085.80	\$54,664.42	\$57,240.65	\$59,816.87	\$61,238.34	\$62,656.79	\$64,072.18
Driver/Operator	131660	50.40	\$0.00	\$1,904.31	\$2,003.30	\$2,102.48	\$2,201.56	\$2,300.65	\$2,355.32	\$2,409.88	\$2,464.31
				\$18.892	\$19.874	\$20.858	\$21.841	\$22.824	\$23.366	\$23.908	\$24.448
313-000			\$0.00	\$0.00	\$0.00	\$54,664.42	\$57,240.65	\$59,816.87	\$61,238.34	\$62,656.79	\$64,072.18
Driver/Operator Light Duty	131640	40.00	\$0.00	\$0.00	\$0.00	\$2,102.48	\$2,201.56	\$2,300.65	\$2,355.32	\$2,409.88	\$2,464.31
						\$26.281	\$27.520	\$28.758	\$29.442	\$30.123	\$30.804
314-000			\$0.00	\$0.00	\$0.00	\$57,165.34	\$59,860.65	\$62,553.73	\$63,975.20	\$65,393.63	\$66,809.05
Lieutenant	131710	50.40	\$0.00	\$0.00	\$0.00	\$2,198.67	\$2,302.33	\$2,405.91	\$2,460.58	\$2,515.14	\$2,569.58
				\$0.000	\$0.000	\$21.812	\$22.841	\$23.868	\$24.411	\$24.952	\$25.492
314-000			\$0.00	\$0.00	\$0.00	\$57,165.34	\$59,860.65	\$62,553.73	\$63,975.20	\$65,393.63	\$66,809.05
Lieutenant/Light Duty	131650	40.00	\$0.00	\$0.00	\$0.00	\$2,198.67	\$2,302.33	\$2,405.91	\$2,460.58	\$2,515.14	\$2,569.58
Public Educ Officer	131670					\$27.483	\$28.779	\$30.074	\$30.757	\$31.439	\$32.120
305-000			\$0.00	\$0.00	\$0.00	\$59,968.41	\$62,796.21	\$65,623.99	\$66,960.59	\$68,379.04	\$69,797.47
Asst Mechanic	131700	40.00	\$0.00	\$0.00	\$0.00	\$2,306.48	\$2,415.24	\$2,524.00	\$2,575.41	\$2,629.96	\$2,684.52
Inspector	131720					\$28.831	\$30.190	\$31.550	\$32.193	\$32.875	\$33.556
Asst Trng Ofcr/Ems Coord	131810										
315-000			\$0.00	\$0.00	\$0.00	\$59,968.41	\$62,796.21	\$65,623.99	\$66,960.59	\$68,379.04	\$69,797.47
Captain	131770	50.40	\$0.00	\$0.00	\$0.00	\$2,306.48	\$2,415.24	\$2,524.00	\$2,575.41	\$2,629.96	\$2,684.52
						\$22.882	\$23.961	\$25.040	\$25.550	\$26.091	\$26.632
306-000			\$0.00	\$0.00	\$0.00	\$63,608.46	\$66,066.49	\$68,524.51	\$69,945.98	\$71,364.42	\$72,779.84
Master Mechanic	131730	40.00	\$0.00	\$0.00	\$0.00	\$2,446.48	\$2,541.02	\$2,635.56	\$2,690.23	\$2,744.79	\$2,799.22
Batt Chief/Tr Ofcr/Lt Duty	131850					\$30.581	\$31.763	\$32.944	\$33.628	\$34.310	\$34.990
316-000			\$0.00	\$0.00	\$0.00	\$63,608.46	\$66,066.49	\$68,524.51	\$69,945.98	\$71,364.42	\$72,779.84
Battalion Chief	131740	50.40	\$0.00	\$0.00	\$0.00	\$2,446.48	\$2,541.02	\$2,635.56	\$2,690.23	\$2,744.79	\$2,799.22
						\$24.271	\$25.209	\$26.146	\$26.689	\$27.230	\$27.770
307-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74,443.48	\$75,860.28	\$77,281.90
Fire Marshall	131750	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,863.21	\$2,917.70	\$2,972.38
									\$35.790	\$36.471	\$37.155
308-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76,527.44	\$77,948.19	\$79,367.40	\$80,786.61
Asst Chief	131760	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,943.36	\$2,998.01	\$3,052.59	\$3,107.18
								\$36.792	\$37.475	\$38.157	\$38.840

APPENDIX B (ASSOC DEGREE WAGE SCHEDULE EFFECTIVE APRIL 17, 2007)

FIREFIGHTERS with ASSOCIATES DEGREE						Salary Schedule April 17, 2007					
Union Approved			HR Approval								
Grade	Position	Hours	Post 92-1 Minimum Rate	Post 92-2 1-Year Service	Post 92-3 2-Years Service	Post 92-4 3-Years Service	Post 92-5 4-Years Service	Post 92-6 5-Years Service	S-7 7-Years Service	S-8 12-Years Service	S-9 18-Years Service
312-000			\$45,455.61	\$47,953.58	\$50,448.48	\$52,946.45	\$55,441.32	\$57,936.23	\$59,379.00	\$60,818.74	\$62,255.36
Firefighter	131821	50.40	\$1,748.29	\$1,844.37	\$1,940.33	\$2,036.40	\$2,132.36	\$2,228.32	\$2,283.81	\$2,339.18	\$2,394.44
			\$17.344	\$18.297	\$19.249	\$20.202	\$21.154	\$22.106	\$22.657	\$23.206	\$23.754
312-040			\$45,455.61	\$47,953.58	\$50,448.48	\$52,946.45	\$55,441.32	\$57,936.23	\$59,379.00	\$60,818.74	\$62,255.36
Firefighter Light Duty	131841	40.00	\$1,748.29	\$1,844.37	\$1,940.33	\$2,036.40	\$2,132.36	\$2,228.32	\$2,283.81	\$2,339.18	\$2,394.44
			\$21.854	\$23.055	\$24.254	\$25.455	\$26.654	\$27.854	\$28.548	\$29.240	\$29.930
313-000			\$0.00	\$50,253.84	\$52,866.84	\$55,484.39	\$58,099.26	\$60,714.12	\$62,156.92	\$63,596.64	\$65,033.26
Driver/Operator	131661	50.40	\$0.00	\$1,932.84	\$2,033.34	\$2,134.01	\$2,234.59	\$2,335.16	\$2,390.65	\$2,446.02	\$2,501.28
				\$19.175	\$20.172	\$21.171	\$22.169	\$23.166	\$23.717	\$24.266	\$24.814
313-000			\$0.00	\$0.00	\$0.00	\$55,484.39	\$58,099.26	\$60,714.12	\$62,156.92	\$63,596.64	\$65,033.26
Driver/Operator Light Duty	131641	40.00	\$0.00	\$0.00	\$0.00	\$2,134.01	\$2,234.59	\$2,335.16	\$2,390.65	\$2,446.02	\$2,501.28
						\$26.675	\$27.932	\$29.189	\$29.883	\$30.575	\$31.266
314-000			\$0.00	\$0.00	\$0.00	\$58,022.82	\$60,758.56	\$63,492.04	\$64,934.83	\$66,374.53	\$67,811.19
Lieutenant	131711	50.40	\$0.00	\$0.00	\$0.00	\$2,231.65	\$2,336.87	\$2,442.00	\$2,497.49	\$2,552.87	\$2,608.12
				\$0.000	\$0.000	\$22.139	\$23.183	\$24.226	\$24.777	\$25.326	\$25.874
314-000			\$0.00	\$0.00	\$0.00	\$58,022.82	\$60,758.56	\$63,492.04	\$64,934.83	\$66,374.53	\$67,811.19
Lieutenant/Light Duty	131651	40.00	\$0.00	\$0.00	\$0.00	\$2,231.65	\$2,336.87	\$2,442.00	\$2,497.49	\$2,552.87	\$2,608.12
Public Educ Officer	131671					\$27.896	\$29.211	\$30.525	\$31.219	\$31.911	\$32.602
305-000			\$0.00	\$0.00	\$0.00	\$60,867.94	\$63,738.15	\$66,608.35	\$67,965.00	\$69,404.73	\$70,844.43
Asst Mechanic	131701	40.00	\$0.00	\$0.00	\$0.00	\$2,341.07	\$2,451.47	\$2,561.86	\$2,614.04	\$2,669.41	\$2,724.79
Inspector	131721					\$29.263	\$30.643	\$32.023	\$32.675	\$33.368	\$34.060
Asst Trng Ofcr/Ems Coord	131811										
315-000			\$0.00	\$0.00	\$0.00	\$60,867.94	\$63,738.15	\$66,608.35	\$67,965.00	\$69,404.73	\$70,844.43
Captain	131771	50.40	\$0.00	\$0.00	\$0.00	\$2,341.07	\$2,451.47	\$2,561.86	\$2,614.04	\$2,669.41	\$2,724.79
						\$23.225	\$24.320	\$25.415	\$25.933	\$26.482	\$27.032
306-000			\$0.00	\$0.00	\$0.00	\$64,562.59	\$67,057.49	\$69,552.38	\$70,995.17	\$72,434.89	\$73,871.54
Master Mechanic	131731	40.00	\$0.00	\$0.00	\$0.00	\$2,483.18	\$2,579.13	\$2,675.09	\$2,730.58	\$2,785.96	\$2,841.21
Batt Chief/Tr Ofcr/Lt Duty	131851					\$31.040	\$32.239	\$33.439	\$34.132	\$34.824	\$35.515
316-000			\$0.00	\$0.00	\$0.00	\$64,562.59	\$67,057.49	\$69,552.38	\$70,995.17	\$72,434.89	\$73,871.54
Battalion Chief	131741	50.40	\$0.00	\$0.00	\$0.00	\$2,483.18	\$2,579.13	\$2,675.09	\$2,730.58	\$2,785.96	\$2,841.21
						\$24.635	\$25.587	\$26.539	\$27.089	\$27.638	\$28.187
307-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,560.13	\$76,998.18	\$78,441.13
Fire Marshall	131751	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,906.16	\$2,961.47	\$3,016.97
									\$36.327	\$37.018	\$37.712
308-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77,675.35	\$79,117.41	\$80,557.91
Asst Chief	131761	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,987.51	\$3,042.98	\$3,098.38
									\$37.344	\$38.037	\$38.730
										\$38.730	\$39.422

APPENDIX B (BACH DEGREE WAGE SCHEDULE EFFECTIVE APRIL 17, 2007)

FIREFIGHTERS with BACHELORS DEGREE						Salary Schedule April 17, 2007					
			Union Approved / /			HR Approval / /					
			Post 92-1	Post 92-2	Post 92-3	Post 92-4	Post 92-5	Post 92-6	S-7	S-8	S-9
Grade	Position	Hours	Minimum Rate	1-Year Service	2-Years Service	3-Years Service	4-Years Service	5-Years Service	7-Years Service	12-Years Service	18-Years Service
312-000			\$46,127.37	\$48,662.26	\$51,194.03	\$53,728.91	\$56,260.65	\$58,792.43	\$60,256.52	\$61,717.54	\$63,175.39
Firefighter	131822	50.40	\$1,774.13	\$1,871.63	\$1,969.00	\$2,066.50	\$2,163.87	\$2,261.25	\$2,317.56	\$2,373.75	\$2,429.82
			\$17.600	\$18.568	\$19.534	\$20.501	\$21.467	\$22.433	\$22.992	\$23.549	\$24.105
312-040			\$46,127.37	\$48,662.26	\$51,194.03	\$53,728.91	\$56,260.65	\$58,792.43	\$60,256.52	\$61,717.54	\$63,175.39
Firefighter Light Duty	131842	40.00	\$1,774.13	\$1,871.63	\$1,969.00	\$2,066.50	\$2,163.87	\$2,261.25	\$2,317.56	\$2,373.75	\$2,429.82
			\$22.177	\$23.395	\$24.613	\$25.831	\$27.048	\$28.266	\$28.969	\$29.672	\$30.373
313-000			\$0.00	\$50,998.22	\$53,647.88	\$56,304.35	\$58,957.87	\$61,611.38	\$63,075.49	\$64,536.49	\$65,994.35
Driver/Operator	131662	50.40	\$0.00	\$1,961.47	\$2,063.38	\$2,165.55	\$2,267.61	\$2,369.67	\$2,425.98	\$2,482.17	\$2,538.24
				\$19.459	\$20.470	\$21.484	\$22.496	\$23.509	\$24.067	\$24.625	\$25.181
313-000			\$0.00	\$0.00	\$0.00	\$56,304.35	\$58,957.87	\$61,611.38	\$63,075.49	\$64,536.49	\$65,994.35
Driver/Operator Light Duty	131642	40.00	\$0.00	\$0.00	\$0.00	\$2,165.55	\$2,267.61	\$2,369.67	\$2,425.98	\$2,482.17	\$2,538.24
						\$27.069	\$28.345	\$29.621	\$30.325	\$31.027	\$31.728
314-000			\$0.00	\$0.00	\$0.00	\$58,880.30	\$61,656.47	\$64,430.34	\$65,894.46	\$67,355.44	\$68,813.32
Lieutenant	131712	50.40	\$0.00	\$0.00	\$0.00	\$2,264.63	\$2,371.40	\$2,478.09	\$2,534.40	\$2,590.59	\$2,646.67
				\$0.000	\$0.000	\$22.467	\$23.526	\$24.584	\$25.143	\$25.700	\$26.257
314-000			\$0.00	\$0.00	\$0.00	\$58,880.30	\$61,656.47	\$64,430.34	\$65,894.46	\$67,355.44	\$68,813.32
Lieutenant Light Duty	131652	40.00	\$0.00	\$0.00	\$0.00	\$2,264.63	\$2,371.40	\$2,478.09	\$2,534.40	\$2,590.59	\$2,646.67
Public Educ Officer	131672					\$28.308	\$29.643	\$30.976	\$31.680	\$32.382	\$33.083
305-000			\$0.00	\$0.00	\$0.00	\$61,767.46	\$64,680.10	\$67,592.71	\$68,969.41	\$70,430.41	\$71,891.39
Asst Mechanic	131702	40.00	\$0.00	\$0.00	\$0.00	\$2,375.67	\$2,487.70	\$2,599.72	\$2,652.67	\$2,708.86	\$2,765.05
Inspector	131722					\$29.696	\$31.096	\$32.496	\$33.158	\$33.861	\$34.563
Asst Trng Ofcr/Ems Coord	131812										
315-000			\$0.00	\$0.00	\$0.00	\$61,767.46	\$64,680.10	\$67,592.71	\$68,969.41	\$70,430.41	\$71,891.39
Captain	131772	50.40	\$0.00	\$0.00	\$0.00	\$2,375.67	\$2,487.70	\$2,599.72	\$2,652.67	\$2,708.86	\$2,765.05
						\$23.568	\$24.680	\$25.791	\$26.316	\$26.874	\$27.431
306-000			\$0.00	\$0.00	\$0.00	\$65,516.71	\$68,048.48	\$70,580.25	\$72,044.36	\$73,505.35	\$74,963.24
Master Mechanic	131732	40.00	\$0.00	\$0.00	\$0.00	\$2,519.87	\$2,617.25	\$2,714.62	\$2,770.94	\$2,827.13	\$2,883.20
Batt Chief/Tr Ofcr/Lt Duty	131852					\$31.498	\$32.716	\$33.933	\$34.637	\$35.339	\$36.040
316-000			\$0.00	\$0.00	\$0.00	\$65,516.71	\$68,048.48	\$70,580.25	\$72,044.36	\$73,505.35	\$74,963.24
Battalion Chief	131742	50.40	\$0.00	\$0.00	\$0.00	\$2,519.87	\$2,617.25	\$2,714.62	\$2,770.94	\$2,827.13	\$2,883.20
						\$24.999	\$25.965	\$26.931	\$27.489	\$28.047	\$28.603
307-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76,676.78	\$78,136.09	\$79,600.36
Fire Marshall	131752	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,949.11	\$3,005.23	\$3,061.55
									\$36.864	\$37.565	\$38.269
308-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$78,823.26	\$80,286.64	\$81,748.42	\$83,210.21
Asst Chief	131762	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,031.66	\$3,087.95	\$3,144.17	\$3,200.39
								\$37.896	\$38.599	\$39.302	\$40.005

APPENDIX C (2.5% BASIC WAGE SCHEDULE EFFECTIVE JULY 1, 2008)

FIREFIGHTERS (2.5% Wage Increase)											
Salary Schedule July 01, 2008											
			Union Approved / /			HR Approval / /					
			Post 92-1	Post 92-2	Post 92-3	Post 92-4	Post 92-5	Post 92-6	S-7	S-8	S-9
Grade	Position	Hours	Minimum Rate	1-Year Service	2-Years Service	3-Years Service	4-Years Service	5-Years Service	7-Years Service	12-Years Service	18-Years Service
312-000			\$45,903.45	\$48,426.03	\$50,945.51	\$53,468.09	\$55,987.54	\$58,507.04	\$59,964.02	\$61,417.94	\$62,868.71
Firefighter	131820	50.40	\$1,765.52	\$1,862.54	\$1,959.44	\$2,056.47	\$2,153.37	\$2,250.27	\$2,306.31	\$2,362.23	\$2,418.03
			\$17.515	\$18.478	\$19.439	\$20.401	\$21.363	\$22.324	\$22.880	\$23.435	\$23.988
312-040			\$45,903.45	\$48,426.03	\$50,945.51	\$53,468.09	\$55,987.54	\$58,507.04	\$59,964.02	\$61,417.09	\$62,868.71
Firefighter Light Duty	131840	40.00	\$1,765.52	\$1,862.54	\$1,959.44	\$2,056.47	\$2,153.37	\$2,250.27	\$2,306.31	\$2,362.20	\$2,418.03
			\$22.069	\$23.282	\$24.493	\$25.706	\$26.917	\$28.128	\$28.829	\$29.527	\$30.225
313-000			\$0.00	\$50,749.14	\$53,388.40	\$56,031.03	\$58,671.67	\$61,312.29	\$62,769.30	\$64,223.21	\$65,673.98
Driver/Operator	131660	50.40	\$0.00	\$1,951.89	\$2,053.40	\$2,155.04	\$2,256.60	\$2,358.17	\$2,414.20	\$2,470.12	\$2,525.92
				\$19.364	\$20.371	\$21.379	\$22.387	\$23.394	\$23.950	\$24.505	\$25.059
313-000			\$0.00	\$0.00	\$0.00	\$56,031.03	\$58,671.67	\$61,312.29	\$62,769.30	\$64,223.21	\$65,673.98
Driver/Operator Light Duty	131640	40.00	\$0.00	\$0.00	\$0.00	\$2,155.04	\$2,256.60	\$2,358.17	\$2,414.20	\$2,470.12	\$2,525.92
						\$26.938	\$28.208	\$29.477	\$30.178	\$30.877	\$31.574
314-000			\$0.00	\$0.00	\$0.00	\$58,594.47	\$61,357.17	\$64,117.57	\$65,574.58	\$67,028.47	\$68,479.28
Lieutenant	131710	50.40	\$0.00	\$0.00	\$0.00	\$2,253.63	\$2,359.89	\$2,466.06	\$2,522.10	\$2,578.02	\$2,633.82
				\$0.000	\$0.000	\$22.357	\$23.412	\$24.465	\$25.021	\$25.576	\$26.129
314-000			\$0.00	\$0.00	\$0.00	\$58,594.47	\$61,357.17	\$64,117.57	\$65,574.58	\$67,028.47	\$68,479.28
Lieutenant Light Duty	131650	40.00	\$0.00	\$0.00	\$0.00	\$2,253.63	\$2,359.89	\$2,466.06	\$2,522.10	\$2,578.02	\$2,633.82
Public Educ Officer	131670					\$28.170	\$29.499	\$30.826	\$31.526	\$32.225	\$32.923
305-000			\$0.00	\$0.00	\$0.00	\$61,467.62	\$64,366.12	\$67,264.59	\$68,634.60	\$70,088.52	\$71,542.41
Asst Mechanic	131700	40.00	\$0.00	\$0.00	\$0.00	\$2,364.14	\$2,475.62	\$2,587.10	\$2,639.79	\$2,695.71	\$2,751.63
Inspector	131720					\$29.552	\$30.945	\$32.339	\$32.997	\$33.696	\$34.395
Asst Trng Ofcr/Ems Coord	131810										
315-000			\$0.00	\$0.00	\$0.00	\$61,467.62	\$64,366.12	\$67,264.59	\$68,634.60	\$70,088.52	\$71,542.41
Captain	131770	50.40	\$0.00	\$0.00	\$0.00	\$2,364.14	\$2,475.62	\$2,587.10	\$2,639.79	\$2,695.71	\$2,751.63
						\$23.454	\$24.560	\$25.666	\$26.188	\$26.743	\$27.298
306-000			\$0.00	\$0.00	\$0.00	\$65,198.67	\$67,718.15	\$70,237.62	\$71,694.63	\$73,148.53	\$74,599.34
Master Mechanic	131730	40.00	\$0.00	\$0.00	\$0.00	\$2,507.64	\$2,604.54	\$2,701.45	\$2,757.49	\$2,813.41	\$2,869.21
Batt Chief/Tr Ofcr/Lt Duty	131850					\$31.346	\$32.557	\$33.768	\$34.469	\$35.168	\$35.865
316-000			\$0.00	\$0.00	\$0.00	\$65,198.67	\$67,718.15	\$70,237.62	\$71,694.63	\$73,148.53	\$74,599.34
Battalion Chief	131740	50.40	\$0.00	\$0.00	\$0.00	\$2,507.64	\$2,604.54	\$2,701.45	\$2,757.49	\$2,813.41	\$2,869.21
						\$24.877	\$25.839	\$26.800	\$27.356	\$27.911	\$28.464
307-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76,304.57	\$77,756.79	\$79,213.95
Fire Marshall	131750	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,934.79	\$2,990.65	\$3,046.69
									\$36.685	\$37.383	\$38.084
308-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$78,440.63	\$79,896.89	\$81,351.59	\$82,806.28
Asst Chief	131760	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,016.95	\$3,072.96	\$3,128.91	\$3,184.86
								\$37.712	\$38.412	\$39.111	\$39.811

APPENDIX C (2.5% ASSOC DEGREE WAGE SCHEDULE EFFECTIVE JULY 1, 2008)

FIREFIGHTERS with ASSOCIATES DEGREE (2.5% Wage Increase) Salary Schedule July 01, 2008												
Union Approved			HR Approval									
Grade	Position	Hours	Post 92-1 Minimum Rate	Post 92-2 1-Year Service	Post 92-3 2-Years Service	Post 92-4 3-Years Service	Post 92-5 4-Years Service	Post 92-6 5-Years Service	S-7 7-Years Service	S-8 12-Years Service	S-9 18-Years Service	
312-000	Firefighter	131821	50.40	\$46,592.00	\$49,152.42	\$51,709.69	\$54,270.11	\$56,827.35	\$59,384.65	\$60,863.48	\$62,339.21	\$63,811.74
				\$1,792.00	\$1,890.48	\$1,988.83	\$2,087.31	\$2,185.67	\$2,284.02	\$2,340.90	\$2,397.66	\$2,454.30
				\$17.778	\$18.755	\$19.730	\$20.707	\$21.683	\$22.659	\$23.223	\$23.786	\$24.348
312-040	Firefighter Light Duty	131841	40.00	\$46,592.00	\$49,152.42	\$51,709.69	\$54,270.11	\$56,827.35	\$59,384.65	\$60,863.48	\$62,339.21	\$63,811.74
				\$1,792.00	\$1,890.48	\$1,988.83	\$2,087.31	\$2,185.67	\$2,284.02	\$2,340.90	\$2,397.66	\$2,454.30
				\$22.400	\$23.631	\$24.860	\$26.091	\$27.321	\$28.550	\$29.261	\$29.971	\$30.679
313-000	Driver/Operator	131661	50.40	\$0.00	\$51,511.72	\$54,989.74	\$56,871.50	\$59,551.75	\$62,231.97	\$63,710.84	\$65,186.56	\$66,659.09
				\$0.00	\$1,981.22	\$2,114.99	\$2,187.37	\$2,290.45	\$2,393.54	\$2,450.42	\$2,507.18	\$2,563.81
					\$19.655	\$20.982	\$21.700	\$22.723	\$23.745	\$24.310	\$24.873	\$25.435
313-000	Driver/Operator Light Duty	131641	40.00	\$0.00	\$0.00	\$0.00	\$56,871.50	\$59,551.75	\$62,231.97	\$63,710.84	\$65,186.56	\$66,659.09
				\$0.00	\$0.00	\$0.00	\$2,187.37	\$2,290.45	\$2,393.54	\$2,450.42	\$2,507.18	\$2,563.81
							\$27.342	\$28.631	\$29.919	\$30.630	\$31.340	\$32.048
314-000	Lieutenant	131711	50.40	\$0.00	\$0.00	\$0.00	\$59,473.39	\$62,277.53	\$65,079.33	\$66,558.20	\$68,033.90	\$69,506.47
				\$0.00	\$0.00	\$0.00	\$2,287.44	\$2,395.29	\$2,503.05	\$2,559.93	\$2,616.69	\$2,673.33
					\$0.000	\$0.000	\$22.693	\$23.763	\$24.832	\$25.396	\$25.959	\$26.521
314-000	Lieutenant Light Duty	131651	40.00	\$0.00	\$0.00	\$0.00	\$59,473.39	\$62,277.53	\$65,079.33	\$66,558.20	\$68,033.90	\$69,506.47
				\$0.00	\$0.00	\$0.00	\$2,287.44	\$2,395.29	\$2,503.05	\$2,559.93	\$2,616.69	\$2,673.33
	Public Educ Officer	131671					\$28.593	\$29.941	\$31.288	\$31.999	\$32.709	\$33.417
305-000	Asst Mechanic	131701	40.00	\$0.00	\$0.00	\$0.00	\$62,389.63	\$65,331.61	\$68,273.56	\$69,664.12	\$71,139.85	\$72,615.55
	Inspector	131721					\$2,399.60	\$2,512.75	\$2,625.91	\$2,679.39	\$2,736.15	\$2,792.91
	Asst Trng Ofcr/Ems Coord	131811					\$29.995	\$31.409	\$32.824	\$33.492	\$34.202	\$34.911
315-000	Captain	131771	50.40	\$0.00	\$0.00	\$0.00	\$62,389.63	\$65,331.61	\$68,273.56	\$69,664.12	\$71,139.85	\$72,615.55
				\$0.00	\$0.00	\$0.00	\$2,399.60	\$2,512.75	\$2,625.91	\$2,679.39	\$2,736.15	\$2,792.91
							\$23.806	\$24.928	\$26.051	\$26.581	\$27.144	\$27.707
306-000	Master Mechanic	131731	40.00	\$0.00	\$0.00	\$0.00	\$66,176.65	\$68,733.92	\$71,291.18	\$72,770.05	\$74,245.76	\$75,718.33
	Batt Chief/Tr Ofcr/Lt Duty	131851					\$2,545.26	\$2,643.61	\$2,741.97	\$2,798.85	\$2,855.61	\$2,912.24
							\$31.816	\$33.045	\$34.275	\$34.986	\$35.695	\$36.403
316-000	Battalion Chief	131741	50.40	\$0.00	\$0.00	\$0.00	\$66,176.65	\$68,733.92	\$71,291.18	\$72,770.05	\$74,245.76	\$75,718.33
				\$0.00	\$0.00	\$0.00	\$2,545.26	\$2,643.61	\$2,741.97	\$2,798.85	\$2,855.61	\$2,912.24
							\$25.251	\$26.226	\$27.202	\$27.766	\$28.329	\$28.891
307-000	Fire Marshall	131751	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77,449.14	\$78,923.14	\$80,402.16
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,978.81	\$3,035.51	\$3,092.39
										\$37.235	\$37.944	\$38.655
308-000	Asst Chief	131761	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,617.24	\$81,095.34	\$82,571.86	\$84,048.37
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,062.20	\$3,119.05	\$3,175.84	\$3,232.63
									\$38.278	\$38.988	\$39.698	\$40.408

APPENDIX C (2.5% BACH DEGREE WAGE SCHEDULE EFFECTIVE JULY 1, 2008)

FIREFIGHTERS with BACHELORS DEGREE (2.5% Wage Increase) Salary Schedule July 01, 2008											
			Union Approved / /				HR Approval / /				
Grade	Position	Hours	Post 92-1 Minimum Rate	Post 92-2 1-Year Service	Post 92-3 2-Years Service	Post 92-4 3-Years Service	Post 92-5 4-Years Service	Post 92-6 5-Years Service	S-7 7-Years Service	S-8 12-Years Service	S-9 18-Years Service
312-000			\$47,280.55	\$49,878.81	\$52,473.88	\$55,072.13	\$57,667.17	\$60,262.25	\$61,762.94	\$63,260.48	\$64,754.77
Firefighter	131822	50.40	\$1,818.48	\$1,918.42	\$2,018.23	\$2,118.16	\$2,217.97	\$2,317.78	\$2,375.50	\$2,433.10	\$2,490.57
			\$18.041	\$19.032	\$20.022	\$21.013	\$22.004	\$22.994	\$23.566	\$24.138	\$24.708
312-040			\$47,280.55	\$49,878.81	\$52,473.88	\$55,072.13	\$57,667.17	\$60,262.25	\$61,762.94	\$63,260.48	\$64,754.77
Firefighter Light Duty	131842	40.00	\$1,818.48	\$1,918.42	\$2,018.23	\$2,118.16	\$2,217.97	\$2,317.78	\$2,375.50	\$2,433.10	\$2,490.57
			\$22.731	\$23.980	\$25.228	\$26.477	\$27.725	\$28.972	\$29.694	\$30.414	\$31.132
313-000			\$0.00	\$52,271.96	\$54,989.74	\$57,711.96	\$60,431.82	\$63,151.66	\$64,652.38	\$66,149.91	\$67,644.20
Driver/Operator	131662	50.40	\$0.00	\$2,010.46	\$2,114.99	\$2,219.69	\$2,324.30	\$2,428.91	\$2,486.63	\$2,544.23	\$2,601.70
				\$19.945	\$20.982	\$22.021	\$23.059	\$24.096	\$24.669	\$25.240	\$25.811
313-000			\$0.00	\$0.00	\$0.00	\$57,711.96	\$60,431.82	\$63,151.66	\$64,652.38	\$66,149.91	\$67,644.20
Driver/Operator Light Duty	131642	40.00	\$0.00	\$0.00	\$0.00	\$2,219.69	\$2,324.30	\$2,428.91	\$2,486.63	\$2,544.23	\$2,601.70
						\$27.746	\$29.054	\$30.361	\$31.083	\$31.803	\$32.521
314-000			\$0.00	\$0.00	\$0.00	\$60,352.30	\$63,197.89	\$66,041.10	\$67,541.82	\$69,039.32	\$70,533.66
Lieutenant	131712	50.40	\$0.00	\$0.00	\$0.00	\$2,321.24	\$2,430.69	\$2,540.04	\$2,597.76	\$2,655.36	\$2,712.83
				\$0.000	\$0.000	\$23.028	\$24.114	\$25.199	\$25.771	\$26.343	\$26.913
314-000			\$0.00	\$0.00	\$0.00	\$60,352.30	\$63,197.89	\$66,041.10	\$67,541.82	\$69,039.32	\$70,533.66
Lieutenant/Light Duty	131652	40.00	\$0.00	\$0.00	\$0.00	\$2,321.24	\$2,430.69	\$2,540.04	\$2,597.76	\$2,655.36	\$2,712.83
Public Educ Officer	131672					\$29.016	\$30.384	\$31.751	\$32.472	\$33.192	\$33.910
305-000			\$0.00	\$0.00	\$0.00	\$63,311.65	\$66,297.10	\$69,282.53	\$70,693.64	\$72,191.18	\$73,688.68
Asst Mechanic	131702	40.00	\$0.00	\$0.00	\$0.00	\$2,435.06	\$2,549.89	\$2,664.71	\$2,718.99	\$2,776.58	\$2,834.18
Inspector	131722					\$30.438	\$31.874	\$33.309	\$33.987	\$34.707	\$35.427
Asst Trng Ofcr/Ems Coord	131812										
315-000			\$0.00	\$0.00	\$0.00	\$63,311.65	\$66,297.10	\$69,282.53	\$70,693.64	\$72,191.18	\$73,688.68
Captain	131772	50.40	\$0.00	\$0.00	\$0.00	\$2,435.06	\$2,549.89	\$2,664.71	\$2,718.99	\$2,776.58	\$2,834.18
						\$24.157	\$25.297	\$26.436	\$26.974	\$27.545	\$28.117
306-000			\$0.00	\$0.00	\$0.00	\$67,154.63	\$69,749.69	\$72,344.75	\$73,845.47	\$75,342.99	\$76,837.32
Master Mechanic	131732	40.00	\$0.00	\$0.00	\$0.00	\$2,582.87	\$2,682.68	\$2,782.49	\$2,840.21	\$2,897.81	\$2,955.28
Batt Chief/Tr Ofcr/Lt Duty	131852					\$32.286	\$33.534	\$34.781	\$35.503	\$36.223	\$36.941
316-000			\$0.00	\$0.00	\$0.00	\$67,154.63	\$69,749.69	\$72,344.75	\$73,845.47	\$75,342.99	\$76,837.32
Battalion Chief	131742	50.40	\$0.00	\$0.00	\$0.00	\$2,582.87	\$2,682.68	\$2,782.49	\$2,840.21	\$2,897.81	\$2,955.28
						\$25.624	\$26.614	\$27.604	\$28.177	\$28.748	\$29.318
307-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$78,593.71	\$80,089.49	\$81,590.37
Fire Marshall	131752	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,022.83	\$3,080.37	\$3,138.09
									\$37.785	\$38.505	\$39.226
308-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,793.85	\$82,293.80	\$83,792.14	\$85,290.47
Asst Chief	131762	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,107.46	\$3,165.15	\$3,222.77	\$3,280.40
								\$38.843	\$39.564	\$40.285	\$41.005



APPENDIX D (3.5% BASIC WAGE SCHEDULE EFFECTIVE JULY 1, 2008)

FIREFIGHTERS (3.5% Wage Increase)											
Salary Schedule July 01, 2008											
			Union Approved / /			HR Approval / /					
Grade	Position	Hours	Post 92-1 Minimum Rate	Post 92-2 1-Year Service	Post 92-3 2-Years Service	Post 92-4 3-Years Service	Post 92-5 4-Years Service	Post 92-6 5-Years Service	S-7 7-Years Service	S-8 12-Years Service	S-9 18-Years Service
312-000			\$46,351.28	\$48,898.48	\$51,442.54	\$53,989.73	\$56,533.76	\$59,077.83	\$60,549.03	\$62,017.14	\$63,482.07
Firefighter	131820	50.40	\$1,782.74	\$1,880.71	\$1,978.56	\$2,076.53	\$2,174.38	\$2,272.22	\$2,328.81	\$2,385.27	\$2,441.62
			\$17.686	\$18.658	\$19.629	\$20.600	\$21.571	\$22.542	\$23.103	\$23.663	\$24.222
312-040			\$46,351.28	\$48,898.48	\$51,442.54	\$53,989.73	\$56,533.76	\$59,077.83	\$60,549.03	\$62,017.14	\$63,482.07
Firefighter Light Duty	131840	40.00	\$1,782.74	\$1,880.71	\$1,978.56	\$2,076.53	\$2,174.38	\$2,272.22	\$2,328.81	\$2,385.27	\$2,441.62
			\$22.284	\$23.509	\$24.732	\$25.957	\$27.180	\$28.403	\$29.110	\$29.816	\$30.520
313-000			\$0.00	\$51,244.44	\$53,909.96	\$56,577.67	\$59,244.07	\$61,910.46	\$63,381.68	\$64,849.78	\$66,314.71
Driver/Operator	131660	50.40	\$0.00	\$1,970.94	\$2,073.46	\$2,176.06	\$2,278.62	\$2,381.17	\$2,437.76	\$2,494.22	\$2,550.57
				\$19.553	\$20.570	\$21.588	\$22.605	\$23.623	\$24.184	\$24.744	\$25.303
313-000			\$0.00	\$0.00	\$0.00	\$56,577.67	\$59,244.07	\$61,910.46	\$63,381.68	\$64,849.78	\$66,314.71
Driver/Operator Light Duty	131640	40.00	\$0.00	\$0.00	\$0.00	\$2,176.06	\$2,278.62	\$2,381.17	\$2,437.76	\$2,494.22	\$2,550.57
						\$27.201	\$28.483	\$29.765	\$30.472	\$31.178	\$31.882
314-000			\$0.00	\$0.00	\$0.00	\$59,166.13	\$61,955.77	\$64,743.11	\$66,214.33	\$67,682.41	\$69,147.37
Lieutenant	131710	50.40	\$0.00	\$0.00	\$0.00	\$2,275.62	\$2,382.91	\$2,490.12	\$2,546.71	\$2,603.17	\$2,659.51
				\$0.000	\$0.000	\$22.576	\$23.640	\$24.704	\$25.265	\$25.825	\$26.384
314-000			\$0.00	\$0.00	\$0.00	\$59,166.13	\$61,955.77	\$64,743.11	\$66,214.33	\$67,682.41	\$69,147.37
Lieutenant/Light Duty	131650	40.00	\$0.00	\$0.00	\$0.00	\$2,275.62	\$2,382.91	\$2,490.12	\$2,546.71	\$2,603.17	\$2,659.51
Public Educ Officer	131670					\$28.445	\$29.786	\$31.126	\$31.834	\$32.540	\$33.244
305-000			\$0.00	\$0.00	\$0.00	\$62,067.30	\$64,994.08	\$67,920.83	\$69,304.21	\$70,772.31	\$72,240.38
Asst Mechanic	131700	40.00	\$0.00	\$0.00	\$0.00	\$2,387.20	\$2,499.77	\$2,612.34	\$2,665.55	\$2,722.01	\$2,778.48
Inspector	131720					\$29.840	\$31.247	\$32.654	\$33.319	\$34.025	\$34.731
Asst Trng Ofcr/Ems Coord	131810										
315-000			\$0.00	\$0.00	\$0.00	\$62,067.30	\$64,994.08	\$67,920.83	\$69,304.21	\$70,772.31	\$72,240.38
Captain	131770	50.40	\$0.00	\$0.00	\$0.00	\$2,387.20	\$2,499.77	\$2,612.34	\$2,665.55	\$2,722.01	\$2,778.48
						\$23.683	\$24.799	\$25.916	\$26.444	\$27.004	\$27.564
306-000			\$0.00	\$0.00	\$0.00	\$65,834.76	\$68,378.82	\$70,922.87	\$72,394.09	\$73,862.17	\$75,327.13
Master Mechanic	131730	40.00	\$0.00	\$0.00	\$0.00	\$2,532.11	\$2,629.95	\$2,727.80	\$2,784.39	\$2,840.85	\$2,897.20
Batt Chief/Tr Ofcr/Lt Duty	131850					\$31.651	\$32.874	\$34.098	\$34.805	\$35.511	\$36.215
316-000			\$0.00	\$0.00	\$0.00	\$65,834.76	\$68,378.82	\$70,922.87	\$72,394.09	\$73,862.17	\$75,327.13
Battalion Chief	131740	50.40	\$0.00	\$0.00	\$0.00	\$2,532.11	\$2,629.95	\$2,727.80	\$2,784.39	\$2,840.85	\$2,897.20
						\$25.120	\$26.091	\$27.062	\$27.623	\$28.183	\$28.742
307-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77,049.00	\$78,515.39	\$79,986.77
Fire Marshall	131750	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,963.42	\$3,019.82	\$3,076.41
									\$37.043	\$37.748	\$38.455
308-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,205.90	\$80,676.38	\$82,145.26	\$83,614.14
Asst Chief	131760	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,046.38	\$3,102.94	\$3,159.43	\$3,215.93
								\$38.080	\$38.787	\$39.493	\$40.199

APPENDIX D (3.5% ASSOC DEGREE WAGE SCHEDULE EFFECTIVE JULY 1, 2008)

FIREFIGHTERS with ASSOCIATES DEGREE (3.5% Wage Increase) Salary Schedule July 01, 2008											
Union Approved			HR Approval								
Grade	Position	Hours	Post 92-1 Minimum Rate	Post 92-2 1-Year Service	Post 92-3 2-Years Service	Post 92-4 3-Years Service	Post 92-5 4-Years Service	Post 92-6 5-Years Service	S-7 7-Years Service	S-8 12-Years Service	S-9 18-Years Service
312-000			\$47,046.55	\$49,631.96	\$52,214.18	\$54,799.58	\$57,381.77	\$59,964.00	\$61,457.27	\$62,947.40	\$64,434.30
Firefighter	131821	50.40	\$1,809.48	\$1,908.92	\$2,008.24	\$2,107.68	\$2,206.99	\$2,306.31	\$2,363.74	\$2,421.05	\$2,478.24
			\$17.951	\$18.938	\$19.923	\$20.909	\$21.895	\$22.880	\$23.450	\$24.018	\$24.586
312-040			\$47,046.55	\$49,631.96	\$52,214.18	\$54,799.58	\$57,381.77	\$59,964.00	\$61,457.27	\$62,947.40	\$64,434.30
Firefighter Light Duty	131841	40.00	\$1,809.48	\$1,908.92	\$2,008.24	\$2,107.68	\$2,206.99	\$2,306.31	\$2,363.74	\$2,421.05	\$2,478.24
			\$22.619	\$23.862	\$25.103	\$26.346	\$27.587	\$28.829	\$29.547	\$30.263	\$30.978
313-000			\$0.00	\$52,012.48	\$54,719.60	\$57,426.34	\$60,132.73	\$62,839.12	\$64,332.41	\$65,822.53	\$67,309.43
Driver/Operator	131661	50.40	\$0.00	\$2,000.48	\$2,104.60	\$2,208.71	\$2,312.80	\$2,416.89	\$2,474.32	\$2,531.64	\$2,588.82
				\$19.846	\$20.879	\$21.912	\$22.944	\$23.977	\$24.547	\$25.115	\$25.683
313-000			\$0.00	\$0.00	\$0.00	\$57,426.34	\$60,132.73	\$62,839.12	\$64,332.41	\$65,822.53	\$67,309.43
Driver/Operator Light Duty	131641	40.00	\$0.00	\$0.00	\$0.00	\$2,208.71	\$2,312.80	\$2,416.89	\$2,474.32	\$2,531.64	\$2,588.82
						\$27.609	\$28.910	\$30.211	\$30.929	\$31.645	\$32.360
314-000			\$0.00	\$0.00	\$0.00	\$60,053.62	\$62,885.11	\$65,714.26	\$67,207.54	\$68,697.65	\$70,184.58
Lieutenant	131711	50.40	\$0.00	\$0.00	\$0.00	\$2,309.75	\$2,418.66	\$2,527.47	\$2,584.91	\$2,642.22	\$2,699.41
				\$0.000	\$0.000	\$22.914	\$23.995	\$25.074	\$25.644	\$26.212	\$26.780
314-000			\$0.00	\$0.00	\$0.00	\$60,053.62	\$62,885.11	\$65,714.26	\$67,207.54	\$68,697.65	\$70,184.58
Lieutenant/Light Duty	131651	40.00	\$0.00	\$0.00	\$0.00	\$2,309.75	\$2,418.66	\$2,527.47	\$2,584.91	\$2,642.22	\$2,699.41
Public Educ Officer	131671					\$28.872	\$30.233	\$31.593	\$32.311	\$33.028	\$33.743
305-000			\$0.00	\$0.00	\$0.00	\$62,998.31	\$65,968.99	\$68,939.64	\$70,343.77	\$71,833.89	\$73,323.99
Asst Mechanic	131701	40.00	\$0.00	\$0.00	\$0.00	\$2,423.01	\$2,537.27	\$2,651.52	\$2,705.53	\$2,762.84	\$2,820.15
Inspector	131721					\$30.288	\$31.716	\$33.144	\$33.819	\$34.536	\$35.252
Asst Trng Ofcr/Ems Coord	131811										
315-000			\$0.00	\$0.00	\$0.00	\$62,998.31	\$65,968.99	\$68,939.64	\$70,343.77	\$71,833.89	\$73,323.99
Captain	131771	50.40	\$0.00	\$0.00	\$0.00	\$2,423.01	\$2,537.27	\$2,651.52	\$2,705.53	\$2,762.84	\$2,820.15
						\$24.038	\$25.171	\$26.305	\$26.841	\$27.409	\$27.978
306-000			\$0.00	\$0.00	\$0.00	\$66,822.28	\$69,404.50	\$71,986.71	\$73,480.00	\$74,970.10	\$76,457.04
Master Mechanic	131731	40.00	\$0.00	\$0.00	\$0.00	\$2,570.09	\$2,669.40	\$2,768.72	\$2,826.15	\$2,883.47	\$2,940.66
Batt Chief/Tr Ofcr/Lt Duty	131851					\$32.126	\$33.368	\$34.609	\$35.327	\$36.043	\$36.758
316-000			\$0.00	\$0.00	\$0.00	\$66,822.28	\$69,404.50	\$71,986.71	\$73,480.00	\$74,970.10	\$76,457.04
Battalion Chief	131741	50.40	\$0.00	\$0.00	\$0.00	\$2,570.09	\$2,669.40	\$2,768.72	\$2,826.15	\$2,883.47	\$2,940.66
						\$25.497	\$26.482	\$27.467	\$28.037	\$28.606	\$29.173
307-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$78,204.74	\$79,693.12	\$81,186.57
Fire Marshall	131751	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,007.87	\$3,065.12	\$3,122.56
									\$37.598	\$38.314	\$39.032
308-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,393.99	\$81,886.53	\$83,377.44
Asst Chief	131761	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,092.08	\$3,149.48	\$3,206.82
									\$38.651	\$39.369	\$40.085
										\$40.085	\$40.802

APPENDIX D (3.5% BACH DEGREE WAGE SCHEDULE EFFECTIVE JULY 1, 2008)

FIREFIGHTERS with BACHELORS DEGREE (3.5% Wage Increase) Salary Schedule July 01, 2008											
			Union Approved / /			HR Approval / /					
Grade	Position	Hours	Post 92-1 Minimum Rate	Post 92-2 1-Year Service	Post 92-3 2-Years Service	Post 92-4 3-Years Service	Post 92-5 4-Years Service	Post 92-6 5-Years Service	S-7 7-Years Service	S-8 12-Years Service	S-9 18-Years Service
312-000			\$47,741.82	\$50,365.43	\$52,985.82	\$55,609.42	\$58,229.77	\$60,850.16	\$62,365.50	\$63,877.65	\$65,386.53
Firefighter	131822	50.40	\$1,836.22	\$1,937.13	\$2,037.92	\$2,138.82	\$2,239.61	\$2,340.39	\$2,398.67	\$2,456.83	\$2,514.87
			\$18.217	\$19.218	\$20.217	\$21.218	\$22.218	\$23.218	\$23.796	\$24.373	\$24.949
312-040			\$47,741.82	\$50,365.43	\$52,985.82	\$55,609.42	\$58,229.77	\$60,850.16	\$62,365.50	\$63,877.65	\$65,386.53
Firefighter Light Duty	131842	40.00	\$1,836.22	\$1,937.13	\$2,037.92	\$2,138.82	\$2,239.61	\$2,340.39	\$2,398.67	\$2,456.83	\$2,514.87
			\$22.953	\$24.214	\$25.474	\$26.735	\$27.995	\$29.255	\$29.983	\$30.710	\$31.436
313-000			\$0.00	\$52,782.86	\$55,526.90	\$58,275.00	\$61,021.39	\$63,767.77	\$65,283.13	\$66,795.27	\$68,304.15
Driver/Operator	131662	50.40	\$0.00	\$2,030.11	\$2,135.65	\$2,241.35	\$2,346.98	\$2,452.61	\$2,510.89	\$2,569.05	\$2,627.08
				\$20.140	\$21.187	\$22.236	\$23.283	\$24.331	\$24.910	\$25.487	\$26.062
313-000			\$0.00	\$0.00	\$0.00	\$58,275.00	\$61,021.39	\$63,767.77	\$65,283.13	\$66,795.27	\$68,304.15
Driver/Operator Light Duty	131642	40.00	\$0.00	\$0.00	\$0.00	\$2,241.35	\$2,346.98	\$2,452.61	\$2,510.89	\$2,569.05	\$2,627.08
						\$28.017	\$29.337	\$30.658	\$31.386	\$32.113	\$32.839
314-000			\$0.00	\$0.00	\$0.00	\$60,941.11	\$63,814.44	\$66,685.40	\$68,200.76	\$69,712.88	\$71,221.79
Lieutenant	131712	50.40	\$0.00	\$0.00	\$0.00	\$2,343.89	\$2,454.40	\$2,564.82	\$2,623.11	\$2,681.26	\$2,739.30
				\$0.000	\$0.000	\$23.253	\$24.349	\$25.445	\$26.023	\$26.600	\$27.176
314-000			\$0.00	\$0.00	\$0.00	\$60,941.11	\$63,814.44	\$66,685.40	\$68,200.76	\$69,712.88	\$71,221.79
Lieutenant/Light Duty	131652	40.00	\$0.00	\$0.00	\$0.00	\$2,343.89	\$2,454.40	\$2,564.82	\$2,623.11	\$2,681.26	\$2,739.30
Public Educ Officer	131672					\$29.299	\$30.680	\$32.060	\$32.789	\$33.516	\$34.241
305-000			\$0.00	\$0.00	\$0.00	\$63,929.32	\$66,943.90	\$69,958.45	\$71,383.34	\$72,895.48	\$74,407.59
Asst Mechanic	131702	40.00	\$0.00	\$0.00	\$0.00	\$2,458.82	\$2,574.77	\$2,690.71	\$2,745.51	\$2,803.67	\$2,861.83
Inspector	131722					\$30.735	\$32.185	\$33.634	\$34.319	\$35.046	\$35.773
Asst Trng Ofcr/Ems Coord	131812										
315-000			\$0.00	\$0.00	\$0.00	\$63,929.32	\$66,943.90	\$69,958.45	\$71,383.34	\$72,895.48	\$74,407.59
Captain	131772	50.40	\$0.00	\$0.00	\$0.00	\$2,458.82	\$2,574.77	\$2,690.71	\$2,745.51	\$2,803.67	\$2,861.83
						\$24.393	\$25.543	\$26.694	\$27.237	\$27.814	\$28.391
306-000			\$0.00	\$0.00	\$0.00	\$67,809.80	\$70,430.18	\$73,050.56	\$74,565.91	\$76,078.04	\$77,586.94
Master Mechanic	131732	40.00	\$0.00	\$0.00	\$0.00	\$2,608.07	\$2,708.85	\$2,809.64	\$2,867.92	\$2,926.08	\$2,984.11
Batt Chief/Tr Ofcr/Lt Duty	131852					\$32.601	\$33.861	\$35.120	\$35.849	\$36.576	\$37.301
316-000			\$0.00	\$0.00	\$0.00	\$67,809.80	\$70,430.18	\$73,050.56	\$74,565.91	\$76,078.04	\$77,586.94
Battalion Chief	131742	50.40	\$0.00	\$0.00	\$0.00	\$2,608.07	\$2,708.85	\$2,809.64	\$2,867.92	\$2,926.08	\$2,984.11
						\$25.874	\$26.874	\$27.873	\$28.452	\$29.029	\$29.604
307-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,360.47	\$80,870.85	\$82,386.37
Fire Marshall	131752	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,052.33	\$3,110.42	\$3,168.71
									\$38.154	\$38.880	\$39.609
308-000			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$81,582.08	\$83,096.67	\$84,609.62
Asst Chief	131762	40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,137.77	\$3,196.03	\$3,254.22
									\$39.222	\$39.950	\$40.678
											\$41.405

APPENDIX E - HEALTH INSURANCE COST CONTAINMENT WAIVER PROGRAM  
Effective July 1, 2005

**This program is offered in accordance with City policy and is in effect as specified here until it is changed, amended or discontinued by the City.**

1. Waiver and Amount of Payment: Employees may waive the City health care coverage provided under this agreement during Open Enrollment or within 30 days of a "life event" by notifying the Benefits Staff at the Human Resources Department, and signing the Health Care Coverage Waiver Form. In return, eligible employees will receive a \$2000 cash payment for every Plan Year in which they elect not to participate in the City's health care programs. (\$1800 for medical, \$150 for dental and \$50 for vision coverage)
2. Payment Schedule: Cash payments will consist of four equal payments as follows:

Payment 1:	July-September	1st Pay In October
Payment 2:	October-December	1st Pay In January
Payment 3:	January-March	1st Pay In April
Payment 4:	April-June	1st Pay In July

If an employee enters the program during one of the above quarters, the quarterly payment will be prorated by month and will be paid according to the above schedule. Payments will be made for full months only. Payments will be made after each complete quarter in which the employee does not participate in the City's health care programs, as described above.

3. Eligibility: Employees are not eligible if enrolled as a dependent in the City's program through a current active employee or retiree. To take advantage of this cost containment program, employees must meet the following criteria:
  - (a) The employee must show written proof of health insurance coverage elsewhere. A valid insurance carrier identification card would meet this criterion.
  - (b) Employees whose spouses are City employees or retirees under the City health care coverage are not eligible for this program.
  - (c) Employees must complete and submit a Health Care Coverage Waiver Form to the Benefits Staff.
  - (d) Employees must be actively employed on the last day of the calendar quarter to be eligible for the payment.

4. Re-Entry Into The City's Health Insurance Programs:

Employees who have elected not to participate in the City's health care coverage programs may re-enter the City's programs only during the annual Open Enrollment period or if the employee loses their coverage under the alternate arrangement. The employee must provide written proof of the loss within 30 days from the date of the loss. If a waiver payment has been made to an employee by the City for a period in which they re-enter coverage under the City's programs, it is understood that the employee will repay the City the amount paid for the period. If an employee's spouse has experienced a complete nonvoluntary termination of health benefits elsewhere, upon proof of loss, presented to the Benefits Staff, such coverage shall be restored immediately.

5. Termination Of The Program: The City reserves the right to terminate this program at any time. in the event of a termination, the program will officially expire at the end of the current fiscal year.

## APPENDIX F - PENSION

1. The Union agrees to dismiss with prejudice its grievance, AAA Case no. 54 39 1550 87, and vacate the judgment and orders against the City in Washtenaw County Circuit Court Case No. 88 35474-cl upon the basis that this agreement settles any and all claims pertaining thereto.
2. The parties agree that if the Board of Trustees of the City of Ann Arbor Retirement System determines to cease making payments from the insurance Benefit Fund provided for by Article 1:582 of the Ann Arbor City Code, a meeting of the parties shall take place to discuss the situation presented. Such action of the pension board shall in no way diminish the obligation of the City to provide the increased pension benefits included hereinafter nor would such action interfere with the obligations of the City to provide the current level of Blue Cross Blue Shield benefits and current pension benefits to retirees and current members.
3. All employees who retire on or after 1-1-91 (except for employee Harold Easton) shall receive their sick leave, vacation and comp bank payoffs currently provided in the contract in five equal annual installments with 7% interest on the unpaid balance to be paid at the time of each installment payment commencing with the second installment. The five checks will be calculated in such a manner that the net amount being paid, exclusive of interest, will be approximately the same based upon applicable tax rates at the time of retirement. The actual checks will differ in years 2 through 5 based upon interest earned and any changes in tax rates.
4. All employees who retire prior to July 21, 2006 will have two options for payout of their sick leave, vacation and compensatory time off banks. 1) Employees can choose to receive their sick leave, vacation and comp bank payoffs currently provided in the contract in five equal annual installments with 7% interest on the unpaid balance to be paid at the time of each installment payment commencing with the second installment; or 2) Employees can elect to receive up to \$75,000 of their sick leave, vacation and comp bank payoffs in the first payment at the time of retirement, with the balance to be paid in two annual installments at 5% interest on the unpaid balance.
5. Effective with retirements after July 21, 2006, all retirees will receive their sick leave, vacation, and comp bank payouts in one lump sum at the time of retirement.
6. The parties hereby agree that for employees hired on or before July 1, 1982, except as the parties may otherwise agree, from the date of this agreement until the date of each such employee's retirement from the Fire Department, neither party shall alter, attempt to alter, add to or attempt to add to through negotiation, arbitration or court of administration action, the retirement formula, the age and years of service requirements, other than what is provided in this agreement, the fact that sick leave, compensatory time and vacation are included in final average compensation, nor any current provision of Chapter 18 of the Ann Arbor City Code.

The rate of accumulation of sick leave, compensatory time, vacation time and all other proper subjects of bargaining not specifically excluded by the terms of this agreement will be open for negotiations upon the expiration of this agreement after June 30, 1992.

7. The parties hereby agree that for employees hired after July 1, 1982 and before June 1, 1990, except as the parties may otherwise agree, from the date of this agreement until the date of each such employee's retirement from the Fire Department, neither party shall alter, attempt to alter, add to or attempt to add to through negotiation, arbitration or court or administration action, the retirement formula or the age and years of service requirements, other than what is provided in this agreement, nor any current provision of Chapter 18 of the Ann Arbor City Code. The rate of accumulation of sick leave, compensatory time, vacation time and all other proper subjects of bargaining not specifically excluded by the terms of this agreement will be open for negotiations upon the expiration of this agreement after June 30, 1992.

## APPENDIX G – PHYSICAL AGILITY TEST - (CPAT)

Both parties agree to administer the Candidate Physical Agility Test (CPAT). In order to maintain employment, all newly hired personnel must successfully complete the course within 90 days of the date of hire. Newly hired personnel will be exempt from the post CPAT condition of employment if the CPAT was successfully completed in the pre-hire process, and within 1 year of employment with the City.



## APPENDIX H – CLASS LIST

### RECOGNIZED EDUCATION DEGREE PROGRAMS FOR REIMBURSEMENT AND EDUCATION PREMIUM PAY

Fire Protection Engineering

Fire Science/Protection Technology

Engineering

Public Administration

Public Safety Administration

Accounting

Management Administration

Business Administration

Finance

Emergency Management

Medical Field Related To Fire Fighter Responsibilities (Examples: Respiratory Therapy, Nursing, Medical Technician, Emergency Room Technician, Paramedic Technology, Emergency Medical Services)

Adult Education/Education

Sciences (Examples: Chemistry, Computer Science, And Biology)

## APPENDIX I – DENTAL PLAN BENEFITS

### Summary Of Dental Plan Benefits

<b>Class I Benefits – Plan Pays 75%</b>
Diagnostic and Preventative Services – Used to diagnose and/or prevent dental abnormalities or disease (includes exams, cleanings and fluoride treatments)
Emergency Palliative Treatment – Used to temporarily relieve pain
Radiographs – X-Rays
<b>Class II Benefits – Plan Pays 75%</b>
Oral Surgery Services – Extraction and dental surgery, including preoperative and postoperative care
Endodontic Services – Used to treat teeth with disease or damaged nerves (for example, root canals)
Periodontic Services – Used to treat disease of the gums and supporting structures of the teeth
Relines And Repairs – Relines and repairs to bridges and dentures
minor restorative services – used to repair teeth damaged by disease or injury (for example, fillings)
Major Restorative Services – Used when teeth can't be restored with another filling material (for example, crowns)
<b>Class III Benefits – Plan Pays 50%</b>
Prosthetic Services – Used to replace missing natural teeth (for example, bridges and dentures)
<b>Class IV Benefits – Plan Pays 50%</b>
Orthodontic Services (To Age 19) – Used to correct malposed teeth and/or facial bones (for example, braces)

#### **Maximum Contract Benefit**

\$2,000 per person total per benefit year on Class I, Class II and Class III Benefits. Payment for Class IV Benefits will not exceed a lifetime maximum of \$2,000 per eligible person.

#### **Waiting Period**

Employees eligible for dental benefits are covered following three (3) months of continuous employment.

#### **Enrollment**

Where two subscribers are eligible under the same group, and are legally married to each other, they shall be enrolled under one subscriber and shall receive benefits under one contract without coordination of benefits under this dental contract.

## APPENDIX J – CLASSIFICATIONS - FIRE SUPPRESSION

JOB TITLE: FIREFIGHTER

Job Number: 131820

Date Finalized:

<b><u>Service Unit</u></b> Fire Department	<b><u>Accountable To</u></b> Company Officer
<b><u>Role Summary</u></b> To protect life and property by combating, extinguishing and preventing fires and providing emergency medical assistance. Provides emergency response, basic/life support, fire prevention, rescue and fire suppression, as well as other duties associated with fire and rescue. Work involves risk and hazardous exposure. Work is performed under the direction of a superior officer.	
<b><u>Duties</u></b> Depending upon assignment, duties may include, but are not limited to, the following:  <p style="text-align: center;"><b><u>Essential Duties</u></b></p> <ul style="list-style-type: none"><li>• Respond to emergencies with a fire company, may enter burning buildings with hose lines, operate nozzles and extinguish the fire as directed</li><li>• Operate hand fire extinguishers, fog nozzles and similar equipment in extinguishing fires; raise, lower and climb ladders; and ventilate burning buildings to carry off smoke and gases and assist in returning equipment to service</li><li>• Rescue persons from danger and administer medical aid as necessary</li><li>• Perform salvage operations such as throwing covers, evacuating water, removing debris and performing general cleanup at the fire scene</li><li>• Perform routine housekeeping duties at a fire station, such as mowing grass, cooking, making beds, cleaning walls, washing windows and sweeping floors</li><li>• Assist with limited repair and maintenance work on fire equipment and apparatus</li><li>• Attend and participate in training sessions to learn firefighting strategies and tactics, equipment operation, medical aid and street and hydrant locations</li><li>• Check and inventory all personal protective equipment, firefighting tools and equipment for readiness (e.g. protective clothing, breathing apparatus, rescue equipment, hoses, hand tools, etc.); place personal safety gear on apparatus; check emergency medical care equipment for readiness (e.g. replenish first aid supplies in trauma box). Report any missing, damaged or non-functioning equipment</li><li>• Communicate with fire crew, other fire crews or supervisors, fire department management staff and incident commanders; follow verbal instructions</li><li>• Promote life safety and prevention among public contacts</li></ul> <p style="text-align: center;"><b><u>Related Work</u></b></p> Perform associated fire and rescue work as assigned.	
<b><u>Knowledge Of</u></b>	

- Basic principles and techniques of fire suppression, rescue, life support and fire prevention
- Operation of appropriate apparatus
- City geography
- State and local traffic regulations
- Basic knowledge of computers and software (e.g. Microsoft Outlook, E-Mail)
- Basic mechanical aptitude
- Basic emergency medical procedures
- Policies and procedures of the Ann Arbor Fire Department
- Basic mathematics functions

### **Skills And Ability To**

- Ability to understand and learn firefighting and medical response information from oral and written sources
- Ability to read and write the English language at a level necessary for efficient performance
- Ability to understand and follow oral instructions
- Ability to effectively communicate in English through oral and written communication
- Use modern office equipment, including computers, computer applications and software
- Ability to work long hours under stressful conditions
- Ability to apply a wide variety of firefighting duties, methods and procedures including the operation of firefighting and medical equipment and tools
- Ability to perform physical and strenuous rescue and firefighting work requiring physical strength, coordination, endurance and flexibility
- Ability to learn technical information in a classroom setting and transfer this knowledge to actions
- Ability to exercise judgment during hazardous circumstances and to act quickly and effectively during emergencies

### **Equipment**

Fire suppression equipment, medical equipment, hand tools, extrication equipment, personal protective equipment (PPE), specialized technical equipment, specialized hazmat equipment, portable radio, and standard office equipment

### **Training And Experience**

- Fire Fighter I and II Certification and;
- High School Diploma or G.E.D. equivalent
- Must be at least 18 years of age at the time of appointment and ability to meet such medical and physical standards as may be required at the time of appointment

### **Licensing Requirements**

- Must possess a valid US Drivers License Is Required
- Must possess a Michigan Emergency Medical Technician License as per Article 61 Section (b)

### **Physical Requirements**

Must be able to adhere to all physical requirements necessitated for a firefighter position.

Essential and related duties may require maintaining good physical condition necessary for sitting, standing, walking, running, climbing ladders, bending, stooping, crouching and kneeling for prolonged periods of time; as well as the ability to lift, drag, hoist and carry different types of fire equipment and other objects. Requires stamina and physical endurance needed to sustain prolonged, rigorous physical activity during emergency situations. Requires physical dexterity as needed to don equipment quickly, tie knots, etc.

In addition, positions in this classification typically require: fingering, grasping, reaching, handling and/or feeling, talking, hearing and seeing (including peripheral vision, night vision, focus, color perception and depth perception).

Physical demands include the ability to lift, push/pull, hold and carry in excess of 50 pounds. The ability to climb step stools, step ladders, extension and aerial ladders, as well as 3 or more flights of stairs.

Very Heavy Work: exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of forces constantly to move objects.

Physically able to operate assigned apparatus and equipment. The Driver/Operator occasionally may be required to, and thus have the ability to, perform the physical requirements as delineated in the Firefighter Job Description.

Operating office equipment requiring continuous or repetitive hand/arm movements.

JOB TITLE: DRIVER/OPERATOR

Job Number: 131660

Date Finalized:

<b><u>Service Unit</u></b> Fire Department	<b><u>Accountable To</u></b> Company Officer
<b><u>Role Summary</u></b> Drives fire apparatus in emergency and non-emergency situations; operates and checks pumping equipment and complement of tools contained on apparatus. Work involves responsibility for all duties of a firefighter. Primarily responsible for the safe operation of fire apparatus and pumping equipment.	
<b><u>Duties</u></b> Depending upon assignment, duties may include, but are not limited to, the following:  <p style="text-align: center;"><b><u>Essential Duties</u></b></p> <ul style="list-style-type: none"><li>• Drive apparatus during emergency and non-emergency situations; position apparatus in manner to take advantage of water resources, routes for other apparatus and safety factors</li><li>• Check, inspect, inventory and maintain all fire fighting tools, equipment and supplies on each piece of assigned apparatus</li><li>• As a part of preventive maintenance, visually inspect apparatus for leaks, scratches, damage, etc. To ensure readiness; check levels of apparatus fluids (engine oil, radiator water, fuel, tank water, etc.), check tires and check the general readiness of the apparatus for operation</li><li>• Communicate with fire crew members to keep them apprised of changes in equipment status during emergencies, non-emergencies and shift changes; and keeping them aware of equipment changes or readiness during emergency situations</li><li>• In fire emergencies, perform pumping and apparatus operation; monitor and analyze pumping conditions, making adjustments as necessary to ensure an adequate water supply for firefighters and to prevent damage to apparatus (e.g. monitor gauges for pressure, r.p.m. etc.); connect and pump to standpipes and automated fire protection systems, maintaining adequate pressure in these building systems</li><li>• Operate apparatus that you are assigned to and certified to use</li><li>• Duties of a firefighter as listed in the Firefighter Job Description</li></ul> <p style="text-align: center;"><b><u>Related Work</u></b></p> Perform associated fire and rescue work as assigned.	

<b><u>Skills And Ability To</u></b> <ul style="list-style-type: none"><li>• Driving and maneuvering apparatus in a safe and appropriate manner</li><li>• Skills as listed in the Firefighter Job Description</li><li>• Use modern office equipment, including computers, computer applications and software</li></ul>
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**Equipment**

Fire suppression equipment, truck and portable radio, medical equipment, hand tools, extrication equipment, personal protective equipment (PPE), specialized technical equipment, specialized hazmat equipment, and standard office equipment.

**Training And Experience**

- Successful completion of Driver/Operator certification for appropriate Apparatus
- Training and Experience as listed in the Firefighter Job Description

**Licensing Requirements**

- Must possess a valid US Drivers License Is Required
- Must possess a Michigan Emergency Medical Technician License

**Physical Requirements**

Must be able to adhere to all physical requirements necessitated for a firefighter position.

Essential and related duties may require maintaining good physical condition necessary for sitting, standing, walking, running, climbing ladders, bending, stooping, crouching and kneeling for prolonged periods of time; as well as the ability to lift, drag, hoist and carry different types of fire equipment and other objects. Requires stamina and physical endurance needed to sustain prolonged, rigorous physical activity during emergency situations. Requires physical dexterity as needed to don equipment quickly, tie knots, etc.

In addition, positions in this classification typically require: fingering, grasping, reaching, handling and/or feeling, talking, hearing and seeing (including peripheral vision, night vision, focus, color perception and depth perception).

Physical demands include the ability to lift, push/pull, hold and carry in excess of 50 pounds. The ability to climb step stools, step ladders, extension and aerial ladders, as well as 3 or more flights of stairs.

Very Heavy Work: exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of forces constantly to move objects.

Physically able to operate assigned apparatus and equipment. The Driver/Operator occasionally may be required to, and thus have the ability to, perform the physical requirements as delineated in the Firefighter Job Description.

Operating office equipment requiring continuous or repetitive hand/arm movements.



JOB TITLE: FIRE LIEUTENANT

Job Number: 131710

Date Finalized:

<b><u>Service Unit</u></b> Fire Department	<b><u>Accountable To</u></b> Captain
<b><u>Role Summary</u></b> The Fire Lieutenant is a supervisory, firefighting and fire safety position. Responsible for fire suppression, emergency medical, inspection and training activities of an assigned company, as well as light maintenance of apparatus, equipment and fire station grounds. Work is performed under the Captain and Battalion Chief.	
<b><u>Duties</u></b> Depending upon assignment, duties may include, but are not limited to, the following:  <p style="text-align: center;"><b><u>Essential Duties</u></b></p> <ul style="list-style-type: none"><li>• Supervises, assigns, directs and evaluates subordinate personnel.</li><li>• Supervises and coordinates all fire suppression, rescue and emergency medical shift activities to ensure effective compliance with departmental policies and directives.</li><li>• Directs company drills and training duties.</li><li>• Determines the seriousness of the fire and calls for support apparatus as needed. Directs and coordinates all fire suppression activities until relieved by a superior officer.</li><li>• Sees that all station equipment is returned to its proper place after a fire has been extinguished and that all equipment is in working order at all times.</li><li>• Transmits orders and information to staff.</li><li>• Prepares fire and emergency call reports and records of shift activities and maintains discipline and morale of shift personnel.</li><li>• Manages and performs station house duties and activities.</li><li>• Evaluates performance of subordinates and conveys disciplinary issues through the chain of command.</li><li>• Conducts fire safety and fire prevention tours and lectures for schools, civic groups and businesses, as coordinated by Fire Prevention.</li><li>• Duties of a firefighter as listed in the Firefighter Job Description</li></ul> <p style="text-align: center;"><b><u>Related Work</u></b></p> Perform associated fire and rescue work as assigned.	
<b><u>Knowledge of:</u></b> <ul style="list-style-type: none"><li>• Principles and practices of leadership and supervision</li><li>• Principles and practices of performance evaluation and training</li><li>• Advanced fire ground operations and techniques including incident command practices</li><li>• Teaching practices and methods</li></ul>	

- Basic building construction
- Various detection, alarm and extinguishments systems found in buildings (standpipes, sprinklers, etc.) And how to operate those systems
- Fire behavior, causes and hazards, as well as fire chemistry and physics
- First responder management strategies for hazardous materials incidents
- Knowledge as listed in the Firefighter Job Description

**Skills And Ability To:**

- Give appropriate fire-ground and emergency scene commands
- Exercise appropriate judgment in routine supervisory and emergency incidents
- Recognize and evaluate hazardous materials and determine necessary courses of action
- Use reference materials (e.g. map books, hazardous materials guides, etc.)
- Provide formal or informal instruction, training or guidance to firefighters and others through demonstration and explanation
- Prepare and present effective oral and written informative material relating to the activities of the Fire Department
- Write routine reports and/or correspondence
- Leads company familiarizations to learn the location in their first alarm district
- Use modern office equipment, including computers, computer applications and software
- Skills as listed in the Firefighter Job Description

**Equipment**

Fire suppression equipment, truck and portable radio, medical equipment, hand tools, extrication equipment, personal protective equipment (PPE), specialized technical equipment, specialized hazmat equipment, and standard office equipment.

**Training And Experience**

- Fire Officer II Certification and;
- Three (3) years consecutive operations experience and;
- All other training and experience as listed in the Firefighter Job Description

**Licensing Requirements**

- Must possess a valid US Drivers License Is Required
- Must possess a valid Michigan Emergency Medical Technician License

**Physical Requirements**

Must be able to adhere to all physical requirements necessitated for a firefighter position.

Essential and related duties may require maintaining good physical condition necessary for sitting, standing, walking, running, climbing ladders, bending, stooping, crouching and kneeling for prolonged periods of time; as well as the ability to lift, drag, hoist and carry different types of fire equipment and other objects. Requires stamina

and physical endurance needed to sustain prolonged, rigorous physical activity during emergency situations. Requires physical dexterity as needed to don equipment quickly, tie knots, etc.

In addition, positions in this classification typically require: fingering, grasping, reaching, handling and/or feeling, talking, hearing and seeing (including peripheral vision, night vision, focus, color perception and depth perception).

Physical demands include the ability to lift, push/pull, hold and carry in excess of 50 pounds. The ability to climb step stools, step ladders, extension and aerial ladders, as well as 3 or more flights of stairs.

Very Heavy Work: exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of forces constantly to move objects.

Operating office equipment requiring continuous or repetitive hand/arm movements.

JOB TITLE: FIRE CAPTAIN

Job Number: 131710

Date Finalized:

<b><u>Service Unit</u></b> Fire Department	<b><u>Accountable To</u></b> Battalion Chief
<b><u>Role Summary</u></b> The Fire Captain is a mid-level management position. Responsible for fire suppression, emergency medical and training activities of an assigned shift, as well as light maintenance of apparatus, equipment and fire station grounds. Responsibilities could include oversight of inventory and supply, dispatch liaison, and personnel management activities. Work is performed under the direction of the Battalion Chief.	
<b><u>Duties</u></b> Depending upon assignment, duties may include, but are not limited to, the following:  <p style="text-align: center;"><u>Essential duties</u></p> <ul style="list-style-type: none"><li>• Supervises, assigns, directs and evaluates subordinate personnel.</li><li>• Plays a vital role in implementing the Incident Command system at emergency and multicompany incidents.</li><li>• Supervises and coordinates fire suppression, rescue and emergency medical shift activities to ensure effective compliance with departmental policies and directives.</li><li>• Directs and coordinates fire suppression activities until relieved by a superior officer.</li><li>• Performs interior command at a fire scene.</li><li>• Communicates with property owners, contractors, allied agencies and personnel and the general public during emergency incident management.</li><li>• Sees that all station equipment is returned to its proper place after a fire has been extinguished and that all equipment is in working order at all times.</li><li>• Completes personnel management documentation (e.g., daily holdover lists, scheduling and equalization of overtime records)</li><li>• Transmits orders and information to staff.</li><li>• Prepares fire and emergency call reports and records of shift activities and maintains discipline and morale of shift personnel.</li><li>• Manages station house duties and activities.</li><li>• Coordinates company training in cooperation with the Training Officer.</li><li>• Evaluates performance of subordinates and conveys disciplinary issues through the chain of command.</li><li>• Conducts fire safety and fire prevention tours and lectures for schools, civic groups and businesses, as coordinated by Fire Prevention.</li><li>• Management and oversight of suppression functions such as hose supplies and testing, medical supply inventory, dispatch liaison, and communication. Ensures that assigned personnel have the resources needed to complete their jobs.</li><li>• Assist with call back and mutual aid as needed.</li></ul>	

- Use modern office equipment, including computers, computer applications and software
- Duties of a firefighter as listed in the Firefighter Job Description

Related Work

Perform associated fire and rescue work as assigned.

**Knowledge Of:**

- Principles and practices of leadership and supervision
- Principles and practices of performance evaluation and training
- Advanced fire ground operations and techniques including incident command practices
- Teaching practices and methods
- Basic building construction
- Various detection, alarm and extinguishments systems found in buildings (standpipes, sprinklers, etc.) And how to operate those systems
- Fire behavior, causes and hazards, as well as fire chemistry and physics
- First responder management strategies for hazardous materials incidents
- Knowledge as listed in the Firefighter Job Description

**Skills And Ability To:**

- Give appropriate fire-ground and emergency scene commands
- Exercise appropriate judgment in routine supervisory and emergency incidents
- Recognize and evaluate hazardous materials and determine necessary courses of action
- Use reference materials (e.g. map books, hazardous materials guides, etc.)
- Provide formal or informal instruction, training or guidance to firefighters and others through demonstration and explanation
- Prepare and present effective oral and written informative material relating to the activities of the Fire Department
- Write routine reports and/or correspondence
- Leads company familiarizations to learn locations in first alarm districts
- Use modern office equipment, including computers, computer applications and software
- Skills as listed in the Firefighter Job Description

**Equipment**

Fire suppression equipment, medical equipment, hand tools, extrication equipment, personal protective equipment (PPE), specialized technical equipment, specialized hazmat equipment, portable radio, and standard office equipment

**Licensing Requirements**

- Must possess a valid US Drivers License Is Required
- Must possess a Michigan Emergency Medical Technician License

### **Physical Requirements**

Must be able to adhere to all physical requirements necessitated for a firefighter position.

Essential and related duties may require maintaining good physical condition necessary for sitting, standing, walking, running, climbing ladders, bending, stooping, crouching and kneeling for prolonged periods of time; as well as the ability to lift, drag, hoist and carry different types of fire equipment and other objects. Requires stamina and physical endurance needed to sustain prolonged, rigorous physical activity during emergency situations. Requires physical dexterity as needed to don equipment quickly, tie knots, etc.

In addition, positions in this classification typically require: fingering, grasping, reaching, handling and/or feeling, talking, hearing and seeing (including peripheral vision, night vision, focus, color perception and depth perception).

Physical demands include the ability to lift, push/pull, hold and carry in excess of 50 pounds. The ability to climb step stools, step ladders, extension and aerial ladders, as well as 3 or more flights of stairs.

Very Heavy Work: exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of forces constantly to move objects.

Physically able to operate assigned apparatus and equipment. The Driver/Operator occasionally may be required to, and thus have the ability to, perform the physical requirements as delineated in the Firefighter Job Description.

Operating office equipment requiring continuous or repetitive hand/arm movements.

JOB TITLE: BATTALION CHIEF

Job Number: 131740

Date Finalized:

<b><u>Service Unit</u></b> Fire Department	<b><u>Accountable To</u></b> Assistant Chief
<b><u>Role Summary</u></b> The Battalion Chief is a senior level management position in charge of suppression. Directs and supervises all activities of fire companies in a battalion on an assigned shift. The Battalion Chief exercises considerable discretion subject to departmental regulations and general administrative review.	
<b><u>Duties</u></b> Depending upon assignment, duties may include, but are not limited to, the following:  <p style="text-align: center;"><b><u>Essential Duties</u></b></p> <ul style="list-style-type: none"><li>• Supervises, assigns, directs and evaluates subordinate personnel.</li><li>• Plays a vital role in Implementing The Incident Command System at emergency and multicompany incidents.</li><li>• Responsible for all fire suppression, rescue and emergency medical shift activities to ensure effective compliance with departmental policies and directives.</li><li>• Directs and coordinates all fire suppression activities</li><li>• Communicates with property owners, contractors, allied agencies and personnel and the general public during emergency incident management.</li><li>• Completes personnel management related written documentation (e.g., attendance, daily staffing and scheduling time off).</li><li>• Transmits orders and information to staff.</li><li>• Participates in training activities and studies modern firefighting methods and techniques.</li><li>• Prepares reports and records of shift activities and maintains discipline and morale of shift personnel.</li><li>• Evaluates performance of subordinates and conveys disciplinary issues through the chain of command.</li><li>• Assists dispatch in directing apparatus during emergency incidents.</li><li>• Initiates call back and mutual aid as needed.</li><li>• Responsible for firefighter accountability.</li><li>• The ability to safely operate a motor vehicle, as local travel will be required.</li><li>• Duties of a firefighter as listed in the Firefighter Job Description</li></ul> <p style="text-align: center;"><b><u>Related Work</u></b></p> Perform associated fire and rescue work as assigned.	

**Knowledge Of:**

- Rules and regulations of the Fire Department; State, Federal and Local standards, laws and regulations
- Rescue, EMS, hazardous materials response, technical rescue, health and safety codes and regulations, and fire prevention
- Principles and practices of leadership and supervision
- Principles and practices of performance evaluation and training
- Advanced fire ground operations and techniques including incident command practices
- Teaching practices and methods
- Basic building construction
- Various detection, alarm and extinguishments systems found in buildings (standpipes, sprinklers, etc.) And how to operate those systems
- Fire behavior, causes and hazards, as well as fire chemistry and physics
- First responder management strategies for hazardous materials incidents
- Knowledge as listed in the Firefighter Job Description

**Skills And Ability To:**

- Give appropriate fire-ground and emergency scene commands
- Exercise appropriate judgment in routine supervisory and emergency incidents
- Recognize and evaluate hazardous materials and determine necessary courses of action
- Use reference materials (e.g. map books, hazardous materials guides, etc.)
- Use modern office equipment, including computers, computer applications and software
- Prepare and present effective oral and written informative material relating to the activities of the fire department
- Establish facts and draw valid conclusions
- Write routine reports and/or correspondence
- The ability to safely operate a motor vehicle, as local travel will be required.
- Skills as listed in the Firefighter Job Description

**Equipment**

Specialized equipment assigned to Battalion Chief Vehicle.

Fire suppression equipment, medical equipment, hand tools, extrication equipment, personal protective equipment (PPE), specialized technical equipment, specialized hazmat equipment, portable radio, and standard office equipment

**Training And Experience**

- Fire Officer III certification and;
- Ten (10) years of service and two (2) years as Lieutenant or hold the rank of Captain or;
- Five (5) years of service, two (2) years as Lieutenant or hold the rank of Captain and an approved Bachelor's Degree



**Licensing Requirements**

- Must possess a valid US Driver's License
- Must possess a valid Michigan Emergency Medical Technician License

**Physical Requirements**

Must be able to adhere to all physical requirements necessitated for a firefighter position.

Essential and related duties may require maintaining good physical condition necessary for sitting, standing, walking, running, climbing ladders, bending, stooping, crouching and kneeling for prolonged periods of time; as well as the ability to lift, drag, hoist and carry different types of fire equipment and other objects. Requires stamina and physical endurance needed to sustain prolonged, rigorous physical activity during emergency situations. Requires physical dexterity as needed to don equipment quickly, tie knots, etc.

In addition, positions in this classification typically require: fingering, grasping, reaching, handling and/or feeling, talking, hearing and seeing (including peripheral vision, night vision, focus, color perception and depth perception).

Physical demands include the ability to lift, push/pull, hold and carry in excess of 50 pounds. The ability to climb step stools, step ladders, extension and aerial ladders, as well as 3 or more flights of stairs.

Very Heavy Work: exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of forces constantly to move objects.

Operating office equipment requiring continuous or repetitive hand/arm movements.

## APPENDIX J – CLASSIFICATIONS – ADMINISTRATION

JOB TITLE: ASSISTANT MECHANIC

Job Number: 131700

Date Finalized:

<b><u>Service Unit</u></b> Fire Department	<b><u>Accountable To</u></b> Master Mechanic – Fire Department
<b><u>Role Summary</u></b> To perform responsible preventive maintenance and mechanical repair work related to the maintenance and repair of specialized fire vehicles and related mechanical equipment.	
<b><u>Duties</u></b> Depending upon assignment, duties may include, but are not limited to, the following:  <p style="text-align: center;"><b><u>Essential Duties</u></b></p> <ul style="list-style-type: none"><li>• Assists the Master Mechanic In developing bid specifications for new fire apparatus and equipment</li><li>• Determines maintenance needs and necessary repairs for all fire vehicles and equipment and maintains records of such repair</li><li>• Checks operating efficiency of fire vehicles and fire mechanical equipment</li><li>• Determine stock needs and orders and maintains replacement parts and supplies</li><li>• Repairs and adjusts engines, clutches, brake systems and hydraulic pumps and supplies</li><li>• Ensures pump systems provide appropriate water pressures</li><li>• Tunes engines, cleans, repairs and replaces carburetors, fuel pumps, strainers, fuel lines, fuel tanks, and gauges, wires and reconditions electrical systems</li><li>• Performs general maintenance of all fire equipment including oiling and lubricating various components</li><li>• Perform heavy vehicle systems and component failure analyses</li><li>• Performs required Department of Transportation inspections of commercial vehicles</li><li>• Insures fire apparatus conforms to commercial Department of Transportation and N.F.P.A. standards</li><li>• Provides classroom and hands-on instruction to Fire Department personnel pertaining to maintenance and operation of fire apparatus and related equipment</li><li>• Inspect, maintain and repair SCBA equipment and use Fire Department cascade system to fill SCBA bottles</li><li>• Responds to incidents as necessary</li><li>• Duties of a firefighter as listed in the Firefighter Job Description</li><li>• Coordinate facility maintenance needs and repairs with City Building Maintenance Management.</li></ul>	

### Related Work

Perform associated fire and rescue work as assigned.

### Knowledge Of

- Vehicle/equipment electrical systems, axles, transmissions, brakes, steering and suspension
- Tools, equipment, and procedures used in the overhaul, repair, and adjustment of gas and diesel powered equipment
- Procedures of preventive maintenance related to automotive and fire apparatus
- Principles and procedures of hydraulic systems
- Operating and repair characteristics of a wide variety of automotive and fire apparatus
- Operation and care of internal combustion engines and hydraulic equipment
- Methods, materials, equipment and tools used in routine welding and fabrication work
- Methods and tools used in repair and maintenance of fire vehicle apparatus, including diesel engines, fire pumps, hydraulic and pneumatic systems
- Safe work practices
- Knowledge as listed in the Firefighter Job Description

### Skills And Ability To

- Perform simple to complex vehicle/equipment troubleshooting, diagnosis, repair and fabricating work
- Independently perform mechanical inspections, complex testing and diagnosis
- Accurately determine mechanical repair needs and estimate the cost and time of repairs
- Use a variety of equipment maintenance tools and equipment
- Use modern office equipment, including computers, computer applications and software
- Repair fire pumps and components, aerial apparatus and accessories in accordance with N.F.P.A. standards
- document and report all work on equipment
- read and apply factory service manual repair techniques and procedures, and understand blueprints and schematics
- use modern, sophisticated test equipment to diagnose and repair automotive equipment
- skills as listed in the Firefighter Job Description

### Equipment

Cutting and welding tools, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for repairs and routine maintenance of automotive, fire equipment and fire apparatus; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile or portable radio

**Training And Experience**

- SCBA Certification
- Three (3) years minimum experience in suppression.

**Licensing Requirements**

- Must be certified to operate all department suppression apparatus
- Must possess a valid US Driver's License
- Must possess a valid Michigan Emergency Medical Technician License

**Physical Requirements**

Must be able to adhere to all physical requirements necessitated for a firefighter position.

Essential and related duties may require maintaining good physical condition necessary for standing, stooping, kneeling, bending or crouching for extended periods of time; as well as the ability to finger, grasp, handle, feel or operate objects, tools, or controls; reach with hands and arms; climb or balance; sitting and walking; talking, hearing and seeing – specific vision abilities include close vision, color vision and the ability to adjust focus; operating assigned equipment and vehicles.

Physical demands include the ability to frequently lift and/or move up to 25 pounds and occasionally lift in excess of 50 pounds.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Operating office equipment requiring continuous or repetitive hand/arm movements.

JOB TITLE: MASTER MECHANIC

Job Number: 131730

Date Finalized:

<b><u>Service Unit</u></b> Fire Department	<b><u>Accountable To</u></b> Assistant Chief
<b><u>Role Summary</u></b> To supervise the servicing, repairing and maintenance of specialized fire vehicles and related mechanical equipment. Performs skilled heavy equipment mechanical work related to the maintenance and repair of specialized fire equipment.	
<b><u>Duties</u></b> Depending upon assignment, duties may include, but are not limited to, the following:  <p style="text-align: center;"><u>Essential Duties</u></p> <ul style="list-style-type: none"><li>• Supervises, assigns, directs and evaluates subordinate personnel</li><li>• Provides input to staff regarding budget, equipment utilization, equipment replacement and equipment needs</li><li>• Coordinates specifications for new fire apparatus and equipment</li><li>• Determines maintenance needs and necessary repairs for all fire vehicles and equipment and maintains records of such repairs</li><li>• Checks operating efficiency of fire vehicles and fire mechanical equipment</li><li>• Determine stock needs and orders and maintains replacement parts and supplies</li><li>• Performs general maintenance of all fire equipment including oiling and lubricating various components</li><li>• Perform heavy vehicle systems and component failure analyses</li><li>• Performs required Department Of Transportation inspections of commercial vehicles</li><li>• Insures fire apparatus conforms to commercial Department Of Transportation and N.F.P.A. standards</li><li>• Provides classroom and hands-on instruction to Fire Department personnel pertaining to maintenance and operation of fire apparatus and related equipment</li><li>• Ensures proper maintenance and repairs are made towards SCBA equipment and use Fire Department cascade system to fill SCBA bottles</li><li>• Responds to incidents as necessary</li><li>• Duties of a firefighter as listed in the Firefighter Job Description</li><li>• Coordinate facility maintenance needs and repairs with City Building Maintenance Management.</li><li>• Outsource repair work as needed.</li></ul> <p style="text-align: center;"><u>Related Work</u></p> Perform associated fire and rescue work as assigned.	

**Knowledge Of**

- Principles and practices of leadership and supervision
- Principles and practices of performance evaluation and training
- Vehicle/equipment electrical systems, axles, transmissions, brakes, steering and suspension
- Tools, equipment, and procedures used in the overhaul, repair, and adjustment of gas and diesel powered equipment
- Procedures of preventive maintenance related to automotive and fire apparatus
- Principles and procedures of hydraulic systems
- Operating and repair characteristics of a wide variety of automotive and fire apparatus
- Operation and care of internal combustion engines and hydraulic equipment
- Methods, materials, equipment and tools used in routine welding and fabrication work
- Methods and tools used in repair and maintenance of fire vehicle apparatus, including diesel engines, fire pumps, hydraulic and pneumatic systems
- Safe work practices
- Knowledge as listed in the Firefighter Job Description

**Skills And Ability To:**

- Lead, coordinate and review the work staff in the area of work assigned
- Perform simple to complex vehicle/equipment troubleshooting, diagnosis, repair and fabricating work
- Independently perform mechanical inspections, complex testing and diagnosis
- Accurately determine mechanical repair needs and estimate the cost and time of repairs
- Use a variety of equipment maintenance tools and equipment
- Ensure proper repairs to fire pumps and components, aerial apparatus and accessories in accordance with N.F.P.A. standards
- Document and report all work on equipment
- Read and apply factory service manual repair techniques and procedures, and understand blueprints and schematics
- Use modern, sophisticated test equipment to diagnose and repair automotive equipment
- Use modern office equipment, including computers, computer applications and software
- Skills as listed in the Firefighter Job Description

**Equipment**

Cutting and welding tools, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for repairs and routine maintenance of automotive, fire equipment and fire apparatus; electronic vehicle diagnostic equipment; calculator, phone; mobile or portable radio





**Training And Experience**

- Ten (10) years service in the Department as a Firefighter

**Licensing Requirements**

- Must possess a valid US Driver's License
- Must possess a Michigan Emergency Medical Technician License
- Must be certified to operate all department suppression apparatus prior to promotion to the position, but may test for the position without being certified on all apparatus.

**Physical Requirements**

Must be able to adhere to all physical requirements necessitated for a firefighter position.

Essential and related duties may require maintaining good physical condition necessary for sitting, standing, walking, running, climbing ladders, bending, stooping, crouching and kneeling for prolonged periods of time; as well as the ability to lift, drag, hoist and carry different types of fire equipment and other objects. Requires stamina and physical endurance needed to sustain prolonged, rigorous physical activity during emergency situations. Requires physical dexterity as needed to don equipment quickly, tie knots, etc.

In addition, positions in this classification typically require: fingering, grasping, reaching, handling and/or feeling, talking, hearing and seeing (including peripheral vision, night vision, focus, color perception and depth perception).

Physical demands include the ability to lift, push/pull, hold and carry in excess of 50 pounds. The ability to climb step stools, step ladders, extension and aerial ladders, as well as 3 or more flights of stairs.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of forces constantly to move objects.

Operating office equipment requiring continuous or repetitive hand/arm movements.

JOB TITLE: ASSISTANT TRAINING OFFICER

Job Number: 131810

Date Finalized:

<b><u>Service Unit</u></b> Fire Department	<b><u>Accountable To</u></b> Training Officer
<b><u>Role Summary</u></b> To develop, coordinate and conduct training programs in the Fire Department along with the preparation and maintenance of training records and reports. May perform work on emergency incidents as outlined in the Ann Arbor Fire Department Incident Command System. Work is directed by the Fire Training Officer. Supervision is exercised over all personnel up to and including the Assistant Chief during training.	
<b><u>Duties</u></b> Depending upon assignment, duties may include, but are not limited to, the following:  <p style="text-align: center;"><b><u>Essential Duties</u></b></p> <ul style="list-style-type: none"><li>• Supervises, assigns, directs and evaluates subordinate personnel.</li><li>• Prepares training curricula for departmental personnel. Assembles course materials and provides training on various emergency medical service topics and fire related topics.</li><li>• Prepares participant guides, training memoranda, and other forms of documentation.</li><li>• Prepares and recommends training and licensure needs related to EMS and develops training plans to meet those needs.</li><li>• Prepares periodic reports on training program progress.</li><li>• Evaluates and makes recommendations on medical supplies, equipment, practice, policies and procedures, including purchase and maintenance of EMS equipment.</li><li>• Arranges for instructors to provide stabilized training.</li><li>• Coordinates and performs quality assurance activities associated with the Department's EMS activities.</li><li>• Actively participates in medical control authority meetings, EMS related seminars and maintains current knowledge of all established standards related to EMS care and County protocols.</li><li>• Performs other related suppression, hazardous materials, technical rescue, and public education training activities as directed by the Fire Training Officer.</li><li>• The ability to safely operate a motor vehicle, as local travel will be required.</li><li>• Duties of a firefighter as listed in the Firefighter Job Description</li></ul> <p style="text-align: center;"><b><u>Related Work</u></b></p> Perform associated fire and rescue work as assigned.	

**Knowledge of**

- Firefighting tactics and principles
- Current EMS practices and procedures
- Principles and practices of training and educational methodology
- State EMS licensure requirements
- As listed in the Driver Operator Job Description

**Skills and Ability to**

- Use modern office equipment, including computers, computer applications and software
- Plan, organize and conduct emergency medical services training, and quality assurance program; review and analyze services provided
- Develop and implement programs designed to improve individual and departmental services
- Develop and maintain cooperative working relationships with a variety of agencies, boards and commissions
- Employ, demonstrate and instruct in a variety of medical techniques common to emergency medical situations; develop and implement program policies and procedures
- Oversee, coordinate and teach continuing education programs for recertification of EMT's and paramedics
- Assist with the development and implementation of the training budget, consistent with the goals of the Fire Department
- Write reports and routine correspondence
- The ability to safely operate a motor vehicle, as local travel will be required.
- Skills as listed in the Drive Operator Job Description

**Equipment**

Standard office equipment, training equipment and EMS equipment. Fire suppression equipment, medical equipment, hand tools, extrication equipment, personal protective equipment (PPE), specialized technical equipment, specialized hazmat equipment, portable radio, and standard office equipment.

**Training and Experience** (position requirement on entry)

- Fire Officer II Certification and;
- Three consecutive years of experience in the Operations Division

**Licensing Requirements**

- Must possess a valid Michigan Emergency Medical Technician License
- Must possess a valid Michigan Instructor / Coordinator's Certification at level of the department's medical licensure. If department upgrades it's medical licensure then personnel will have time to obtain the upgraded licensure as per applicable state law.
- Must possess a valid US Drivers License

### **Physical Requirements**

Must be able to adhere to all physical requirements necessitated for a firefighter position.

Essential and related duties may require maintaining good physical condition necessary for sitting, standing, walking, running, climbing ladders, bending, stooping, crouching and kneeling for prolonged periods of time; as well as the ability to lift, drag, hoist and carry different types of fire equipment and other objects. Requires stamina and physical endurance needed to sustain prolonged, rigorous physical activity during emergency situations. Requires physical dexterity as needed to don equipment quickly, tie knots, etc.

In addition, positions in this classification typically require: fingering, grasping, reaching, handling and/or feeling, talking, hearing and seeing (including peripheral vision, night vision, focus, color perception and depth perception).

Physical demands include the ability to lift, push/pull, hold and carry in excess of 50 pounds. The ability to climb step stools, step ladders, extension and aerial ladders, as well as 3 or more flights of stairs.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of forces constantly to move objects.

Operating office equipment requiring continuous or repetitive hand/arm movements.

JOB TITLE: TRAINING OFFICER

Job Number: 131850

Date Finalized:

<b><u>Service Unit</u></b> Fire Department	<b><u>Accountable To</u></b> Assistant Chief
<b><u>Role Summary</u></b> To coordinate, develop, schedule, monitor, supervise and document all training activities for the Fire Department. Directly supervise the Assistant Training Officer, personnel, and overall activities of the training division. Prepares training and makes recommendations to the Assistant Fire Chief for inclusion in the training budget. Act as liaison to other training agencies as directed by the Assistant Fire Chief. Work is performed under the general supervision of the Assistant Fire Chief. Supervision is exercised over all personnel up to and including Assistant Chiefs during training.	
<b><u>Duties</u></b> Depending upon assignment, duties may include, but are not limited to, the following:  <p style="text-align: center;"><b><u>Essential Duties</u></b></p> <ul style="list-style-type: none"><li>• Supervises, assigns, directs and evaluates subordinate personnel.</li><li>• Develops and coordinates training of new firefighters for the department.</li><li>• Compiles, coordinates and maintains custody of all training records for the department.</li><li>• Respond to incidents as required by the department.</li><li>• Acts as the Fire Department Safety Officer as necessary.</li><li>• Develops or supervises the development, review and revision of all training programs for the fire department.</li><li>• Coordinates the compilation of training materials and operate multimedia equipment as needed.</li><li>• Oversees Assistant Training Officer in scheduling, record retention, coordination and provision of annual EMS recertification programs.</li><li>• Coordinates the dissemination of educational information and materials to the department.</li><li>• Schedules and conducts training activities as required.</li><li>• Coordinates, compiles and analyzes training statistical data as required.</li><li>• Makes training recommendations to the Assistant Fire Chief for inclusion in long range planning for the department.</li><li>• Participates in post incident analyses as required in conjunction with the Battalion Chiefs.</li></ul> <p style="text-align: center;"><b><u>Related Work</u></b></p> Perform associated fire and rescue work as assigned.	

**Knowledge of**

- Principles and practices of leadership and supervision
- Principles and practices of performance evaluation and training
- Firefighting tactics and principles
- Current and accepted techniques used in rescue, evacuation, first aid, the protection of exposures, the confinement of fire, the extinguishments and chemistry of fire
- Departmental air monitoring devices
- Training methods
- Media equipment and computers
- Knowledge as listed in the Assistant Training Officer Job Description
- Knowledge as listed in the Driver Operator Job Description

**Skills and Ability to**

- Interpret written policy
- Conduct in-station training classes
- Ability to coordinate the Driver Certification process
- Use modern office equipment, including computers, computer applications and software
- The ability to safely operate a motor vehicle, as local travel will be required.
- Skills as listed in the Assistant Training Officer Job Description
- Skills as listed in the Firefighter Job Description

**Equipment**

Standard office equipment, training equipment and EMS equipment.  
Fire suppression equipment, medical equipment, hand tools, extrication equipment, personal protective equipment (PPE), specialized technical equipment, specialized hazmat equipment, portable radio, and standard office equipment.

**Training and Experience**

- Fire Officer II Certification and;
- Certification as a Michigan Fire Fighters Training Council Fire Training Instructor Certification and;
- Three consecutive years of service in the Operations Division, and either currently be an officer or be on the Certified Lieutenant Promotional Eligibility list and;
- An Associate's Degree or equivalent of 62 credit hours

**Licensing Requirements**

- Must possess a valid Michigan Emergency Medical Technician License
- Must possess a valid US Drivers License

**Physical Requirements**

Must be able to adhere to all physical requirements necessitated for a firefighter position.

Essential and related duties may require maintaining good physical condition necessary for sitting, standing, walking, running, climbing ladders, bending, stooping, crouching and kneeling for prolonged periods of time; as well as the ability to lift, drag, hoist and carry different types of fire equipment and other objects. Requires stamina and physical endurance needed to sustain prolonged, rigorous physical activity during emergency situations. Requires physical dexterity as needed to don equipment quickly, tie knots, etc.

In addition, positions in this classification typically require: fingering, grasping, reaching, handling and/or feeling, talking, hearing and seeing (including peripheral vision, night vision, focus, color perception and depth perception).

Physical demands include the ability to lift, push/pull, hold and carry in excess of 50 pounds. The ability to climb step stools, step ladders, extension and aerial ladders, as well as 3 or more flights of stairs.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of forces constantly to move objects.

Operating office equipment requiring continuous or repetitive hand/arm movements.

JOB TITLE: PUBLIC EDUCATION OFFICER

Job Number: 131670

Date Finalized:

<p><b><u>Service Unit</u></b> Fire Department</p>	<p><b><u>Accountable To</u></b> Fire Marshal</p>
<p><b><u>Role Summary</u></b> To coordinate fire and life safety public education programs within the fire department. Work involves developing, coordinating and conducting fire and life safety educational programs for the public. Coordinates the Department's Public Education Committee.</p>	
<p><b><u>Duties</u></b> Depending upon assignment, duties may include, but are not limited to, the following:</p> <p style="text-align: center;"><u>Essential Duties</u></p> <ul style="list-style-type: none"> <li>• Supervises, assigns, directs and evaluates subordinate personnel</li> <li>• Coordinate public education services including providing life saving information to the public on accident and injury prevention</li> <li>• Serves as Public Information Officer</li> <li>• Participate in the preparation and administration of the program budget for fire public education programs; submit budget recommendations; monitor expenditures'</li> <li>• Promote and coordinate fire public education programs; prepare program event and facility marketing material including news releases, schedule of events, pamphlets and flyers</li> <li>• Organize, schedule and implement fire public education activities and other related programs</li> <li>• Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records on public education programs; maintain and file reports; prepare statistical reports as required</li> <li>• Participate in making presentations to a variety of community groups, schools and the public; present safety information on fire and life safety and emergency procedures and techniques</li> <li>• Perform a variety of research activities on accident prevention and safety including collecting loss statistics and curriculum material; research additional programs</li> <li>• Develop and maintain various events and displays on fire safety; plan, coordinate and implement special events</li> <li>• Develop survey instruments; conduct surveys of program participants to determine participant needs; interpret and record survey results; implement program changes in response to results</li> <li>• Maintain awareness of new developments in the field of fire science and safety procedures; incorporate new developments, as appropriate</li> <li>• Duties of a firefighter as listed in the Firefighter Job Description</li> </ul> <p style="text-align: center;"><u>Related Work</u></p> <p>Perform associated fire and rescue work as assigned.</p>	
<p><b><u>Knowledge of</u></b> (position requirements at entry)</p>	



- Basic operations, services and activities of a fire public education program
- Principles and practices of program development and implementation
- Basic procedures, methods and techniques of budget preparation and control
- Recent developments, current literature and information related to fire suppression, safety and emergency services
- Marketing theories, principles and practices and their application to public information outreach
- Pertinent federal, state and local laws, codes, ordinances and safety regulations
- Knowledge as listed in the Firefighter Job Description

**Skills & Ability To**

- Coordinate and direct public fire prevention and life safety education programs suited to the community
- Recommend and implement goals and objectives for providing public education programs
- Elicit community and organizational support for fire public education programs
- Allocate limited resources in a cost-effective manner
- Communicate clearly, concisely and effectively, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work including the general public
- Operate a PC system and utilize computer applications
- Skills as listed in the Firefighter Job Description

**Equipment**

Fire suppression equipment, medical equipment, hand tools, extrication equipment, personal protective equipment (PPE), specialized technical equipment, specialized hazmat equipment, portable radio, and standard office equipment audio-visual equipment, multimedia equipment and smoke machine.

**Training And Experience**

- Three (3) years minimum experience in the Operations Division
- Training and Experience as listed in the Firefighter Job Description

**Licensing Requirements**

- Must possess a valid Michigan Emergency Medical Technician License.
- Must possess a valid US Drivers License
- Same as Firefighter Job Description
- CPR instructor's certification within 12 months of obtaining the position

**Physical Requirements**

Must be able to adhere to all physical requirements necessitated for a firefighter position.

Essential and related duties may require maintaining good physical condition necessary for sitting, standing, walking, running, climbing ladders, bending, stooping, crouching and kneeling for prolonged periods of time; as well as the ability to lift, drag, hoist and carry different types of fire equipment and other objects. Requires stamina

and physical endurance needed to sustain prolonged, rigorous physical activity during emergency situations. Requires physical dexterity as needed to don equipment quickly, tie knots, etc.

In addition, positions in this classification typically require: fingering, grasping, reaching, handling and/or feeling, talking, hearing and seeing (including peripheral vision, night vision, focus, color perception and depth perception).

Physical demands include the ability to lift, push/pull, hold and carry in excess of 50 pounds. The ability to climb step stools, step ladders, extension and aerial ladders, as well as 3 or more flights of stairs.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of forces constantly to move objects.

Operating office equipment requiring continuous or repetitive hand/arm movements.

JOB TITLE: FIRE INSPECTOR

Job Number: 131720

Date Finalized:

<b><u>Service Unit</u></b> Fire Department	<b><u>Accountable To</u></b> Fire Marshal
<b><u>Role Summary</u></b> Responsible for inspection, investigational and enforcement work in promoting fire and life safety and securing compliance with applicable federal, state and local fire prevention regulations. Work involves responsibility for improving standards of public safety and securing compliance with fire prevention laws, ordinances and accepted standards through the inspection of buildings within assigned districts. Work involves conducting investigations of fires to determine their causes and to gather information and evidence for possible legal action in the case of arson. Work emphasizes the fire and life safety inspection of commercial and public structures.	
<b><u>Duties</u></b> Depending upon assignment, duties may include, but are not limited to, the following:  <p style="text-align: center;"><b><u>Essential Duties</u></b></p> <ul style="list-style-type: none"><li>• Participates in pre-development review meetings, plan reviews and occupancy inspections</li><li>• Perform fire and life safety inspections of commercial and public structures for compliance with fire and related life safety codes and ordinances</li><li>• Inspect fire suppression and detection equipment for proper design, installation and maintenance</li><li>• Conducts fire investigations to determine cause and origin; examines and collects physical evidence; fire scene photography; witness interviews; complete and articulate all necessary reports</li><li>• Perform water supply tests, calculations and analyses</li><li>• Issues fire safety inspection notices and discusses corrective measures with business and property owners; conducts follow-up compliance inspections</li><li>• May make public presentations promoting fire and life safety</li><li>• Works cooperatively with other City departments and outside agencies</li><li>• Duties of a firefighter as listed in the Firefighter Job Description</li></ul> <p style="text-align: center;"><b><u>Related Work</u></b></p> Perform associated fire and rescue work as assigned.	
<b><u>Knowledge Of</u></b> <ul style="list-style-type: none"><li>• Principles, practices and techniques of fire prevention</li><li>• Department policies and procedures</li><li>• Search and seizure procedures</li><li>• Evidence collection and protection</li></ul>	

- Basic fire behavior
- Procedures of fire investigation
- Fire protection and detection systems
- Hazardous materials inspection and enforcement
- Pertinent federal, state and local laws, codes, ordinances and regulations enforced by the City and State
- Major types of building construction, materials and methods
- Principles, practices and procedures of firefighting
- Knowledge as listed in the Firefighter Job Description

### **Skills And Ability**

- Perform complex fire and life safety inspections
- Conduct complex fire scene investigations including evidence collection, witness interviews, detailed investigation reports, fire scene photography
- Prepare clear and concise reports
- Interpret, explain and enforce pertinent federal, state and local laws, national standards, codes, ordinances and regulations
- Read and interpret complex architectural drawings
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and be able to detect deviations from detailed architectural drawings, regulations and standard construction practices
- Use modern office equipment, including computers, computer applications and software
- The ability to safely operate a motor vehicle, as local travel will be required.
- Skills as listed in the Firefighter Job Description

### **Equipment**

All equipment listed in the firefighter job description, specialized fire investigation equipment, fire hydrant testing equipment and photographic equipment. Fire suppression equipment, medical equipment, hand tools, extrication equipment, personal protective equipment (PPE), specialized technical equipment, specialized hazmat equipment, portable radio, and standard office equipment.

### **Training And Experience**

- Fire Officer II Certification and;
- 3 consecutive years service in operations

### **Licensing Requirements**

- Must possess a valid US Drivers License
- Must possess a Valid Michigan Emergency Medical Technician License

### **Physical Requirements**

Must be able to adhere to all physical requirements necessitated for a firefighter position.

Essential and related duties may require maintaining good physical condition necessary for sitting, standing, walking, running, climbing ladders, bending, stooping, crouching and kneeling for prolonged periods of time; as well as the ability to lift, drag, hoist and carry different types of fire equipment and other objects. Requires stamina and physical endurance needed to sustain prolonged, rigorous physical activity during emergency situations. Requires physical dexterity as needed to don equipment quickly, tie knots, etc.

In addition, positions in this classification typically require: fingering, grasping, reaching, handling and/or feeling, talking, hearing and seeing (including peripheral vision, night vision, focus, color perception and depth perception).

Physical demands include the ability to lift, push/pull, hold and carry in excess of 50 pounds. The ability to climb step stools, step ladders, extension and aerial ladders, as well as 3 or more flights of stairs.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of forces constantly to move objects.

Operating office equipment requiring continuous or repetitive hand/arm movements.

JOB TITLE: DEPUTY FIRE MARSHAL

Job Number:

Date Finalized:

<b><u>Service Unit</u></b> Fire Department	<b><u>Accountable To</u></b> Fire Marshal
<b><u>Role Summary</u></b> Plans, directs and coordinates the daily operations of the Fire Prevention Bureau including inspections, fire investigations and public information programs. Work involves responsibility for the enforcement of all laws and ordinances as they pertain to fire and life safety and fire prevention, and for community education in those areas.	
<b><u>Duties</u></b> Depending upon assignment, duties may include, but are not limited to, the following:  <p style="text-align: center;"><u>Essential Duties</u></p> <ul style="list-style-type: none"><li>• Supervises, assigns, directs and evaluates subordinate personnel</li><li>• Inspects commercial, industrial, and other builds for fire hazards</li><li>• Ensures efficiency of fire protective equipment</li><li>• Ensures adequacy of fire escapes and fire exits in general compliance with fire prevention laws; instructs owners to remove fire</li><li>• Submits reports of violations of laws, ordinances and establishes safety standards to the fire chief</li><li>• Inspects the installation and maintenance of automatic and other private fire alarms, systems, and fire extinguishing equipment and storage of explosives and other hazardous material</li><li>• Investigates causes of fires seeking evidence of arson or fire law violations</li><li>• Prepares regular and special reports on inspections</li><li>• Instructs department personnel and citizens in fire prevention methods</li><li>• Attends places of assembly to enforce fire safety regulations</li><li>• Responds to fire alarms</li><li>• Notifies officer in charge of any unusual fire hazards in or new burning buildings</li></ul> <p style="text-align: center;"><u>Related Work</u></p> Perform associated fire and rescue work as assigned.	
<b><u>Knowledge Of</u></b> <ul style="list-style-type: none"><li>• Modern fire fighting principles, practices, and procedures</li><li>• Fire hazards involved in various types of construction and storage of flammables</li><li>• Fire prevention inspection methods and techniques</li><li>• Laws and ordinances pertaining to fire protection</li></ul>	

**Skills And Ability To**

- Use modern office equipment, including computers, computer applications and software
- As listed in the Fire Inspector Job Description

**Equipment**

Fire suppression equipment, medical equipment, hand tools, extrication equipment, personal protective equipment (PPE), specialized technical equipment, specialized hazmat equipment, portable radio, and standard office equipment. Specialized fire investigation equipment, fire hydrant testing equipment and photographic equipment.

**Training And Experience**

- Fire Officer III certification
- 10 years of service in the department and at least two years as Fire Inspector
- Must hold the rank as Fire Inspector

**Licensing Requirements**

- Must possess a valid US Drivers License
- Must possess a Michigan Emergency Medical Technician License

**Physical Requirements**

Must be able to adhere to all physical requirements necessitated for a firefighter position.

Essential and related duties may require maintaining good physical condition necessary for sitting, standing, walking, climbing ladders, bending, stooping and kneeling for prolonged periods of time; as well as the ability to lift and carry different types of fire investigation and inspection equipment and other objects. In addition, positions in this classification may typically require: fingering, grasping, reaching, handling and/or feeling, talking, hearing and seeing (including peripheral vision, night vision, focus, color perception and depth perception). It also requires operating motorized vehicles.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

This classification may occasionally be required to perform the physical requirements of a Firefighter and thus entail very heavy work as delineated in the Firefighter Job Description.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Operating office equipment requiring continuous or repetitive hand/arm movements.



JOB TITLE: FIRE MARSHAL

Job Number: 131750

Date Finalized:

<b><u>Service Unit</u></b> Fire Department	<b><u>Accountable To</u></b> Assistant Chief
<b><u>Role Summary</u></b> Plans, directs and coordinates the daily operations of the Fire Prevention Bureau including inspections, fire investigations and public information programs. Work involves responsibility for the enforcement of all laws and ordinances as they pertain to fire and life safety and fire prevention, and for community education in those areas.	
<b><u>Duties</u></b> Depending upon assignment, duties may include, but are not limited to, the following:  <p style="text-align: center;"><u>Essential Duties</u></p> <ul style="list-style-type: none"><li>• Supervises, assigns, directs and evaluates subordinate personnel</li><li>• Supervises, directs and participates in all facets of fire incident investigations and all documentation including any legal preparation and court appearances</li><li>• Supervise and evaluate departmental fire and life safety programs</li><li>• Prepare reports and necessary documentation to accomplish program objectives, including preparation of an annual budget which incorporates any outside departmental funds, such as grants</li><li>• Make recommendations on behalf of the Fire Prevention Bureau to the Assistant Fire Chief</li><li>• Annual evaluation and revision of Fire Prevention fee schedules</li><li>• Duties of a firefighter as listed in the Firefighter Job Description</li></ul> <p style="text-align: center;"><u>Related Work</u></p> Perform associated fire and rescue work as assigned.	
<b><u>Knowledge of</u></b> <ul style="list-style-type: none"><li>• Principles and practices of leadership and supervision</li><li>• Principles and practices of performance evaluation and training</li><li>• As listed in the Fire Inspector Job Description</li><li>• Knowledge as listed in the Firefighter Job Description</li></ul>	

**Skills and Ability to**

- Use modern office equipment, including computers, computer applications and software
- The ability to safely operate a motor vehicle, as local travel will be required.
- Skills as listed in the Firefighter Job Description

**Equipment**

Fire suppression equipment, medical equipment, hand tools, extrication equipment, personal protective equipment (PPE), specialized technical equipment, specialized hazmat equipment, portable radio, and standard office equipment. Specialized fire investigation equipment, fire hydrant testing equipment and photographic equipment.

**Training and Experience**

- Fire Officer III Certification and;
- 10 years of service in the department and at least two years as Fire Inspector and;
- Must hold the rank as Fire Inspector

**Licensing Requirements**

- Must possess a valid US Drivers License
- Must possess a Michigan Emergency Medical Technician License

**Physical Requirements**

Must be able to adhere to all physical requirements necessitated for a firefighter position.

Essential and related duties may require maintaining good physical condition necessary for sitting, standing, walking, running, climbing ladders, bending, stooping, crouching and kneeling for prolonged periods of time; as well as the ability to lift, drag, hoist and carry different types of fire equipment and other objects. Requires stamina and physical endurance needed to sustain prolonged, rigorous physical activity during emergency situations. Requires physical dexterity as needed to don equipment quickly, tie knots, etc.

In addition, positions in this classification typically require: fingering, grasping, reaching, handling and/or feeling, talking, hearing and seeing (including peripheral vision, night vision, focus, color perception and depth perception).

Physical demands include the ability to lift, push/pull, hold and carry in excess of 50 pounds. The ability to climb step stools, step ladders, extension and aerial ladders, as well as 3 or more flights of stairs.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in

excess of 50 pounds of force frequently, and/or in excess of 20 pounds of forces constantly to move objects.

Operating office equipment requiring continuous or repetitive hand/arm movements.

JOB TITLE: ASSISTANT FIRE CHIEF

Job Number: 131760

Date Finalized:

<b>Service Unit</b> Fire Department	<b>Accountable To</b> Fire Chief
<b><u>Role Summary</u></b> To perform responsible administrative and management duties in the fire department. Manage and oversee the activities of one or more fire service divisions responsible for operations, administrative / personnel, support and/or other services. Develops division goals and objectives and coordinates activities with other fire department personnel, City officials, and outside organizations. Helps assure department compliance with, and enforcement of, applicable Federal, State and local laws, ordinances and codes.	
<b><u>Duties</u></b> Depending upon assignment, duties may include, but are not limited to, the following:  <p style="text-align: center;"><u>Essential Duties</u></p> <ul style="list-style-type: none"><li>• Supervises, assigns, directs and evaluates subordinate personnel.</li><li>• Assures department compliance with and enforcement of applicable Federal, State and Local Laws, ordinances and codes.</li><li>• Coordinates assigned activities with other fire department personnel, city officials and outside organizations as appropriate.</li><li>• Participates on committees and boards and in community activities, and attends meetings, conferences and workshops.</li><li>• Administers the department budget for assigned areas of responsibility and participates in budget development as assigned.</li><li>• Analyzes data to identify and project resource needs and submits proposals for needed resources.</li><li>• Recommends and implements strategies to improve fiscal efficiency. Assists in the development and implementation of grant-funded programs.</li><li>• Monitors and approves budget expenditures within limits of authority.</li><li>• Prepares complex statistical and narrative reports, correspondence and other documents.</li><li>• Monitors equipment, fleet and facilities performance.</li><li>• Assures equipment, fleet and facilities readiness as assigned and researches/recommends new equipment and fleet purchases and facilities development as assigned based on nationally recognized standards within the fire service.</li><li>• Monitors legal requirements, trends, and nationally recognized standards in the fire service, in order to assure compliance with appropriate fire and emergency service related laws, standards, regulations, statutes and codes.</li><li>• Duties of a firefighter as listed in the Firefighter Job Description</li></ul>	

### Related Work

Perform associated fire and rescue work as assigned.

### Knowledge Of:

- Principles and practices of public administration, including planning, organizing, staffing, leading and controlling
- Basic knowledge of accounting principles, practices, and fiscal controls.
- Principles and practices of human resources management, supervision and training
- Public relations practices and techniques
- Current principles, practices, methods and techniques of fire safety, fire prevention, fire suppression, emergency medical response, emergency planning, hazardous materials response and other fire service related activities
- Currently recognized national standards, laws, regulations, and trends that impact fire service related activities
- Research methods, report writing techniques, statistical concepts and methods, and principles and techniques of project management
- Knowledge as listed in the Firefighter Job Description

### Skills And Ability To

- Manage one or more divisions within a City fire department
- Use modern office equipment, including computers, computer applications and software
- Use modern communication devices including radios, pagers and cell phones
- Develop and implement fire and related service plans, policies and procedures
- Assist with the development, administration and control of budgets
- Read and interpret complex laws and regulations affecting fire service related activities
- Prepare complex narrative and statistical reports, correspondence and other documents
- Communicate clearly, both verbally and in writing
- Participate in or command difficult on-scene fire, rescue or other emergency operations as required
- The ability to safely operate a motor vehicle, as local travel will be required.
- Skills as listed in the firefighter job description

### Equipment

Fire suppression equipment, medical equipment, hand tools, extrication equipment, personal protective equipment (PPE), specialized technical equipment, specialized hazmat equipment, portable radio, and standard office equipment

### Training And Experience

- Fire Officer III certification and;
- Ten (10) years of service in the department and two (2) years as Lieutenant or hold the rank of Captain or;
- Five (5) years of service in the department, two (2) years as lieutenant or hold the rank of Captain and a Bachelor's Degree

### **Licensing Requirements**

- Must possess a valid US Drivers License
- Must possess a valid Michigan Emergency Medical Technician License

### **Physical Requirements**

Must be able to adhere to all physical requirements necessitated for a firefighter position.

Essential and related duties may require maintaining good physical condition necessary for sitting, standing, walking, running, climbing ladders, bending, stooping, crouching and kneeling for prolonged periods of time; as well as the ability to lift, drag, hoist and carry different types of fire equipment and other objects. Requires stamina and physical endurance needed to sustain prolonged, rigorous physical activity during emergency situations. Requires physical dexterity as needed to don equipment quickly, tie knots, etc.

In addition, positions in this classification typically require: fingering, grasping, reaching, handling and/or feeling, talking, hearing and seeing (including peripheral vision, night vision, focus, color perception and depth perception).

Physical demands include the ability to lift, push/pull, hold and carry in excess of 50 pounds. The ability to climb step stools, step ladders, extension and aerial ladders, as well as 3 or more flights of stairs.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of forces constantly to move objects.

Operating office equipment requiring continuous or repetitive hand/arm movements.

## APPENDIX K – UNIFORM STANDARDS

### Standard Or Fatigue Uniform

#### 1. Shoes:

Shoes and boots shall be shined and of leather material construction.

Black uniform style shoes (round toe oxfords), black boots or all black round toe athletic shoe.

All laces and trim shall be black.

Low cut black athletic shoes shall be worn with shorts.

#### 2. Socks:

(a) Socks shall be black or white.

(b) Ankle socks shall be worn with shorts

#### 3. Trousers & Shorts:

(a) Fatigue Trousers & Shorts (all except Chief Officers & Inspectors)  
Elbeco Tek Twill 65/35 Cotton Stretch Twill

	<u>Men</u>	<u>Women</u>
Dark Navy 4 Pocket Trousers	E814	E9814
Dark Navy Cargo Trousers	E614	E9614
Dark Navy Cargo Shorts	E714	E9714

#### 4. Shirts:

(a) Fatigue

i. Firefighters, Drivers and Assistant Mechanics

Elbeco Paragon Plus 65/35 Cotton Stretch Poplin

	<u>Men</u>	<u>Women</u>
Long Sleeve Dark Navy	P874	P804
Short Sleeve Dark Navy	P864	P814

ii. Lieutenants, Captains, and Inspectors

	<u>Men</u>	<u>Women</u>
Long Sleeve Light Blue	P878	P802
Short Sleeve Light Blue	P868	P812

(b) Golf Shirts

i. All employee groups except Chief Officers

The golf shirt shall be Navy.

The golf shirt will have an embroidered Maltese Cross (our badge less the Phoenix) on the left chest in silver with black lettering.

ii. Printing on Shirt:

Print font will be Goudy Old Style

Printing on back of shirt:

“Ann Arbor” will be crescent style; both “A’s” in 3” letters, all other letters 2½”.

“Fire Department” will be straight printed underneath “Ann Arbor”. “F” and “D” in 2” letters, all other letters 1½”.

#### Recommended Shirt

	<u>Men</u>	<u>Women</u>
Ultra Club Double Pique Luxury Polo	8599	8599
Port Authority		L420P

#### ii. Golf Shirts – Battalion Chief

The golf shirt shall be white.

The golf shirt will have an embroidered gold Maltese Cross on the left chest with black lettering.

Printing on back of shirt.

Print font will be Goudy Old Style

Printing on the back of shirt: “Ann Arbor” will be crescent style, “A’s” In 3” Letters, all other letters 2 ½”. “Fire Department” will be straight printed Underneath “Ann Arbor”. “F” and “D” In 2” Letters, all other letters 1 ½”.

Name and rank may be printed on the right chest area in Goudy Font.

#### (c) T-Shirt

##### i. All employee groups except Chief Officers/ Administration

The T-Shirt will be navy

The T-Shirt may be worn with shorts during training and/ or work details per the Officer’s discretion

Any Special Team T-Shirts (TRT, Hazmat) that have been previously Approved by Fire Administration may continue to be worn.

Any “New” Special T-Shirt designs must be approved by Fire Administration. No slogans will be allowed.

##### ii. Printing on shirt:

Print font will be Goudy Old Style

Front of shirt:

“Ann Arbor” will be Crescent Style; both “A’s” in ¾” letters, all Other letters ½”.

“Fire Dept” will be straight printed underneath “Ann Arbor”. “F” and “D” in ¾” letters, all other letters ½”.

Printing back of shirt:

“Ann Arbor” will be Crescent Style; both “A’s” in 3” letters, all Other letters 2½”.

“Fire Department” will be straight printed underneath “Ann Arbor”.

“F” and “D” in 2” letters, all other letters 1½”.



- (d) Job Shirt
  - i. Model: Game 870-t in navy  
Department Patch located on left breast, above pocket stitch line  
Name and rank or apparatus identification, on right chest, embroidered in white lettering. (optional)
- (e) Turtle Neck
  - I. Navy blue turtleneck shirts, with “AAFD” embroidered on the neck.
- (f) Sweat Shirt
  - i. Navy blue, with the same print style and placement as listed above under “tee shirts”
  - ii. Sweatshirts may be worn after 1800 hours.

5. Belts:

- (a) Duty Man, plain leather with silver buckle, Model: 1611-T
- (b) Blackhawk nylon with rescue “D” ring
- (c) Personnel with at least 20 years of City service may wear commemorative 20-year belt buckles.

6. Coats:

- (a) Blauer 3-in-1 coat item #9860-20
  - i. With double trim yellow/ silver Scotchlite package (parka only)
  - ii. On both coats: Ann Arbor in 2” reflective letters and Fire in 3” reflective letters below “Ann Arbor”
  - iii. Patches on both coats, left sleeve.
  - iv. Silver “FD” buttons on epilates on both coats and pockets of the jacket.
  - v. Last name may be put on the bottom of the parka. name to be 1” above the Scotchlite trim in 2” reflective letters. (optional)
  - vi. Name and rank (optional) may be put on the chest of both coats in 1” reflective letters.

7. Hats:

- (a) Navy blue baseball cap with “AAFD” in 1-1/2” Goudy Old Style white lettering embroidered on the front.
- (b) Last name and title or apparatus identification may be put on the back (optional)
- (c) Navy blue or black knit cap
  - i. Optional AAFD embroidery
- (d) Dress uniform caps will not be worn with fatigue uniforms.

8. Physical Fitness Apparel:

Personnel performing physical fitness activities may wear:

- (a) The standard or fatigue uniform, or

- (b) Approved “Ann Arbor Fire Dept” navy blue sweat pants and approved t-shirt or sweatshirt, or
- (c) Approved t-shirt and gym shorts.
- (d) Personnel may also wear gym shoes during the exercise period.
- (e) Personnel leaving the station while exercising must wear the proper fatigue trouser/shorts or they may wear bunker pants.

9. Dress Uniform:

- (a) All personnel shall maintain a complete dress blue uniform that fits.
- (b) All employees must obtain a dress uniform by the end of probation.
- (c) Uniform caps shall be worn with the dress uniform, or when wearing a tie.
- (d) Members of the department appearing in public in dress uniform shall have coats and shirts properly buttoned, have a tie worn and tied in a regulation knot, present a neat appearance and be clean-shaven.
- (e) Dress uniform shoes shall be black, round toe, smooth toe oxfords only. The shoes shall be shined.
- (f) Socks: black
- (g) AAFD patch shall be worn on the left sleeve of the dress blouse and dress shirt.
- (h) If the dress blouse is worn, the badge and nametag shall be worn on the blouse’ otherwise they are to be worn on the shirt.
- (i) Nylon work coats will not be accepted as part of the dress uniform.
- (j) Specialty patches will not be worn with the dress uniform.
- (k) All eligible personnel shall wear collar brass on their dress blouse and on their dress shirt.
- (l) Personnel may wear a navy trench coat with the department patch sewn on the left sleeve with their dress uniform.

Newport Harbor	<u>Men</u>	<u>Women</u>
Acrylic Pile	702MP	702LP
Thinsulate	761MT	761LT

Member currently owning a Blauer 700 trench coat may still wear it

10. Miscellaneous:

- (a) From April 1, thru November 1, platoon personnel have the option of wearing shorts.
- (b) All fatigue shirts shall be worn with badge, nametag, and AAFD patch.
- (c) The AAFD patch shall be as provided and issued by Fire Administration. It shall be worn on the left sleeve 1" below the shoulder seam, centered on the sleeve, and aligned with the bottom, or point, toward the cuff.
- (d) A specialty patch approved by the Fire Chief may be worn on the right sleeve 1" below the shoulder seam and centered on the sleeve. An American flag may also be worn.
- (e) Brass shall be as provided and issued by Fire Administration.
  - i. All eligible personnel shall wear collar brass on their fatigue shirts, dress shirts, and dress blouse. The brass shall be centered 1" above the collar tip.
  - ii. Name bar shall be worn over the right side shirt pocket directly above the pocket seam.
  - iii. A "MPFFU" or "IAFF" pin may be displayed on the right side collar point of the fatigue uniform, but will not be provided for by Fire Administration.
- (f) No other patch, brass, or insignia shall be worn on any part of the departmental uniform unless approved by the Fire Chief.
- (g) Members may wear navy blue or white long underwear. Long sleeves shall be covered by shirtsleeves.
- (h) Members may wear a black nylon examination glove pouch on their belt.
- (i) Member may carry a folding knife, up to 4", on their belt in black leather or nylon sheath.
- (j) Members may carry a black leather or black nylon "EMT" holster, as approved by the Fire Chief, on their belt.
- (k) Members may wear a black support belt such as Gall's #P1020-D5.
- (l) Personnel will be subject to a uniform inspection by their Battalion Chief.
  - i. The Battalion Chief will condemn those uniforms that do not meet this standard; that are faded or off color; that are ripped or torn; that have worn or frayed stitching, cuffs, or seams that are otherwise damaged and or appropriate to

- repair.
- ii. A 3-person committee will act as an appeals board in the event a dispute arises concerning uniform appearance. the committee shall be comprised of the Fire Chief and two members of the Union, (1-Officer and 1-Non-Officer).
- (m) In reporting for duty or when returning home after duty, members of the department may wear clothing of personal choice.
- (n) Member of the department under suspension shall not wear the uniform of the department at anytime until officially reinstated.
- (o) Members of the department on-duty or off-duty shall not use the uniform or any part thereof for the purpose of identifying themselves as members of the department for personal use.
- (p) If there is a uniform sizing problem, reasonable accommodation shall be made by the Fire Chief toward the goal of an appropriate fitting uniform.
- (q) Wear-Out Dates
  - i. All approved clothing for uniform wear that has the "Ann Arbor City Fire Dept." (Crescent Style) print on the back will have a wear out date of July 1, 2009.
  - ii. All Lyon uniforms (trousers, shirts, coats) and any other brands of fatigue uniforms will have a wear out date of July 1, 2009.
  - iii. All Gerber jackets will have a wear out date of July 1, 2010.
- (r) Roll call will be stood in the uniform of the day; i.e., fatigues.
- (s) Employees wearing fatigue shorts shall wear a choice of golf shirt, t-shirt, fatigue shirt or job shirt.
- (t) During training and/or work detail members wearing shorts may wear a t-shirt per Officer's discretion.
- (u) No specialty team (I.E. TRT, RIT) outerwear shall be worn as fire suppression duty wear. It shall only be worn at specialty team training exercise, team deployment, or upon approval of the Fire Chief

#### Special Uniform Per Division

##### 1. Chief Officers:

(Assistant Chief, Battalion Chief, Fire Marshal, Training Officer & Master Mechanic)

##### (A) Trousers:

I. Fecheimer Flying Cross, Midnight Blue – Fecheimer #4228

##### (B) Shirts:

I. Fatigue

Elbeco	<u>Men</u>	<u>Women</u>
Long Sleeve White	310	9310
Short Sleeve White	3310	9810

ii. Golf Shirts

The golf shirt shall be white

The golf shirt will have an embroidered Maltese Cross (our badge less the Phoenix) on the left chest in gold with black lettering.

Printing on back of shirt:

Print font will be Goudy Old Style

Printing back of shirt:

“Ann Arbor” will be crescent style; both “A’s” in 3” letters, all other letters 2½”.

“Fire Department” will be straight printed underneath “Ann Arbor”. “F” and “D” in 2” letters, all other letters 1½”.

\*Assistant Chief will not have printing on the back of the shirt.

Recommended Shirt

	<u>Men</u>	<u>Women</u>
Ultra Club Double Pique Luxury Polo	8599	8599
Port Authority		L420P

iii. Sweaters

Fire Department approved sweaters or vests may be worn.

Elbeco Navy Blue with Badge Tab

iv. Job shirt

Model: Game 870-T in navy

Department patch located on left breast, above pocket stitch line

Name and rank or apparatus identification, on right chest, embroidered in white lettering. (optional)

v. Turtle Neck

White Turtleneck Shirts, with “AAFD” embroidered on the neck.

(C) Belts:

i. Garrison Black Basket Weave Belt #1621 Dutyman or Similar

ii. Blackhawk Nylon With Rescue “D” Ring

iii. Personnel with at least 20 years of City service may wear commemorative 20-year belt buckles.

(d) Coats:

i. Summer/Jacket: Fecheimer Windchamp waist-length summer weight, Windbreaker, navy blue, #43150.

ii. Winter/Jacket: Elbeco summit duty jacket, waist-length, winter weight with zip-out liner.

iii. Blauer 3-in-1 coat item #9860-20

With Double Trim Yellow/ Silver Scotchlite Package (Parka Only)  
On Both Coats: Ann Arbor In 2” reflective letters and Fire In 3” reflective letters below “Ann Arbor”  
Patches on both coats, left sleeve.  
Silver “FD” buttons on epilates on both coats and pockets of the jacket.  
Last name may be put on the bottom of the parka. Name to be 1” above the Scotchlite trim in 2” reflective letters. (optional)  
Name and rank (optional) may be put on the chest of both coats in 1” reflective letters.

(e) Miscellaneous:

- i. Assistant Chief’s and the Fire Marshal may elect to wear business casual.
- ii. The Training Officer may elect to wear a suppression fatigue uniform if activities of the day dictate
- iii. While in the station, battalion chiefs may wear an approved t-shirt after 1800 hours.

2. Training:

(a) Coats:

- I. Elbeco Summit  
Navy blue #3914  
Whaling reversible rain coat #02231  
Lettering 3”  
Silver reflective “Fire Training”

3. Fire Prevention: (Inspectors & Public Education Officer)

(a) Trousers:

- I. Fecheimer Flying Cross, midnight blue – Fecheimer #4228

(b) Shirts:

- I. Sweaters  
Fire Department approved sweaters or vests may be worn.  
Elbeco navy blue with badge tab

(c) Coats:

- i. Elbe co, professional series – Summit
- ii. Blauer 3-in-1 coat item #9860-20  
With double trim yellow / silver Scotchlite package (parka only)  
On both coats: Ann Arbor in 2” reflective letters and Fire in 3” reflective letters below “Ann Arbor”  
Patches on both coats, left sleeve.  
Silver “FD” buttons on epilates on both coats and pockets of the jacket.  
Last name may be put on the bottom of the parka. Name to be 1” above the Scotchlite trim in 2” reflective letters. (optional)

Name and rank (optional) may be put on the chest of both coats in 1" reflective letters.

(d) Miscellaneous:

- i. Carhart- Administration provided black pants and black jacket
- ii. Coveralls- Administration provided navy blue

4. Special Events

- (a) The Fire Chief has the authority to approve the uniform for special events from the current uniform standards.

## APPENDIX L – INSPECTIONS

Rental property inspections, excluding Fraternities, Sororities, Places of Public Assembly and Mixed Use facilities, will be conducted by City housing inspectors who have been trained regarding fire inspections. If deficiencies or other problems are noted in the initial inspection, Fire Department personnel will conduct any necessary follow up work. Management and the Union agree to review staffing levels in the Fire Prevention Division as experience with this process develops. Effective with the ratification of the 2004-2006 Collective Bargaining Agreement, Management agrees to maintain a minimum of three (3) inspectors in the Fire Prevention Division through June 30, 2007.



APPENDIX M – HEALTH CARE PLAN PROVISIONS

<i>Plan Provision</i>	<i>Effective May 1, 2007</i>
Single In-Network Deductible	\$250
Family In-Network Deductible	\$500
Single In-Network Coinsurance	N / A
Family In-Network Coinsurance	N / A
Single Out-Of-Network Deductible	\$500
Family Out-Of-Network Deductible	\$1,000
Single Out-Of-Network Coinsurance	80% / 20%
Family Out-Of-Network Coinsurance	80% / 20%
Single In-Network Out-Of-Pocket	N / A
Family In-Network Out-Of-Pocket	N / A
Single Out-Of-Network Out-Of-Pocket	\$2,000
Family Out-Of-Network Out-Of-Pocket	\$4,000
Annual Per Person Routine Wellness	\$750
Office Visit Copayments: Routine	\$15
Office Visit Copayments: Specialist	\$15
Urgent Care Copayments	\$15
Additional Inpatient Hospital Deductible	\$0
Prescriptions 30 Days Generic / Brand	\$10 / \$20
Mail Order Prescriptions 90 Days Required For Maintenance Drugs	\$10 / \$20

LETTER OF UNDERSTANDING – TRANSFER FROM ANOTHER CITY DEPARTMENT  
TRANSFER FROM ANOTHER CITY DEPARTMENT

It is hereby understood and agreed between the City of Ann Arbor and Local 693, I.A.F.F., that employees who transferred to the Fire Department from another City department before the current language appearing in Article 12, Section e was adopted into the 1983-86 agreement shall continue to have their pay increments calculated on the basis of their full City seniority.

\_\_\_\_\_  
For the City

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

TO: Wesley Prater, President  
Local 1733, I.A.F.F.

FROM: Godfrey W. Collins, City Administrator  
City of Ann Arbor

SUBJECT: PARKING FACILITIES

This will confirm the existing agreement between the City and Local 693 that the City shall provide parking for Fire Department employees stationed at the central station in the basement parking area. Four parking spaces will continue to be assigned to City department heads but will not be reassigned to others upon their resignation or retirement. Only one of these four spaces, the one in the far northwest corner, is to be used on an overnight basis.

GWC/M

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