

AGREEMENT BETWEEN THE
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS
LOCAL 693
AND THE CITY OF ANN ARBOR

COMMENCING July 1, 2014
CONCLUDING December 31, 2016

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AGREEMENT

This Agreement Is entered into this 6th Day of April, 2015, (the date of ratification by Council) 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, 2014 through December 31, 2016.

An emergency manager appointed to the City under the Local Government and School District Fiscal Accountability Act may reject, modify, or terminate this collective bargaining agreement, in all or in part, in accordance with and as provided in the Local Government and School Fiscal Accountability Act. This clause is inserted into this document pursuant to Public Act 9 of 2011 (MCL 423.215 (7)-(9)). Should Public Act 9 of 2011 be legislatively or judicially repealed, this provision will be null and void.

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 Fire Chief, the Assistant Chief(s) (effective on the date of ratification of the July 1, 2014 – December 31, 2016 collective bargaining agreement), 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. 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.

3. 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, or any other status protected by federal state or local law; 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.

4. AID TO OTHER UNIONS

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.

5. 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."

- D. 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 6.

6. 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.

7. UNION REPRESENTATION

A. Stewards

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 stewards:

Shift #1 – One (1) Steward

Shift #2 – One (1) Steward

Shift #3 – One (1) Steward

Administrative Personnel – One (1) Steward

B. 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.

C. Negotiating Committee

Up to a maximum of four Union members who engage in negotiating sessions with the City's management negotiating team or preparation sessions 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. Other union members may participate in negotiations or preparation, but only a maximum of four will receive compensatory time.

8. 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. Newly hired employees will be assigned to station 1 for their probationary periods. After three months, (90 days) new hires may be sent to a sub-station on a temporary daily assignment on an equal rotating basis. For the purposes of this article only, probationary employees will not count as staffing for the first 3 months of employment.
- C. All probationary employees shall be evaluated and counseled daily for the first three (3) months by their Lt./Captain. These daily evaluations may be extended past three months at the discretion of the Lt./Captain.
- D. At the end of three months a comprehensive evaluation will be done by the probationary employee's Lt./Captain. Additional evaluations will be conducted at 3 months, 6 months, 9 months, and 12 months until completion of probationary period.
- E. Two weeks prior to completion of the probationary period (one year), the Battalion Chief or Training Officer shall make a written recommendation to the Chief specifying whether the probation should be extended, or if the probationary employee should be terminated or moved to permanent employee status. 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.
- F. 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.

- G. Failure to provide such an evaluation shall be a grievance item. A copy of any memorandum on the employee's job performance placed in the employee's personnel file shall be provided to employee. The employee shall have the right to discuss such memorandum with his/her immediate supervisor. After meeting with the supervisor, if the employee is of the opinion that the information contained in the memorandum is unwarranted, he/she shall have the right to discuss the matter with the Chief.
- H. 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.
- I. 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.

9. SENIORITY

- A. Departmental 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 8, his or her seniority date shall be the original date of hire once such employee has completed the probationary period.
- 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. Upon request the employer will provide an updated seniority list that will show the names, job titles, and departmental promotion dates of seniority.
- D. Inter-City Department Transfer

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 in to 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. 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.

- E. 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.

10. 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 via an overnight service (Fedex, UPS, etc.) 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.
- E. An employee who was laid off is not recalled within a period of 60 months.

11. COMMITTEES

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 shift, 1 person appointed by the President of Local 693, and two (2) employer representatives as designated by the Director Human Resources 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.
- B. Off duty employees will be granted compensation time for time spent attending H & S committee meetings.
- C. Fire Department properties will be inspected by a County health department 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 Director of Human Resources and the Health and Safety Committee.
- D. The City shall consider the personal safety of the employee in establishing operating procedures.
- E. The City shall continue at City expense a Hepatitis-B inoculation program for those employees who wish to participate on a voluntary basis.

Uniform Standards

The Uniform Standards shall be specified by a uniform committee consisting of not more than 5 bargaining unit members as appointed by the Local 693 President. The Uniform Standards shall be approved by the bargaining unit members and approved by Fire Chief. Suggestion for uniform changes shall be made to the uniform committee. If any changes to the Uniform Standards are made they shall go into effect on August 30. The Uniform Standards Handbook shall be made available to all members and shall be included on each bargaining unit member's flash drive.

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, 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.

12. 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 fourteen (14) 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, within fourteen (14) calendar days. The Chief, or in the Chief's absence, a designated representative, shall make arrangements for a meeting to be held within (14) calendar days of the receipt of the appeal of the grievance. The meeting shall include the Chief or a 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 (14) 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 Director, Human Resources. Appeals shall be presented to the office of the Human Resources by a representative of the Union within fourteen (14) calendar days of the Chief's answer. The date and hour of such a presentation shall be endorsed upon the grievance form by Human Resources staff.

The Director, Human Resources, or an authorized representative, shall, make arrangements for a meeting to be held within fourteen (14) calendar days after the receipt of the appeal. Said meeting shall be attended by the Director of Human Resources or someone acting in the Director'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 Union representative(s) and the employee may meet for thirty minutes prior to the meeting.

The Chief Steward shall be allowed necessary time off with pay to investigate the nature and circumstances surrounding the grievance.

The Director Human Resources or someone acting in the Director's capacity shall mail a written answer to the Union representative(s) signing the grievance and to the aggrieved employee within fourteen (14) calendar days after the meeting. In lieu of mailing an answer, at the Director of Human Resources' 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.

D. Step 4

If an answer of the Director, Human Resources is unsatisfactory to the Union, and the Executive Board decides to take the matter to arbitration, the Union must notify the Director, Human Resources of its intention to appeal the grievance to arbitration within fourteen (14) 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 of appeal has been

timely filed with the Director, Human Resources. 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 Director, Human Resources 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. Unless mutually agreed by both parties, a court reporter shall be scheduled to transcribe the arbitration proceedings. Each party will pay one half the costs.

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 Director, Human Resources. In relation to such procedure, all appeals must be made within fourteen (14) 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 Director, Human Resources, at Step 3, 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.

13. 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. (State Union)

14. 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 Step 3 of the Grievance process. 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 the expedited grievance and/or 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 supersede 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.

15. DISCIPLINE OR DISCHARGE

Progressive Discipline

- 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 bargaining unit will notify the employee of the events giving rise to possible disciplinary action.
- C. An initial investigation will be conducted by the Battalion Chief or acting Battalion Chief on shift. His/her findings will be submitted to the Assistant Chief who will determine if additional investigation may be required. Additional investigation may be conducted by Human Resources or Legal Department if necessary. At the completion of the investigation the Assistant Chief makes a recommendation to the Chief. The Chief shall meet with the employee within (14) calendar days of receipt of recommendation. 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.
- D. 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 Director, Human Resources or a designated representative, who shall not be a member of the Fire Department bargaining unit. 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.
- E. 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.

- F. Sunset File: Documents over 24 months old will be kept in separate folder in the personnel file and will not be used as the basis for further disciplinary action and/or employment decisions.
- G. 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.

Absent without Leave and Late Discipline Procedures

- A. 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.
- B. Second AWOL /Late is noted and the amount of time missed is docked from the next pay.
- C. Third AWOL /Late is noted and the amount of time missed is docked from the next pay.
- D. 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.
- E. 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.
- F. 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.

* Excluding emergency callbacks and inverse holdover list.

- G. 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.
- H. 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.

16. LAYOFFS AND RECALL PROCEDURE

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. If it becomes necessary to reduce the number of positions within a classification for any reason stated in (A) above, these reductions shall be made in the following order.
 - 1. Employees in their promotional probationary period in the inverse order of time spent in their position.
 - 2. 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 Seniority Article.
- C. In circumstances other than those specified in subparagraph B, above, order of layoff of employees shall be made by inverse order of seniority as defined in Seniority Article.
- D. 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 and if they remain qualified for the position. Employees who are replaced in this manner 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 and if they remain qualified for the position.
- E. No probationary permanent employee shall be laid off from any position while any temporary employee is still employed.
- F. 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 for the layoff and shall be submitted at least two (2) weeks before the effective date of the layoff.

- G. Contracting Work: 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.
- H. Any employee laid off from City employment will be offered the opportunity to receive a cash out payment for banked vacation, personal or compensatory time at the time of the layoff. If the employee chooses not to take an immediate payout, his/her banks will be retained by the City for up to six (6) months and will be made available to the employee if he or she is recalled to work within that six month period. If the employee is not recalled within six (6) months, the payout of any accrued vacation, personal or compensatory time will be made at that time. The City will maintain a laid off employee's sick bank during the first 36 months of the layoff period. If the employee is recalled from layoff within 36 months, his/her sick leave bank will be restored. If the employee is not recalled within 36 months, his/her sick bank will be cancelled.

Recall

- A. Recall Rights: Laid off employee will have recall rights for sixty (60) months from the effective date of the layoff. All employees on lay-off, with current recall rights, shall be recalled prior to any new person being offered employment in the bargaining unit.
- B. Recall Procedure: 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 overnight delivery. Notice will also be copied to the Union. Employees, who fail to report for work within ten (10) calendar days from date of mailing of delivery of notice of recall, shall be considered to have voluntarily resigned. However, employees unable to report back to work within ten (10) calendar days of delivery of notice of recall because of sickness or injury and who report such fact to the Chief within ten (10) calendar days of receipt of notice of recall, shall be given preferential treatment when they have recovered and other jobs are available.
- C. A recalled employee must demonstrate that he/she has maintained any credentials or qualifications necessary for the position to which he/she is being recalled. The recall is contingent upon a successful completion of a pre-employment physical and a background check (including driver's license, criminal, and drug testing), as well as a skills assessment.

- D. If an employee holds a position (pursuant to the bid process) at the time of his/her layoff, the laid off employee will be able to maintain that position until the next bid process or for 90 days, whichever is longer, while on layoff. If the employee is recalled prior to the next bid period, or within 90 days, whichever is longer, he/she shall return to the bid position. If the employee is recalled after the specified period, he/she will return to a temporary position.

- E. Any employee not recalled after being laid off for a period of 60 months will be considered separated from the City and will receive notification via mail to last known address on file.

17. 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 administrative 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 thirty (30) days in advance of the specific changes to be made.
 - 1. Administrative employees may be eligible for an alternate work schedule with the Chief's approval, in accordance with Human Resources Policy #3.15. Requests for an alternate schedule should be made in writing to the Chief. Changes, if approved will be made in thirty (30) days, unless the Chief and the requesting employee agree upon a different time for implementing the change.
 - 2. Administrative employees may also adjust their hours within a workweek, with the Chief's approval. Any change in weekly schedule must be requested in advance and the hours worked must equal 40 in the week of the adjustment. For example, a 40 hour employee may, with advance approval, work 6 hours on Monday and make up the 2 hours missed by working 10 hours on Tuesday (with all other days in the week being 8 hour days). If the employee cannot make up the missed hours in the same workweek, he/she must take vacation, compensatory or personal time for the missed hours. There will be no banking of extra hours worked from one workweek to the next. Any hours worked over 40 in a workweek will be paid as overtime.
- B. Platoon personnel shall have a fifty-four (54) hour duty week consisting of twenty-four (24) hour shifts on a three-platoon basis on a 28 day cycle. Platoon personnel shifts shall start at 0700.
- 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, through Telestaff.
 - 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 15-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 oncoming 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.

18. OVERTIME

Overtime Procedures

- A. The Chief will be the determining authority on the necessity for overtime.
- B. Any time worked in excess of 212 hours in a 28 day cycle shall be considered overtime. For purposes of computing overtime, compensable hours (paid vacation, sick or compensatory time) shall be considered hours worked. 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. Overtime in the form of cash or compensatory time will be paid/granted at the rate of time and one-half.
- C. Pay for overtime will be paid in the pay period in which the overtime was earned or in the following pay period.
- D. Compensatory time cannot be transferred from one employee to another employee.
- E. An up-to-date record of compensatory time accumulated by each employee will be maintained by Payroll.
- F. Anyone working overtime may split that time into comp. time and/or pay by indicating appropriately in Telestaff.
- G. An employee shall not be required to work overtime throughout any scheduled vacation or code day period.
- H. Employees agreeing to work overtime shall be bound by the regular attendance procedure.

Overtime Classifications

A. Holdover Overtime: When an employee needs to be held-over from their shift to all or part of the next shift.

1. There is a one hour minimum paid overtime for holdover situations.
2. Overtime holdover list eligibility

Personnel may be exempt from the holdover list if they:

- a. 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.
- b. Are conducting business for the Union or Pension Board during the twenty-four (24) hour period following their normal shift.
- c. Are engaged in Union negotiations during the forty-eight (48) hour period following their normal shift.
- d. Are scheduled to work during the forty-eight (48) hour period following their normal 24 hour shift.
- e. Are scheduled to work overtime during any of the twenty-four (24) period immediately following their normal shift.
- f. Worked twenty-four (24) hours during the shift immediately preceding their shift.
- g. 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.
- h. Are not scheduled to be on duty past twenty-three (2300) hours on the day the list is compiled.

3. Inverse Seniority Overtime Holdover Procedures

- a. 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 19-Equalization of Overtime.
- b. If there are three (3) or fewer people available for overtime on the normal holdover list, the Captain or 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 (shift).
- c. 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:
 - i. Currently working on a “Trade-In”
 - ii. Currently working overtime
 - iii. Already scheduled to begin work at zero-seven hundred (0700) hours the following shift/calendar day,
 - iv. Immediately beginning a Funeral Leave.
 - v. Where the inverse holdover would result in working more than 48 continuous hours.
- d. These personnel will be listed by seniority, with the least senior person at the top of the list.
- e. 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.
- f. 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.

- g. 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.
 - h. 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.
- B. Scheduled Overtime: Overtime scheduled for individual employees by the Battalion Chief under circumstances in which the duration of the overtime is known in advance.
- 1. There is no minimum time for scheduled overtime except that 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, if the scheduled court proceedings are not during the employee's regular shift.
 - 2. All overtime known one (1) hour in advance will be considered scheduled overtime.
- C. Call-Back Overtime: Overtime called for a group of employees due to a specific departmental situation such as specialty team activation, mutual aid, storms, fires.
- 1. The minimum time for callback shall be as follows:
 - d. **Two hours** for employees who accept the callback, but the callback is cancelled prior to the employee's arrival at the station or worksite.
 - e. **Four hours** for employees who accept the callback, arrive at the station or worksite prior to the cancellation of the callback, and stay to complete work related to the call back. Those employees who do not stay under this provision will receive **two hours** of callback time.
 - 2. 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, or if AAFD apparatus and /or personnel

are responding out of the City, then the Battalion Chief will determine whether to issue a callback for off-duty personnel from AAFD and how many personnel shall be called back in accordance with departmental procedures.

3. Mutual responses to freeway events do not require a callback of off duty personnel.
 4. If administrative personnel is called back for an emergency response on an official City holiday, he/she will be paid at a double time rate for time worked. The holiday will be considered the twenty four hours of the holiday beginning at 0700 on the morning of the holiday and extending until 0700 of the day after the holiday.
 5. Call-back will not count on Equalized Overtime.
- D. Fire Prevention On-Call Program: 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. 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.

Compensatory Time

A. Compensatory Time Bank Maximums

Date of Hire	Compensatory Time Bank Maximum
On or after July 1, 2005	240 hours
After January 1, 2001	500 hours
After July 1, 1982	750 hours plus comp bank amount as of January 1, 2001.
	If comp bank amount on January 1, 2001 was less than 500 hours, maximum is 1250 hours.
	If comp bank goes below 500 hours, new maximum is 500 hours.

B. Compensatory Time Usage

The Employee will determine, subject to the approval of the Battalion Chief, when his/her compensatory time shall be taken. All compensatory time must be taken in a minimum block of four (4) consecutive hours when requested between the hours of 0700-2300. Any compensatory time requested beyond 2300 hours will automatically be extended to include all time to 0700 hours. Example: Compensatory time requested from 1930 hours to 2330 hours, if approved, would be granted from 1930 hours to 0700 hours.

C. Compensatory Time Sell-Back

Each fiscal year, employees may sell back up to 180 hours of compensatory time. Each employee must notify payroll in writing by February 1, how many hours of compensatory time he/she intends to sell back. Payment will be made the last pay period of the fiscal year.

19. EQUALIZATION OF OVERTIME

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

- A. Overtime shall be equalized within each separate division. Captains shall be responsible for the accuracy and fairness of the equalization system. They shall notify the prospective employees eligible for overtime twelve (12) hours prior to the overtime period offered if possible. The procedure for holdover overtime will be to offer the longest time available to the first employee on the applicable 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 on the list. The holdover list ends at 0700. Personnel refusing the overtime offered shall have that amount of time added to their accounts on the equalization list. Should all personnel on the list be asked to holdover and refuse, then the inverse seniority holdover overtime procedures will be followed.
- B. 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 list will be updated on a daily basis.
- C. Trades or compensatory time shall not be used by an employee to avoid being charged for overtime, except for an emergency leave.
- D. New employees that hire into the Department shall be charged with the maximum number of hours of overtime.
- E. Christmas Staffing: 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 on the list.
- F. Time not charged on overtime equalization lists. The following categories of overtime are not charged on the overtime equalization list:
 - 1. Overtime for Technical Education Courses
 - 2. Overtime for the mechanics division.
 - 3. Time spent at Health and Safety Meetings
 - 4. Time spent on leave for union business.
 - 5. Overtime for monthly specialty team trainings
 - 6. Call - back

20. MINIMUM STAFFING

A. Daily Shift Staffing:

1. 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.
2. If fewer than six (6) Driver/Operators report for duty on any given shift, and there is not an operational need for six (6) Driver/Operators, then staffing shall remain at the number of reporting Driver/Operators, as long as there are five (5) operating stations.

B. Apparatus Staffing:

The following chart specifies the minimum staffing for in service vehicles.

	Officer	Driver Operator	Firefighter
Tower	X	X	X
Fire Suppression	X	X	X
Heavy Rescue	X	X	X
Light Rescue (1 ton or less)	X	X	

21. BREAKS

Non-platoon employees shall be entitled to two (2) fifteen (15) minute breaks per shift, excluding a lunch period.

22. 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.

Exceptions to this schedule will be the ISO required night time training activities. There shall be one (1) single company and one (1) multi-company night time training activity annually. The training shall be finished no later than 2300 hours. The training dates shall be posted on the AAFD Training Calendar one (1) month prior to the day of training.

23. PHYSICAL STANDARDS

Fitness for Duty:

If Management, in consultation with Human Resources, determines that an Employee may not be fit to perform his/her duties, based upon observations made on the job, the Employee will be sent to a physician of the City's choosing (at City cost) for a medical examination. The physician will document in writing, after review of the appropriate job description(s) whether the employee is fit to perform the duties of his/her position. If the physician determines that the Employee is not fit to perform the duties of his/her position, or that the Employee is subject to restrictions, the City's Benefit Supervisor will work with the Employee and management to determine if a light duty assignment is available with the restrictions. If there is not an appropriate light duty assignment or if the physician determines that the Employee cannot perform his/her duties, the Employee will be placed on leave of absence.

If the Employee disagrees with the result of the City physician's evaluation, the Employee may, at his/her own expense, obtain a medical examination from a qualified physician of his choice. If there is a conflict between the two physicians, then a third physician mutually agreed to by the Employee and the City, will examine the Employee at the City's expense. The results of the third examination will be final and binding on the Employee, the Union and the City.

Leave of Absence resulting from Fitness for Duty Examination:

An employee placed on medical leave under this article may, at his/her request, be granted a leave of absence not to exceed one year. Such leave will run concurrently with Family Medical Leave. City provided healthcare will continue throughout the leave, and the Employee will utilize his/her banked time during the leave.

If the Employee's banks are exhausted, the Employee will be maintained on an unpaid leave of absence up to the one year limit. Employee will maintain their seniority and will continue to accrue as long as they are in paid status.

At any time during the leave, the Employee may submit documentation from a physician that he or she is fit to return to duty. The City may, at its expense, have another examination conducted to verify those findings.

During the leave, or at the conclusion of the leave, the City or the Employee may pursue a disability retirement for the Employee under the provisions of the pension ordinance if he/she is not fit to perform the duties of his/her position.

The Americans with Disabilities Act will be followed in connection with any restrictions placed upon the Employee in connection with his/her ability to perform the essential functions of his/her position.

24. 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 Benefits Supervisor will review the medical restrictions and may recommend a light duty assignment to Fire Department administration for non-ADA (Americans with Disabilities Act) qualified, non-duty related injury or illness. The employee shall be compensated at his or her existing annual salary.

25. 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 position 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 position 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 position, 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.

- D. The following rules apply to employees who are released to full duty or limited duty, but who require additional medical treatment.

The treatment must meet the criteria below to be considered an official workers' compensation medical treatment. Any questions regarding whether a treatment is considered approved should be directed to the Employee Benefits Supervisor.

- Initial Treating Physician (if treated in ER), or
- Occupational Health Clinic (i.e., Concentra), or
- An official referral from the Occupational Health Clinic

There will be no overtime paid for follow-up medical treatment that meets the above criteria. Also any contractual call-back provisions are not applicable (i.e., there is no minimum guarantee of hours).

If treatment is necessary during the employee's normal shift, the employee will be released and will not be required to utilize sick time.

If the treatment is necessary during off shift hours, the employee will receive equivalent compensatory time at a straight rate that must be utilized during the one year period after the treatment occurred. The straight time comp time shall include travel time to and from the location necessary for follow up treatment.

The Employer maintains the flexibility to change the schedule of employee requiring follow up treatment when operationally necessary.

26. PROMOTIONS

Posting:

Promotions within the bargaining unit shall be in accordance with the procedures specified in this Article. Promotional job vacancies (including the minimum requirements for the position) will be e-mailed to all department employees and they will have a period of fifteen (15) calendar days to apply.

Promotional Process:

- A. Promotions shall be made from a certified list and shall be made by the Chief.
- B. All promotions, other than Chief, shall be made from among the personnel of the department.
- C. Promotion to Battalion Chief and Fire Training Officer:
 - 1. Promotion shall be based on competitive written examination and oral examination
 - 2. To be eligible to promote the applicant must also meet the physical requirements for the position.
 - 3. An employee must first pass the written examination with an actual score of 70% or higher to become eligible for the oral examination.
 - 4. The written examination will constitute 40% of the overall final score and the oral exam will constitute 60% of the overall final score.
 - 5. An employee must receive a total score of 80% or higher to qualify for promotion to these positions.
 - 6. For Battalion Chiefs, promotion shall be made in the order of seniority of those who qualify.
 - 7. For Fire Training Officer, promotion shall be made by the Chief choosing from the highest three seniority applicants who qualify for the promotional list.

- D. Promotion to other positions:
1. Promotions in all other positions shall be based on competitive written examination and oral examination
 2. To be eligible to promote the applicant must also meet the physical requirements of the specific position.
 3. An employee must first pass the written examination with an actual score of 70% or higher to become eligible for the oral examination.
 4. The written examination will constitute 60% of the overall total score.
 5. The oral examination will constitute 40% of the overall total score.
 6. An employee must receive a total score of 70% or higher to qualify for promotion.
 7. For **Fire Marshal** and **Public Education Officer**, promotion shall be made by the Chief choosing from the highest three seniority applicants who qualify for the applicable promotion list.
 8. Promotion for other positions shall be made in order of seniority off the eligibility lists.
- E. Copies of the reading list for materials to be covered on the written exam (for the regular testing dates) will be available **3 months** 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.
- F. Evaluations: The Department shall not release the scores of the various tests until the entire evaluation process is completed.
- G. Specific requirements to test for promotion in each position are included in the chart at the end of this Article.

- H. Promotion lists shall be valid for three (3) years from the date of testing. Additional testing will be conducted when a particular promotional list falls below three eligible candidates. In those circumstances, the testing date will be announced within 90 days from the date that the promotion list falls below three (3) eligible participants.

Promotional Trial Period

- A. Employees who promote will have a two (2) month trial period in the promotional position. During the two (2) month trial period, employees shall have the opportunity to revert back to their former classification and bid position. If employees are unsatisfactory in the new position, and are returned to their former classification and bid position by the Employer, notice and reasons shall be submitted to the Union in writing by the Employer with a copy to the employee. The matter may then become a proper subject to begin at the second step of the grievance procedure.
- B. If an employee reverts during the two month trial period, any other employee who had moved as a result of the promotion will revert back to his/her prior bid position.
- 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.

Promotional Requirements

The following requirements must be met in order to test and be promoted to the specified ranks:

Position	Seniority Requirements	Fire Officer Level Required	Additional Requirements
Battalion Chief	10 years service in department or 5 years service in department with approved bachelor's degree	III	2 years as a Lieutenant or hold the rank of Captain
Fire Marshal	10 years service in department	III	2 years as Fire Inspector and hold rank of Fire Inspector
Training Officer	3 years in operations	III	Associate's Degree in Fire Science, or 62 completed college credit hours.
Assistant Training Officer	3 years in operations	II	Instructor/Coordinator License at the department's level of medical licensure
Mechanic	5 years service in department	III	
Assistant Mechanic	3 years service in operations	II	
Fire Inspector	3 years in operations	II	
Driver Operator	Completion of probation	NA	For position at Station 1, must be certified on all apparatus. For other stations, must be certified on the apparatus that is open for assignment. If a Driver Operator is unable to obtain a permanent assignment to an apparatus that he/she is certified to operate after the bid process, he/she shall be demoted to firefighter and assigned a shift, station and code day by Administration.
Lieutenant	3 years service in operations	II	

Position	Seniority Requirements	Fire Officer Level Required	Additional Requirements
Captain	10 years service in department, or 5 years in service in department with bachelor's or approved associates degree	III	2 years as Lieutenant
Public Education Officer	3 years in operations	II	EMT license, and obtain CPR instructor certification within 12 months of promotion

Duration of Promotional Lists:

Promotional lists developed during the term of this contract will remain active for 3 years from the date of release. If any list falls below 3 individuals, a testing process will be initiated for that position only, within a reasonable time period. Current lists will be ended with the first promotional process undertaken after the execution of this collective bargaining agreement.

Removal from Promotional List:

- A. Qualified applicants will remain on the promotion lists for three years; 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.

- B. 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.

Vendor

The parties have agreed to utilize a new vendor for the promotional process and the new process will be initiated within 12 months after execution of this Agreement. The Parties agree to meet to discuss the promotional process after the first promotional process implemented during this collective bargaining agreement.

27. DAILY TEMPORARY ASSIGNMENTS

A. Assignment to a different station:

When suppression employees on regular duty do not work at their regularly assigned station, the following procedure will be used:

1. If the employee is at his/her regularly assigned station by 6:45 am, and is notified by 6:45 am to move to a different station, and the move is completed by 7:00 am: The employee will receive one hour of compensatory time. This compensatory time will not be entered on telestaff.
2. If the employee is not notified to move from his/her regularly assigned station to a different station until after 6:45 am, and uses his/her personal vehicle: The employee will be reimbursed for the mileage between the two stations at the current City rate once the total reimbursement has reached at least ten dollars (\$10.00). Employees must receive reimbursement by direct deposit.
3. The time will be determined by the Battalion Chief on duty.
4. Moves will 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).

B. Station 1:

On any shift when there are more officers than officer positions at Station 1, the least senior Lieutenant at Station 1 shall be used to fill an officer vacancy at a sub-station. If no vacancies exist in the City, then the least senior Lieutenant at Station 1 will be assigned as a Driver Operator or Fire Fighter.

When there is a Driver Operator at Station 1 whose apparatus is not in service, he/she shall be used to fill a Driver Operator vacancy for which he/she is certified at a sub-station. 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.

- C. Temporary Daily Acting Assignments/Promotions (Suppression)
1. Qualifications required to serve as acting officers in the Operations Divisions.
 - a. Lieutenant: No one shall serve as an acting Lieutenant until he/she has served three (3) years in the Operations Division and has Fire Officer II.
 - b. Captain: No one shall serve as an acting Captain until he/she has served five (5) years in the Operations Division, holds the rank of Lieutenant or is on the Lieutenant promotional list, and has Fire Officer II.
 - c. Battalion Chief: No one shall serve as acting Battalion Chief until he/she has served ten (10) years in the Operations Division, holds the rank of Lieutenant or higher, or is on the Captain or Battalion Chief promotional list, and has Fire Officer III.
 2. Temporary acting assignments/promotions for the purpose of filling vacancies created by absences in the positions of Lieutenant, Captain, or Battalion Chief, or Driver Operator within the suppression division will be filled following the order below for each position.
 - a. Lieutenant

Employees from the Lieutenant's Certified Promotion List, who are on shift, in order of seniority – high to low.

Qualified employees on shift, in order of seniority – high to low.

Least senior employee on the Lieutenant's Certified Promotion list on shift.

b. Captain

Employees from the Captain's Certified Promotion list, who are on shift, in order of seniority – high to low.

Qualified Lieutenants on shift, in order of seniority – high to low.

Qualified employees on Lieutenant's list who are on shift, in order of seniority – high to low.

Least senior employee on Captain's Certified Promotion list on shift.

c. Battalion Chief

Employees from Battalion Chief Certified Promotion list, who are on shift, in order of seniority – high to low.

Qualified Captains on shift, in order of seniority – high to low.

Qualified employees on the Captain's Certified Promotional List, who are on shift, in order of seniority – high to low.

Qualified Lieutenants who are on shift, in order of seniority – high to low.

Least senior employee on Battalion Chief Certified Promotion List on shift.

d. Driver Operator

Certified non-probationary firefighter on the shift, at the station at which the vacancy occurs, in order of seniority – high to low.

Certified non-probationary firefighters on the shift, in order of seniority – high to low.

Least senior certified non-probationary firefighter on the shift.

D. Temporary Daily Assignments/Promotions (Non-Suppression)

The Chief will decide if and when temporary daily assignments/promotions 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. Qualified employee within that division on that position's Certified Promotion List on that shift, in order of seniority – high to low.
2. Qualified Employees within that division in order of seniority – high to low.

E. Pay for temporary assignments/promotions:

Employees shall receive the rate of pay for the position they are filling for all hours worked while filling such vacancy.

28. 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) calendar days) in the Administration, Training, Mechanic, or Prevention Divisions, the following procedure will be followed:

- A. The temporary transfer position will be e-mailed to members. Anyone interested will have seven (7) calendar days from the e-mail notice to respond.
- B. Minimum qualifications for the position vacancy will be governed by the applicable provision of Promotions Article.
- C. Procedure for Filling Vacancy:
 - 1. Following the required posting, the most senior person on the applicable Certified Promotion List who applies for the temporary vacant position will be temporarily transferred.
 - 2. If no person from the applicable Certified Promotion List submits interest for the temporary vacant position, then the most senior person who submits interest and meets the promotional qualifications for the position (specified in Promotions Article) will be temporarily transferred.
 - 3. If no personnel meet the promotional qualifications for the temporary vacant position, then the most senior person expressing an interest in the temporary vacant position will be temporarily transferred.
 - 4. If no one expresses an interest in the temporary vacant position in response to the posting, the least senior employee who has completed probation and who the Fire Chief believes is able to fulfill the position will temporarily fill the vacant position.

- D. The temporary transfer will be limited to 180 calendar days.
- E. The temporarily transferred employee will retain his/her bid position for the period of the temporary transfer.
- F. The employee or management may request that the employee return to his/her former position with two (2) weeks written notice.
- G. During the temporary transfer period, employees will receive the rate of compensation and benefits for the position they are filling.

29. VACANCIES

A. Vacancies occurring during the year will be filled by the Chief in the following manner:

1. First Step:

- a. Within division: An employee who wishes to transfer to a lower position which is vacant in the same division will have the option to do so. If more than one employee wishes to transfer to a lower open position, seniority will be the determining factor. 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. There shall be no two-month trial period for the employee exercising this option. This option may only be exercised once a year.
- b. Between divisions: An employee who wishes to transfer to a different division will return to the lowest ranking open position in the new division.

2. Second Step:

- a. The open position will be posted for promotion in accordance with Promotions Article.

B. Annual Bid Process – Voluntary Posting of Positions

1. 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.
2. Permanent openings will be posted on or about January 5 for ten (10) days. Two 10-day posting periods will follow. All postings will be completed by February 28.
3. Transfers will take effect between March 1 and March 15.
4. To be eligible to bid on a Driver/Operator position, a member shall be certified to operate the apparatus that they are bidding for, except that to be eligible to bid on a Driver/Operator position at

Station 1, a member shall be certified to drive the engine and tower. The Driver Operators holding bid positions at Station 1 on the effective date of this contract (who do not have certifications on both engine and tower) will not be subject to this provision while they remain in their current bid positions. If they choose to bid on a different shift at Station 1, they will be required to be certified to drive the engine and the tower.

5. Positions in which personnel are temporarily assigned outside fire suppression, or former positions of personnel who are within their promotional probationary period shall not be considered open and will be filled daily according to Daily Temporary Assignment Article.
6. Positions with no bid personnel after the three posting periods will be assigned by administration in the following order:
 - a. Firefighter positions:
 - i. Firefighters who have completed probation who do not have a bid position;
 - ii. The least senior firefighter off probation on shift;
 - iii. If multiple spots are open then the senior person shall pick their spot.
 - b. Driver Operator, Lieutenant, Captain and Battalion Chief Positions:
 - i. Personnel with no bid position;
 - ii. If multiple spots are open then the senior person shall pick their spot.
7. Shift balancing
 - a. If at the end of three posting periods there is a need to balance shifts, the following steps will be taken:
 - i. Firefighters who have completed probation who do not have a bid position will be moved to balance the shift.

- ii. If there remains a need to balance the least senior firefighter with a bid position on shift who has completed probation will be moved to balance the shift.

30. LEAVES OF ABSENCE

A. Emergency Personal Leave

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. Special Leave of Absence

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. FMLA

An employee who, because of a serious health condition which makes the employee unable to perform his or her duties (other than illness or accident compensable under the Michigan Workers Compensation laws), or who has an immediate family member (spouse, other qualified adult, parent or children of the employee) with a serious health condition, or for the birth of a child, or the placement of a child for adoption or foster care, may be granted a leave of absence in accordance with the FMLA. The employee will provide the required documentation and medical certification to the Benefits Supervisor. The Employer may request additional medical certification in accordance with the FMLA to substantiate the necessity for continued leave.

When an employee knows in advance that a leave of absence under this section will be requested, the employee is required to submit such requests no later than thirty (30) days prior to the start of the leave.

Employees granted Family Medical 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. Prior to return to work, employees

shall furnish the Employer with a doctor's certificate stipulating that they are able to resume their normal work duties.

A medical leave may be granted for a maximum of two (2) years for an employee's illness, or up to one (1) year to care for an immediate family member. Leave for birth of a child or adoption/fostering of a child may be granted for up to one (1) year. All such leaves are concurrent with and inclusive of any FMLA leave time.

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 child birth/adoption 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.

Light duty work will be offered to employees who have a non-work related injury or illness (including pregnancy) as available. Light duty work may be in the Fire Department or in some other City Department.

D. 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.

Employees, who serve jury duty on a duty day, will return to work following their jury duty assignment or will utilize accrued time including vacation, comp or personal for the remainder of shift.

E. Elected Position

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.

F. Leave for Union Business

1. 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.
2. 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 (calendar) days prior to the scheduled leave date, or in a shorter time frame in special circumstances with the Chief's approval.

G. 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: spouse, mother, father, sister, brother, step parent, child, or step-child, grandchild, grandparent and the parent, sibling, grandparent, step-sibling, or step-parent of employee's spouse or other member of employee's household as approved by the Chief.

H. 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.

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.

I. Sick Leave

Administrative Personnel

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

1. Each permanent bargaining unit member shall accrue 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 on a pro-rata basis to the rate granted full-time employees.
2. Unused sick leave may be accumulated in an unlimited amount.
3. In addition to compensation for absence due to sickness, the following shall apply:
 - a. Employees who die before retirement, or who retire (early or full retirement) 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.

- b. 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.
4. 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.
5. An employee eligible for sick leave with pay may use such sick leave for purposes of illness, or, 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 other household members.
6. Sick leave absences for a part of a day shall be charged based on actual work time missed.
7. 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.
8. Where sick leave exceeds more than 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.
9. 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.
10. Accumulated sick leave can be transferred from one employee to another employee with the approval of the Chief.

Platoon Personnel

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

1. Each permanent fire fighting platoon employee shall be entitled to sick leave of one (1) duty day with pay for each completed month of service.
2. Unused sick leave may be accumulated in an unlimited amount.
3. In addition to compensation for absence due to sickness, the following shall apply:
 - a. Employees who die before retirement, or who retire (early or full retirement) 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.
 - b. 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.
4. The fire fighting platoon employees shall retain the same sick leave benefits as Administrative Personnel, subsections 4, 5, 7, 8, 9 and 10.
5. If a fire fighting platoon employee leaves work sick, he/she shall be charged sick leave for the actual time missed.
6. A fire fighting platoon employee calling in sick at the beginning of a shift or becoming sick while on duty may use four (4) hours, eight (8) hours, twelve (12) hours or twenty four (24) hours of sick time. Incremental sick time usage for the purposes of staffing must be

used prior to 2300 hours or it must include the remainder of the shift until 0700 hours.

7. A Fire fighting platoon employee who becomes, through promotion or reassignment, a non-platoon employee, shall have his/her accumulated sick time doubled to be placed in line with other non-fire-fighting platoon personnel and his/her benefits shall be those listed in Sick Leave 40 Hour Personnel Article. The number of accumulated 24-hour days shall be multiplied by 2 and changed to ten-hour days.

31. VACATION LEAVE

A. Administrative Personnel shall accrue vacation as follows:

0-8 years of Service	140 hours per year	5.38 hours per pay period
More than 8 years of service, but less than 16 years of service	180 hours per year	6.92 hours per pay period
16 years or more of service	220 hours per year	8.46 hours per pay period

B. Platoon Personnel shall accrue vacation as follows:

0-8 years of Service	192 hours per year	7.38 hours per pay period
More than 8 years of service, but less than 16 years of service	240 hours per year	9.23 hours per pay period
16 years or more of service	288 hours per year	11.08 hours per pay period

C. Vacation Use:

Administrative Personnel:

Those personnel who work an eight (8) hour duty day may take vacation in 2-hour minimum time blocks if there are vacation slots available, and the request is approved by the supervisor.

Platoon Personnel:

Vacation may be taken in 4-hour minimum 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.

D. General

1. Personnel request their first vacation period. The Battalion 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. Absence on account of sickness, injury, or disability in excess of that authorized for such purposes may, at the request of the employee and within the discretion of the Battalion Chief, be charged against the employee's vacation leave allowance.
6. The Battalion 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.
7. 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.
8. No vacation leave will be granted unless formally requested and when working conditions permit. Vacations start at the end of the last regular workday.
9. At the time of separation through retirement, quit or death, employees shall be paid for their unused vacation leave up to a maximum of two (2) years plus all of the unused vacation leave accumulated during that current calendar year.
10. Employees terminated from the City employment shall not be paid for their unused vacation.
11. Vacation Anniversary Date is your City service date.

12. Accumulated vacation leave cannot be transferred from one employee to another employee.
13. 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.
14. The City shall have the right to deny eligibility for vacation leave on any day when the maximum number of fire fighters are already scheduled for and taking vacation leave on that day, as specified below:
 - On Code Days, there will be two guaranteed slots for vacation or compensatory time.
 - On non-code days, there will be four guaranteed slots for vacation or compensatory time.
 - On 91 non-code days during the vacation year (April 1 to March 31), chosen by the Union, there may be one additional slot for vacation or compensatory time, for a total of five guaranteed slots on those non-code days.
 - The Union must notify the City of its chosen 91 days prior to the date of the first vacation request (March 15).
 - None of the 91 days may fall on a code day, except:
If any of the City-designated holidays specified in the Holiday Article (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Years Eve) falls on a code day, an equal number of the 91 extra vacation slots must be designated by the Union for those holidays and will be used as a third guaranteed slot for vacation or compensatory time use on those holidays.

E. Vacation Cancellation Policy

1. An individual who wishes to cancel a first or second round vacation pick must request cancellation through telestaff in order 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 employee 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 later than 1900 hours, the duty day 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 1900 hours the previous Wednesday or the day in question MAY NOT BE CANCELLED.

32. CODE DAYS

Up to three individuals, dependent on scheduling, may be on code each code day.

If one of the following City holidays falls on a code day, a third guaranteed slot for vacation or compensatory time will be opened on that day: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Years Eve. This third guaranteed slot must come from one of the 91 extra vacation days specified in Holiday Article.

If there are any additional code slots available on a particular code day, fire fighters may use those available slots to take comp or vacation time.

33 HOLIDAY PAY

ADMINISTRATIVE:

Administrative Fire department personnel shall be off duty on each of the following City designated holidays:

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

In order to receive compensation for the holiday, the employee must be on pay status on the working day prior to the holiday and the working day after the holiday. "Pay status" for purposes of this policy includes comp time, sick leave, vacation and the first year of worker's comp under Holiday Article.

PLATOON:

Platoon personnel shall receive seven and one-half, twenty-four (24) hour days pay at their hourly rate (if employed for the full year or prorated on months of service) this payment shall be made on or before July 15.

In addition, Platoon personnel who work the full 24 hour shift on Good Friday (0700 on Good Friday morning to 0700 Saturday morning) will receive 12 hours of compensatory time (at straight time).

34. 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.

35. 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. Tuition Reimbursement:

1. Tuition reimbursement is provided for employees taking approved education courses on their own time. Tuition reimbursement is provided within the parameters of available budgetary resources.
2. Requests for tuition reimbursement will be handled in accordance with Human Resources Policies and Procedures #4.12. See attached list in Appendix D for degree programs and related classes currently approved for tuition reimbursement.
3. Tuition reimbursement will be provided for approved courses for registration, tuition and books, but not travel or employee time.
4. 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.

B. Fire Officer Training

1. The City will offer the opportunity for employees who have completed two years of service in the fire department 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. The City will pay for the cost of the Fire Officer Training Series.

Employees attending approved training on duty days will be paid at the regular rate and released from duty for the period of the training. Employees attending approved training on a non-duty day will be paid at regular rate or at the rate of time and one half, whichever is applicable, based on the employee's hours worked in the 28 day pay cycle. Overtime pay may be paid in cash or in compensatory time at the employee's request

C. Fire Prevention Training

The City will offer all Fire Inspectors the opportunity to complete the Fire Inspector I classes, as well as the eighty (80) hour Fire and Arson Investigation classes. These classes will be completed within two (2) years of promotion to the Fire Inspector position. Fire Inspectors will be required to obtain the State of Michigan Certification for Fire Inspector I within three (3) years of hire into the position. Fire Inspector II classes will be offered to Fire Inspectors based on operational needs and fiscal considerations as determined by the Chief.

Fire Inspectors may be offered the opportunity to complete Plan Review classes. The Chief will determine if and when a Fire Inspector will be offered the opportunity to take the class based on operational needs and fiscal considerations.

The Fire Marshall shall be required to complete all of the above-referenced classes within the first year in the position, if he/she has not already done so.

The City will pay for the cost of the Fire Prevention Training when approved. Employees attending approved training on duty days will be paid at the regular rate and released from duty for the period of the training. Employees attending approved training on a non-duty day will be paid at regular rate or at the rate of time and one half, whichever is applicable, based on the employee's hours worked in the 40 hour week. Overtime pay may be paid in cash or in compensatory time at the employee's request.

D. Position - Related Training

1. Employees who wish to attend training related to any job-related training must request to attend such training through the Training Officer. The Chief or his/her designee must approve or disapprove all training based on factors such as scheduling, department needs and financial constraints.

2. Employees attending approved training on duty days will be paid at the regular rate and released from duty for the period of the training. Employees attending approved training on a non-duty day, will be paid at regular rate, or at the rate of time and one half, whichever is applicable, based on the employee's hours worked in the 28 day pay cycle (or 40 hour week if applicable). Overtime pay may be paid in cash or in compensatory time at the employee's request, unless the cost of the approved training is covered by Federal or State grants. In those cases payment to the attending employee will be in accordance with the terms of the grant.

36. ALLOWANCES

A. Food Allowance

Fire Department personnel working 54 hour duty week shall receive a food allowance of \$800 annually. The \$800 food allowance payment will be made at the first pay in December of each year. For new hires, personnel who transfer into the Fire Department, or 40 hour personnel who move to a 54 hour duty week, the food allowance will be prorated based on the number of months the employee worked in the 54 hour duty week position during the year of payment.

B. Clothing Allowance

1. Forty hour personnel shall receive a clothing allowance of \$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.
2. Platoon personnel shall receive a clothing allowance of \$900 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.
3. Clothing allowance payments for (1) and (2) shall be the first payday in July.
4. All employees shall furnish their own sheets, pillow case(s), and bath towel(s).

37. SPECIALTY TEAMS

A. Washtenaw County Hazardous Materials Team

All Washtenaw County Hazardous Materials Team members employed by the City shall be required to follow the Washtenaw County Hazardous Materials Team's attendance requirements. Team members that are on duty at the City shall be released from their regular assignments to attend Washtenaw County Hazardous Materials Team activities and incidents. Members that are off-duty shall be compensated according to the collective bargaining agreement for time spent responding to incidents and hazardous materials training (awareness, operation, technician, and command) as well as any other training or activities approved by County Hazmat Team Leaders.

The number of Ann Arbor Fire Department members on the County Hazmat Team shall not exceed 15 without permission from the Fire Chief.

B. Technical Rescue Team

All Washtenaw County Technical Rescue Team members employed by the City shall be required to follow the Washtenaw County Technical Rescue Team's attendance requirements. Team members that are on duty at the City shall be released from their regular assignments to attend Washtenaw County Technical Rescue Team activities and incidents. Members that are off-duty shall be compensated according to the collective bargaining agreement for time spent responding to incidents and technical rescue training (awareness, operation and technician levels) as well as any other training or activities approved by County Technical Rescue Team Leaders.

The number of Ann Arbor Fire Department members on the County Technical Rescue Team shall not exceed 23 without permission from the Fire Chief.

C. Specialty Team Allowances

ALLOWANCE	ELIGIBILITY	AMOUNT
EMT license	On file with City by January 1 of each year. Must be obtained within first year of employment and maintained thereafter. Employees who fail will be given an additional opportunity to pass the test.	\$600 paid on or before January 20. No pro-rata payments for license obtained during of the course of calendar year.
HAZMAT Team	Employee must be in good standing with the county team requirements and have completed minimum required training for the previous year.	\$600 or pro-rata amount for months in good standing in prior year to be paid on or before January 20.
Technical Rescue Team	Employee must be in good standing with the county team requirements and have completed minimum required training for the previous year.	\$600 or pro-rata amount for months in good standing in prior year to be paid on or before January 20.
State of Michigan Paramedic License	If City upgrades to ALS service.	\$1000

38. 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.

Employees who resign or retire from City employment shall be eligible for pro-rated longevity payments of 1/12 of the above amounts per each full month of employment completed since the last payment. Employees who are discharged by the City will not be eligible for pro-rated longevity from their anniversary date.

39. SALARY SCHEDULE (REFERENCE APPENDIX A)

- Effective January 1, 2015, each currently employed, active member, who was hired before July 1, 2012 will receive a 2.75% wage increase.
- Effective January 1, 2016, each currently employed, active member who was hired before July 1, 2012 will receive a 2.5% wage increase.
- Effective January 1, 2015, each employee hired on or after July 1, 2012 will receive a 3% wage increase.
- Effective January 1, 2016, each employee hired on or after July 1, 2012 will receive a 3% wage increase.
- The City and Union agree to a wage reopener in January, 2016 for employees hired after July 1, 2012.

All employees hired on or after July 1, 2012, will be subject to a new wage scale which will be applicable throughout their employment with the City, subject to any negotiated changes. Pursuant to this pay schedule, employees with bachelor's degrees, who are hired on or after July 1, 2012, will receive an annual educational bonus of \$600 paid in the first pay of each calendar year.

Effective January 1, 2015, employees hired before July 1, 2012, will be subject to a new wage schedule which includes increased differentials for positions above firefighter. Effective January 1, 2016, employees hired before July 1, 2012 will be subject to a new wage schedule which includes increased differentials for positions above firefighter.

The following progressive and differentials chart shall apply;

Employees Hired before 7/1/12	1/1/2015	1/1/2016
Increase (Across)	2.75%	2.50%
Education Differential	1.50%	1.50%
FF/DO Differential	5.50%	6.00%
DO/LT Differential	6.25%	7.50%
LT/CPT Differential	6.25%	7.50%
CPT/BC Differential	6.25%	7.50%

*Current differential between ranks is approximately 5%, with some differentials more and some less depending on specific step.

40. WAGE PAYMENT

A. Bi-Weekly Pay

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.

All employees are required to participate in payroll direct deposit.

There will be no paper advices or yearly mailings of W2 forms. Employee pay advices and W2 forms will be available online.

B. 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) calendar 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.

C. Computation of Back Wages

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

D. 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. 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.

The City agrees that it will not seek repayment of any overpayment which may have been made in the first paycheck received by members hired prior to July 1, 2012.

41. PERSONAL PROTECTIVE EQUIPMENT

- A. 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.
- B. 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.
- C. The hood shall be of approved material P.B.I. or equal.
- D. 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.
- E. The City shall issue and maintain for each employee an S.C.B.A. face-piece. Face-pieces shall be compatible with regulators, harnesses and air-tanks used by the Ann Arbor Fire Department.
- F. The City shall furnish and maintain two (2) sets of turnout gear for each employee in accordance with National Fire Protection Association 1851.
- G. The City shall ensure that each employee is furnished with an approved traffic vest.

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. Three Hundred dollars (\$300) shall be the maximum reasonable value for eyeglasses, seventy-five dollars (\$75) for a wristwatch, and three hundred dollars (\$300) 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, there shall be no reimbursement from the City.

43. 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. Employees may elect coverage under the PPO plan for which they shall pay no monthly premium contributions but for which they shall pay an annual deductible and other costs as described below and in Appendix F of this Agreement.
2. An employee may elect to purchase benefits at his/her own cost during the first three (3) months of employment. At the end of this three (3) month period, the City will assume the cost for the Plan (subject to the provisions described in the paragraph below), less the applicable premium contributions, deductibles, co-pays and co-insurance up to the out of pocket maximum set for the plan for employee, employee plus one, employee plus two, employee plus three, or employee plus four or more, including spouse, other qualified adult, or dependent children as defined in the health care plan (until their 26th birthday). 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. Employees have been offered three options for health care contributions. At the ratification date of this contract (the date the contract resolution is approved by City Council), employees on the 20% premium plan (below) will have 30 days to choose one of the two remaining plan options. For the remainder of the contract period, employees will be offered two options for health care contributions for plan years beginning on January 1 and ending on December 31 of each year of this Agreement.
 - a. "Low Plan" [For in-network costs]: No monthly premium, \$1,000 deductible (single); \$2000 deductible (family); 20% co-insurance up to out of pocket annual maximum of \$2,400 (single) or \$4,800 (family); \$15 office visit co-pay, \$15 urgent

care co-pay; \$50 emergency room co-pay; unlimited preventative care, \$20 co-pay on generic prescription drugs and \$40 co-pay on name brand prescription drugs; mandatory mail order on maintenance drugs with 2 co-pays for 90 day supply.

- b. "High Plan" [for in-network costs]: 10% monthly premium with levels for employee, employee plus one, employee plus two, employee plus three and employee plus four or more; \$300 deductible (single); \$600 deductible (family); 20% co-insurance up to out of pocket annual maximum of \$1200 (single) or \$2500 (family); \$10 office visit co-pay, \$10 urgent care co-pay; \$50 emergency room co-pay; unlimited preventative care, \$10 co-pay on generic prescription drugs and \$30 co-pay on name brand prescription drugs; mandatory mail order on maintenance drugs with 2 co-pays for 90 day supply.
- c. "20% Premium" [for in-network costs]: 20% monthly premium with levels for employee, employee plus one, employee plus two, employee plus three and employee plus four or more; \$300 deductible (single); \$600 deductible (family); no co-insurance; \$15 office visit co-pay, \$15 urgent care co-pay; \$50 emergency room co-pay; unlimited preventative care, \$10 co-pay on generic prescription drugs and \$30 co-pay on name brand prescription drugs; mandatory mail order on maintenance drugs with 2 co-pays for 90 day supply. This option will be eliminated 30 days after ratification of this contract by Council.

Premium contributions shall be based upon the illustrative premium rates for all applicable plans, and will be subject to revision based upon the plan's experience each year, for the duration of the Agreement. In months when there are three (3) pay periods, premium contributions shall be taken from the first two (2) of such pay periods. When a new Human Resources Information System is implemented, contributions will be made equally over 26 pays.

4. By October 15th of each year of this contract, the City will provide the Union with the illustrative rates for the health care plan for the following calendar year, as well as the applicable premiums for the following calendar year. If the City's costs for the health care plan exceed the hard cap limits for costs which a public employer can pay as set by PA 152, the City will provide the Union with an option that will modify the health care plan in such a way as to bring the City's plan costs under the hard cap limits. The Union will have 30 days to consider the City's proposed modification and decide if the modification is acceptable. If the modification proposed by the City is not accepted by the Union, they may negotiate a different plan modification, but, if the plan modification exceeds the hard cap, the members will be required to pay the difference between the hard cap limit and the City's actual costs as based on the illustrative rates of the group on a stand-alone basis. Any incremental payment will be allocated equally among the members and will be withdrawn from paychecks on a twice-monthly basis beginning January. If the parties cannot agree on medical plan modifications for its members, this shall be a subject for 312 arbitration.
5. Any applicable mandates under the Patient Protection and Affordable Care Act (PPAC) that take effect during the duration of this contract will be implemented as required by law for active employees and for those who retired after July 1, 2012.

B. Retiree Health Coverage

1. The City of Ann Arbor shall provide to all bargaining unit members hired before July 1, 2012, who retire (including their spouse and dependents as long as the retiree remains the subscriber) the level of coverage under the applicable PPO plan as received by the bargaining unit member as of the date of retirement including the applicable premium contributions, deductibles, co-pays, and co-insurance up to the out of pocket maximum set for the plan (including spouse or dependent children as defined in the health care plan (until their 26th birthday) as long as the retiree remains the subscriber) unless otherwise provided herein. Premiums will continue to be set annually based upon the illustrative rate and will be subject to revision based upon the plan's experience each year. Each year, a retiree will be able to choose from among the options offered at the time of his/her retirement. (e.g., low plan, high plan, or 20% premium plan if those plans were effective at the time of retirement).

2. Employees hired on or after July 1, 2012 (or who transfer from another position in the City in which they were not eligible for retiree health care coverage) will not be eligible for employer paid health care coverage at the time of retirement. For the term of this Agreement, the City will contribute the actuarial equivalent of \$2500 into a Retirement Health Reimbursement Account for each bargaining unit member hired on or after July 1, 2012. This amount will be contributed at the end of each calendar year. The account will become available to employees upon their retirement, for reimbursement of eligible medical expenses, or to purchase, at the retiree's full cost, access to the City medical plan which may be offered at that time. Employees will receive an annual statement documenting their credit in the account.
3. Employees who do not retire, but take a vested deferred retirement allowance 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 hired prior to July 1, 2012 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.

C. Dental Coverage

After three (3) months of employment, employees, their spouse, and eligible dependents under age 19 (or eligible dependent children over the age of 19, as defined in the dental plan, (Appendix E), 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 19th 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.

D. Vision Coverage

After three (3) months of employment, employees, their spouse, 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 Eye-Med Advantage as of July 1, 2010 as described in Appendix G, or its satisfactory equivalent.

E. Under specified conditions set forth in Appendix B, employees shall be able to waive their City health insurance coverage and receive up to \$2,000 per year, payable at each pay period. The City reserves the right to amend or terminate the program at any time during open enrollment to be effective as of the next January 1.

F. Wellness Incentive Program

Employees enrolled in the City healthcare plan will have the opportunity to participate in the Wellness Incentive Program. Employees can earn incentive dollars up to \$500 per plan year for completing the Wellness Incentive Program requirements by the specified dates, as determined on an annual basis by the Wellness Committee and the Benefits Supervisor. The incentive, if earned, will be deposited into the employee’s Health Reimbursement Account to pay for out-of-pocket medical expenses. This program will be available with open enrollment for 2016.

44. LIFE INSURANCE COVERAGE

- A. The Employer agrees to pay the entire premium cost of \$40,000 of life insurance on all permanent employees effective their first day of work. 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, other qualified adult	\$ 6,000
Children	
Birth To Age Six Months	\$ 400
Age Six Month To Age 19	\$ 4,000
Full-Time Students Age 19-23	\$ 4,000
(coverage ends at the end of the month of their 23 rd birthday)	

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. The employer agrees to pay the entire premium cost of \$40,000 of accidental death and dismemberment coverage for all permanent employees. Accidental death and dismemberment coverage applies only to active employees and does not apply to retirees.

45. RETIREMENT

Pension benefits are governed by 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. The following limited summary of pension benefits is applicable to bargaining unit members, but members should consult the Pension Office or the Pension Ordinance for more specific details.

Full Retirement:

Effective July 1, 2001, employees defined as Firefighter Members (previously referred to 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 or 10 years of service (dependant on vesting requirements).

Early Retirement:

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.

Vesting:

All members hired before July 1, 2012 (or who transfer from another bargaining unit with a 5 year vesting period) have a 5 year vesting period under the pension plan. All members hired on or after July 1, 2012, (or who transfer from another bargaining unit with a 10 year vesting period) will have a 10 year vesting period under the pension plan.

Final Average Compensation:

FAC is calculated in accordance with the specific requirements of the Pension Ordinance and the following is merely a summary. Members should consult the Pension Office or Pension Ordinance for specifics.

All members hired before July 1, 2012, (or who transfer from another bargaining unit with a 36 month FAC) will have their Final Average Compensation (FAC) calculation based on the highest consecutive 36 month period out of the prior 10 years.

All members hired on or after July 1, 2012, (or who transfer from another bargaining unit with a 60 month FAC) will have their Final Average Compensation (FAC) calculation based on the highest consecutive 60 month period out of the prior 10 years.

Pension Calculation:

2.75% of Final Average Compensation, multiplied by the number of years of credited service, as defined in the Pension Ordinance.

Pension Contribution:

Effective January 17, 2010, bargaining unit members will increase their mandatory contribution to the pension plan to 6% of pay. Effective with the first pay period on or after July 1, 2012, that contribution will be made on a pre-tax basis.

Pension Board Composition:

The Union agrees to the pension board composition approved by the voters by change in Charter in November 2011, with the effective date of this contract. When the change in composition is implemented by ordinance change, the Union will have thirty (30) days prior to the nomination of the new Citizen Trustee to bring any pension board applicants to the Mayor for review and consideration. The process for appointing a Citizen Trustee to the pension board will then be conducted in accordance with the Charter, Pension Ordinance, and Council Rules.

Final Payouts:

Compensatory Time:

Compensatory Time in banks will be paid out in full at the time of retirement. For employees who were not on the Fire Department payroll as of July 1, 1982, compensatory time payout will not be included in Final Average Compensation calculation.

Sick Leave:

40 Hour Employees: Employees who retire (early or full retirement) from the City service and are entered on the retirement or pension role of the City, shall upon retirement be paid for their unused sick leave credit at the time of 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.

Platoon Employees: Employees who retire (early or full retirement) from the City's service and are entered on the retirement or pension role of the City shall, upon such retirement, be paid for their unused sick leave credit at the time of retirement up to sixty (60) days plus (if at sixty days) all of the unused sick leave days accumulated during the current calendar year. For employees who were not on the Fire Department payroll as of July 1, 1982, sick time payout will not be included in Final Average Compensation calculation.

Vacation Leave:

At the time of separation through retirement, employees shall be paid for their unused vacation leave up to a maximum of two (2) years, plus all of the unused vacation leave accumulated during that current calendar year.

For employees who were not on the Fire Department payroll as of July 1, 1982, vacation time payout will not be included in Final Average Compensation calculation.

Health Care Benefits in Retirement:

For bargaining unit members who retire during the term of this contract (who were hired before July 1, 2012), the City of Ann Arbor shall provide the level of coverage under the applicable PPO plan as received by active employees as of the date of retirement including the applicable premium contributions, deductibles, co-pays, and co-insurance up the out of pocket maximum set for the plan (including spouse or dependent children as defined in the health care plan (until their 26th birthday) as long as the retiree remains the subscriber) unless otherwise provided herein. Premiums will continue to be set annually based upon the illustrative rate and will be subject to revision based upon the plan's experience each year. Each year, a retiree will be able to choose from among the options offered at the time of his/her retirement. (e.g., low plan or high plan, if those plans were effective at the time of retirement).

Employees hired on or after July 1, 2012, (or who transferred from another bargaining unit where they were not eligible for retiree health care) will not be eligible for employer paid health care coverage at the time of retirement. For the term of this Agreement, the City will contribute the actuarial equivalent of \$2500 into a Retirement Health Reimbursement Account for each bargaining unit member hired on or after July 1, 2012. This amount will be contributed at the end of the employee's first year of employment and subsequent anniversaries.

The account will become available to employees upon their retirement, for reimbursement of eligible medical expenses, or to purchase, at the retiree's full cost, access to the City medical plan which may be offered at that time.

Employees who do not retire but who take a deferred vested retirement allowance are not eligible to receive health care coverage.

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.

If an employee hired prior to July 1, 2012 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.

46. MISCELLANEOUS

A. PERA Requests

PERA requests must be submitted in writing to the Director of Human Resources and Labor Relations. The submitting party will be charged for the following costs:

Copies	\$.05 per 8.5 x11 page
Mailing	Actual Mailing Costs
Labor costs incurred in searching, examining, reviewing, redacting or separating materials	1 hour or less - No charge More than 1 hour - The hourly wage of the lowest-paid employee capable of performing the work.

B. Collective Bargaining Agreements: The City will provide, at its cost, 20 printed copies of the collective bargaining agreement to be placed at the open fire stations. In addition, the City will, at its cost, provide a flash drive to each member of the bargaining unit containing a copy of the collective bargaining agreement, City Policies, and Uniform Standards. Each member is responsible for the cost of replacing a lost or damaged flash drive.

C. Vehicles

Effective January 19, 2010, the Training Officer shall be provided a take home vehicle to allow for responding to emergency incidents.

The positions of Fire Marshal, Deputy Fire Marshal, Fire Inspector, Public Education Officer, Assistant Training Officer, Master Mechanic and Assistant Mechanic shall have use of Fire Department vehicles while on City business. When responding to emergencies in their personal vehicles, the individuals in these positions shall be paid mileage in accordance with the applicable federal rate.

D. 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."

E. Acting Fire Chief

When an Acting Fire Chief is appointed in the City of Ann Arbor Fire Department, the City will endeavor to make an appointment from the Fire Department. The pay for the Acting Fire Chief shall be One Thousand, One Hundred (\$1,100.00) Dollars per month more than the highest pay scale at the time of the appointment.

The Acting Fire Chief will have the authority and responsibility of the City of Ann Arbor Fire Chief, except for grievance determinations and discipline. Grievances and discipline shall be handled by the Human Resources Department.

F. Parking Facilities

The City shall provide parking for Fire Department employees stationed at the central station (1) 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.

47. 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 Human Resources Department. There shall be joint access to this file by the Employer and Union.

48. 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.

49. 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.


50. DURATION

This Agreement, effective July 1, 2014 shall remain in full force and effect through and including December 31, 2016. 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 2014-2016 is without impact, precedent, or effect upon current grievances.

CITY OF ANN ARBOR:

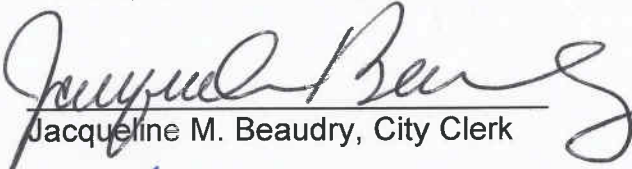
INTERNATIONAL FIRE FIGHTERS
ASSOCIATION:



Christopher Taylor, Mayor



Christopher A. Taylor, Union President



Jacqueline M. Beaudry, City Clerk


Michael Roberts, Vice President



Steven D. Powers, City Administrator

Christopher Buscemi, Chief Steward

Approved As To Form:



Stephen K. Postema, City Attorney

APPENDIX A ~ WAGE SCHEDULES

New Hires

FIREFIGHTERS HIRED ON OR AFTER 7/1/12 (3.0% Wage Increase) Salary Schedule January 1, 2015												
*All hours worked in excess of the FLSA limit of 212 per 28 day pay cycle will be considered overtime.												
			Hours*	Minimum Rate	1-Yr Service	2-Yrs Service	3-Yrs Service	4-Yrs Service	5-Yrs Service	7-Yrs Service	12-Yrs Service	18-Yrs Service
Suppression												
Firefighter	312-000	131823	54	\$15.40	\$15.79	\$16.18	\$16.59	\$17.00	\$17.42	\$17.86	\$18.31	\$18.76
Driver/Operator	313-000	131623	54		\$16.58	\$16.99	\$17.41	\$17.85	\$18.30	\$18.75	\$19.22	\$19.70
Lieutenant	314-000	131713	54				\$18.81	\$19.28	\$19.76	\$20.25	\$20.76	\$21.28
Captain	315-000	131773	54				\$20.31	\$20.82	\$21.34	\$21.87	\$22.42	\$22.98
Battalion Chief	316-000	131743	54								\$24.66	\$25.28
Admin												
Inspector	305-000	131723	40				\$27.42	\$28.11	\$28.81	\$29.53	\$30.27	\$31.02
Asst Training Officer	305-000	131813	40				\$27.42	\$28.11	\$28.81	\$29.53	\$30.27	\$31.02
Master Mechanic	306-000	131733	40								\$33.30	\$34.13
Training Officer	306-000	131803	40								\$33.30	\$34.13
Fire Marshal	306-000	131763	40								\$33.30	\$34.13
Light Duty												
Firefighter	312-040	131843	40	\$20.79	\$21.31	\$21.84	\$22.39	\$22.95	\$23.52	\$24.11	\$24.71	\$25.33
Driver/Operator	313-000	131643	40		\$22.38	\$22.94	\$23.51	\$24.10	\$24.70	\$25.32	\$25.95	\$26.60
Lieutenant	314-000	131653	40				\$25.39	\$26.03	\$26.68	\$27.34	\$28.03	\$28.73
Captain	305-000	131783	40				\$27.42	\$28.11	\$28.81	\$29.53	\$30.27	\$31.02
Battalion Chief	306-000	131853	40								\$33.30	\$34.13

New Hires

FIREFIGHTERS HIRED ON OR AFTER 7/1/12 (3.0% Wage Increase) Salary Schedule January 1, 2016												
*All hours worked in excess of the FLSA limit of 212 per 28 day pay cycle will be considered overtime.												
			Hours*	Minimum Rate	1-Yr Service	2-Yrs Service	3-Yrs Service	4-Yrs Service	5-Yrs Service	7-Yrs Service	12-Yrs Service	18-Yrs Service
Suppression												
Firefighter	312-000	131823	54	\$15.86	\$16.26	\$16.67	\$17.08	\$17.51	\$17.95	\$18.40	\$18.86	\$19.33
Driver/Operator	313-000	131623	54		\$17.07	\$17.50	\$17.94	\$18.39	\$18.84	\$19.32	\$19.80	\$20.29
Lieutenant	314-000	131713	54				\$19.37	\$19.86	\$20.35	\$20.86	\$21.38	\$21.92
Captain	315-000	131773	54				\$20.92	\$21.44	\$21.98	\$22.53	\$23.09	\$23.67
Battalion Chief	316-000	131743	54								\$25.40	\$26.04
Admin												
Inspector	305-000	131723	40				\$28.24	\$28.95	\$29.67	\$30.42	\$31.18	\$31.96
Asst Training Officer	305-000	131813	40				\$28.24	\$28.95	\$29.67	\$30.42	\$31.18	\$31.96
Master Mechanic	306-000	131733	40								\$34.29	\$35.15
Training Officer	306-000	131803	40								\$34.29	\$35.15
Fire Marshal	306-000	131763	40								\$34.29	\$35.15
Light Duty												
Firefighter	312-040	131843	40	\$21.42	\$21.95	\$22.50	\$23.06	\$23.64	\$24.23	\$24.84	\$25.46	\$26.09
Driver/Operator	313-000	131643	40		\$23.05	\$23.62	\$24.21	\$24.82	\$25.44	\$26.08	\$26.73	\$27.40
Lieutenant	314-000	131653	40				\$26.15	\$26.81	\$27.48	\$28.16	\$28.87	\$29.59
Captain	305-000	131783	40				\$28.24	\$28.95	\$29.67	\$30.42	\$31.18	\$31.96
Battalion Chief	306-000	131853	40								\$34.29	\$35.15

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FIREFIGHTERS NON-DEGREED HIRED BEFORE 7/1/12 Salary Schedule January 1, 2015												
*All hours worked in excess of the FLSA limit of 212 per 28 day pay cycle will be considered overtime.												
				Minimum	1-Yr	2-Yrs	3-Yrs	4-Yrs	5-Yrs	7-Yrs	12-Yrs	18-Yrs
			Hours*	Rate	Service	Service	Service	Service	Service	Service	Service	Service
Suppression												
Firefighter	312-000	131820	54	\$18.16	\$19.15	\$20.16	\$21.16	\$22.15	\$23.15	\$23.72	\$24.30	\$24.88
Driver/Operator	313-000	131660	54		\$20.21	\$21.27	\$22.32	\$23.37	\$24.42	\$25.03	\$25.64	\$26.24
Lieutenant	314-000	131660	54				\$23.71	\$24.83	\$25.95	\$26.59	\$27.24	\$27.88
Captain	315-000	131770	54				\$25.20	\$26.38	\$27.57	\$28.26	\$28.94	\$29.63
Battalion Chief	316-000	131740	54				\$26.77	\$28.03	\$29.29	\$30.02	\$30.75	\$31.48
Admin												
Inspector	305-000	131720	40				\$34.02	\$35.62	\$37.22	\$38.15	\$39.07	\$40.00
Asst Training Officer	305-000	131810	40				\$34.02	\$35.62	\$37.22	\$38.15	\$39.07	\$40.00
Master Mechanic	306-000	131730	40				\$36.14	\$37.84	\$39.55	\$40.53	\$41.51	\$42.50
Training Officer	306-000	131850	40				\$36.14	\$37.84	\$39.55	\$40.53	\$41.51	\$42.50
Fire Marshal	306-000	131750	40				\$36.14	\$37.84	\$39.55	\$40.53	\$41.51	\$42.50
Light Duty												
Firefighter	312-040	131840	40	\$24.51	\$25.86	\$27.22	\$28.56	\$29.91	\$31.25	\$32.03	\$32.81	\$33.58
Driver/Operator	313-000	131640	40		\$27.28	\$28.71	\$30.13	\$31.55	\$32.97	\$33.79	\$34.61	\$35.43
Lieutenant	314-000	131650	40				\$32.01	\$33.52	\$35.03	\$35.90	\$36.77	\$37.64
Captain	305-000	131780	40				\$34.02	\$35.62	\$37.22	\$38.15	\$39.07	\$40.00
Battalion Chief	306-000	131850	40				\$36.14	\$37.84	\$39.55	\$40.53	\$41.51	\$42.50

FIREFIGHTERS WITH ASSOCIATES HIRED BEFORE 7/1/12 Salary Schedule January 1, 2015												
*All hours worked in excess of the FLSA limit of 212 per 28 day pay cycle will be considered overtime.												
				Minimum	1-Yr	2-Yrs	3-Yrs	4-Yrs	5-Yrs	7-Yrs	12-Yrs	18-Yrs
			Hours*	Rate	Service	Service	Service	Service	Service	Service	Service	Service
Suppression												
Firefighter	312-000	131821	54	\$18.43	\$19.44	\$20.46	\$21.47	\$22.49	\$23.50	\$24.08	\$24.66	\$25.25
Driver/Operator	313-000	131661	54		\$20.51	\$21.59	\$22.65	\$23.72	\$24.79	\$25.41	\$26.02	\$26.64
Lieutenant	314-000	131661	54				\$24.07	\$25.20	\$26.34	\$26.99	\$27.65	\$28.30
Captain	315-000	131771	54				\$25.57	\$26.78	\$27.98	\$28.68	\$29.38	\$30.07
Battalion Chief	316-000	131741	54				\$27.17	\$28.45	\$29.73	\$30.47	\$31.21	\$31.95
Admin												
Inspector	305-000	131721	40				\$34.53	\$36.15	\$37.78	\$38.72	\$39.66	\$40.60
Asst Training Officer	305-000	131811	40				\$34.53	\$36.15	\$37.78	\$38.72	\$39.66	\$40.60
Master Mechanic	306-000	131731	40				\$36.68	\$38.41	\$40.14	\$41.14	\$42.14	\$43.13
Training Officer	306-000	131851	40				\$36.68	\$38.41	\$40.14	\$41.14	\$42.14	\$43.13
Fire Marshal	306-000	131751	40				\$36.68	\$38.41	\$40.14	\$41.14	\$42.14	\$43.13
Light Duty												
Firefighter	312-040	131841	40	\$24.88	\$26.24	\$27.62	\$28.99	\$30.36	\$31.72	\$32.51	\$33.30	\$34.09
Driver/Operator	313-000	131641	40		\$27.69	\$29.14	\$30.58	\$32.02	\$33.47	\$34.30	\$35.13	\$35.96
Lieutenant	314-000	131651	40				\$32.50	\$34.03	\$35.56	\$36.44	\$37.32	\$38.21
Captain	305-000	131781	40				\$34.53	\$36.15	\$37.78	\$38.72	\$39.66	\$40.60
Battalion Chief	306-000	131851	40				\$36.68	\$38.41	\$40.14	\$41.14	\$42.14	\$43.13

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FIREFIGHTERS WITH BACHELORS HIRED BEFORE 7/1/12 Salary Schedule January 1, 2015												
*All hours worked in excess of the FLSA limit of 212 per 28 day pay cycle will be considered overtime.												
			Hours*	Minimum Rate	1-Yr Service	2-Yrs Service	3-Yrs Service	4-Yrs Service	5-Yrs Service	7-Yrs Service	12-Yrs Service	18-Yrs Service
Suppression												
Firefighter	312-000	131822	54	\$18.70	\$19.73	\$20.77	\$21.80	\$22.82	\$23.85	\$24.44	\$25.03	\$25.63
Driver/Operator	313-000	131662	54		\$20.82	\$21.91	\$22.99	\$24.08	\$25.16	\$25.79	\$26.41	\$27.04
Lieutenant	314-000	131662	54				\$24.43	\$25.58	\$26.73	\$27.40	\$28.06	\$28.73
Captain	315-000	131772	54				\$25.96	\$27.18	\$28.40	\$29.11	\$29.82	\$30.52
Battalion Chief	316-000	131742	54				\$27.58	\$28.88	\$30.18	\$30.93	\$31.68	\$32.43
Admin												
Inspector	305-000	131722	40				\$35.04	\$36.69	\$38.35	\$39.30	\$40.25	\$41.21
Asst Training Officer	305-000	131812	40				\$35.04	\$36.69	\$38.35	\$39.30	\$40.25	\$41.21
Master Mechanic	306-000	137032	40				\$37.23	\$38.99	\$40.74	\$41.76	\$42.77	\$43.78
Training Officer	306-000	131852	40				\$37.23	\$38.99	\$40.74	\$41.76	\$42.77	\$43.78
Fire Marshal	306-000	131752	40				\$37.23	\$38.99	\$40.74	\$41.76	\$42.77	\$43.78
Light Duty												
Firefighter	312-040	131842	40	\$25.25	\$26.64	\$28.04	\$29.42	\$30.81	\$32.20	\$33.00	\$33.80	\$34.60
Driver/Operator	313-000	131642	40		\$28.10	\$29.58	\$31.04	\$32.50	\$33.97	\$34.81	\$35.66	\$36.50
Lieutenant	314-000	131652	40				\$32.98	\$34.54	\$36.09	\$36.99	\$37.88	\$38.78
Captain	305-000	131782	40				\$35.04	\$36.69	\$38.35	\$39.30	\$40.25	\$41.21
Battalion Chief	306-000	131852	40				\$37.23	\$38.99	\$40.74	\$41.76	\$42.77	\$43.78

Wage Scales ~ 2016

FIREFIGHTERS NON-DEGREED HIRED BEFORE 7/1/12 Salary Schedule January 1, 2016												
*All hours worked in excess of the FLSA limit of 212 per 28 day pay cycle will be considered overtime.												
			Hours*	Minimum Rate	1-Yr Service	2-Yrs Service	3-Yrs Service	4-Yrs Service	5-Yrs Service	7-Yrs Service	12-Yrs Service	18-Yrs Service
Suppression												
Firefighter	312-000	131820	54	\$18.61	\$19.63	\$20.66	\$21.69	\$22.70	\$23.73	\$24.31	\$24.91	\$25.50
Driver/Operator	313-000	131660	54		\$20.81	\$21.90	\$22.99	\$24.07	\$25.15	\$25.77	\$26.40	\$27.03
Lieutenant	314-000	131660	54				\$24.71	\$25.87	\$27.04	\$27.70	\$28.38	\$29.06
Captain	315-000	131770	54				\$26.57	\$27.81	\$29.07	\$29.78	\$30.51	\$31.24
Battalion Chief	316-000	131740	54				\$28.56	\$29.90	\$31.25	\$32.02	\$32.80	\$33.58
Admin												
Inspector	305-000	131720	40				\$35.87	\$37.55	\$39.24	\$40.21	\$41.19	\$42.17
Asst Training Officer	305-000	131810	40				\$35.87	\$37.55	\$39.24	\$40.21	\$41.19	\$42.17
Master Mechanic	306-000	131730	40				\$38.56	\$40.36	\$42.18	\$43.22	\$44.28	\$45.34
Training Officer	306-000	131850	40				\$38.56	\$40.36	\$42.18	\$43.22	\$44.28	\$45.34
Fire Marshal	306-000	131750	40				\$38.56	\$40.36	\$42.18	\$43.22	\$44.28	\$45.34
Light Duty												
Firefighter	312-040	131840	40	\$25.13	\$26.50	\$27.90	\$29.28	\$30.65	\$32.03	\$32.82	\$33.63	\$34.43
Driver/Operator	313-000	131640	40		\$28.09	\$29.57	\$31.04	\$32.49	\$33.96	\$34.79	\$35.64	\$36.49
Lieutenant	314-000	131650	40				\$33.36	\$34.93	\$36.50	\$37.40	\$38.32	\$39.23
Captain	305-000	131780	40				\$35.87	\$37.55	\$39.24	\$40.21	\$41.19	\$42.17
Battalion Chief	306-000	131850	40				\$38.56	\$40.36	\$42.18	\$43.22	\$44.28	\$45.34

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FIREFIGHTERS WITH ASSOCIATES HIRED BEFORE 7/1/12 Salary Schedule January 1, 2016												
*All hours worked in excess of the FLSA limit of 212 per 28 day pay cycle will be considered overtime.												
			Hours*	Minimum Rate	1-Yr Service	2-Yrs Service	3-Yrs Service	4-Yrs Service	5-Yrs Service	7-Yrs Service	12-Yrs Service	18-Yrs Service
Suppression												
Firefighter	312-000	131821	54	\$18.89	\$19.92	\$20.97	\$22.01	\$23.04	\$24.08	\$24.68	\$25.28	\$25.88
Driver/Operator	313-000	131661	54		\$21.12	\$22.23	\$23.34	\$24.43	\$25.53	\$26.16	\$26.80	\$27.44
Lieutenant	314-000	131661	54				\$25.09	\$26.26	\$27.44	\$28.12	\$28.81	\$29.50
Captain	315-000	131771	54				\$26.97	\$28.23	\$29.50	\$30.23	\$30.97	\$31.71
Battalion Chief	316-000	131741	54				\$28.99	\$30.35	\$31.72	\$32.50	\$33.29	\$34.09
Admin												
Inspector	305-000	131721	40				\$36.41	\$38.11	\$39.83	\$40.81	\$41.81	\$42.81
Asst Training Officer	305-000	131811	40				\$36.41	\$38.11	\$39.83	\$40.81	\$41.81	\$42.81
Master Mechanic	306-000	131731	40				\$39.14	\$40.97	\$42.82	\$43.87	\$44.94	\$46.02
Training Officer	306-000	131851	40				\$39.14	\$40.97	\$42.82	\$43.87	\$44.94	\$46.02
Fire Marshal	306-000	131751	40				\$39.14	\$40.97	\$42.82	\$43.87	\$44.94	\$46.02
Light Duty												
Firefighter	312-040	131841	40	\$25.51	\$26.90	\$28.31	\$29.72	\$31.11	\$32.51	\$33.31	\$34.13	\$34.94
Driver/Operator	313-000	131641	40		\$28.51	\$30.01	\$31.50	\$32.98	\$34.47	\$35.31	\$36.18	\$37.04
Lieutenant	314-000	131651	40				\$33.87	\$35.45	\$37.05	\$37.96	\$38.89	\$39.82
Captain	305-000	131781	40				\$36.41	\$38.11	\$39.83	\$40.81	\$41.81	\$42.81
Battalion Chief	306-000	131851	40				\$39.14	\$40.97	\$42.82	\$43.87	\$44.94	\$46.02

FIREFIGHTERS WITH BACHELORS HIRED BEFORE 7/1/12 Salary Schedule January 1, 2016												
*All hours worked in excess of the FLSA limit of 212 per 28 day pay cycle will be considered overtime.												
			Hours*	Minimum Rate	1-Yr Service	2-Yrs Service	3-Yrs Service	4-Yrs Service	5-Yrs Service	7-Yrs Service	12-Yrs Service	18-Yrs Service
Suppression												
Firefighter	312-000	131822	54	\$19.18	\$20.22	\$21.29	\$22.34	\$23.39	\$24.45	\$25.05	\$25.66	\$26.27
Driver/Operator	313-000	131662	54		\$21.44	\$22.57	\$23.69	\$24.79	\$25.91	\$26.55	\$27.20	\$27.85
Lieutenant	314-000	131662	54				\$25.46	\$26.65	\$27.86	\$28.54	\$29.24	\$29.94
Captain	315-000	131772	54				\$27.37	\$28.65	\$29.95	\$30.68	\$31.43	\$32.18
Battalion Chief	316-000	131742	54				\$29.42	\$30.80	\$32.19	\$32.98	\$33.79	\$34.60
Admin												
Inspector	305-000	131722	40				\$36.95	\$38.68	\$40.43	\$41.42	\$42.43	\$43.45
Asst Training Officer	305-000	131812	40				\$36.95	\$38.68	\$40.43	\$41.42	\$42.43	\$43.45
Master Mechanic	306-000	137032	40				\$39.72	\$41.58	\$43.46	\$44.53	\$45.62	\$46.71
Training Officer	306-000	131852	40				\$39.72	\$41.58	\$43.46	\$44.53	\$45.62	\$46.71
Fire Marshal	306-000	131752	40				\$39.72	\$41.58	\$43.46	\$44.53	\$45.62	\$46.71
Light Duty												
Firefighter	312-040	131842	40	\$25.89	\$27.30	\$28.74	\$30.17	\$31.58	\$33.00	\$33.81	\$34.64	\$35.47
Driver/Operator	313-000	131642	40		\$28.94	\$30.46	\$31.98	\$33.47	\$34.98	\$35.84	\$36.72	\$37.60
Lieutenant	314-000	131652	40				\$34.37	\$35.98	\$37.61	\$38.53	\$39.47	\$40.42
Captain	305-000	131782	40				\$36.95	\$38.68	\$40.43	\$41.42	\$42.43	\$43.45
Battalion Chief	306-000	131852	40				\$39.72	\$41.58	\$43.46	\$44.53	\$45.62	\$46.71

APPENDIX B - HEALTH INSURANCE COST CONTAINMENT WAIVER PROGRAM

Effective July 1, 2014

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. **Amount of Payment:** In return, the employee will receive a \$2,000 (\$1,800 for health, \$150 for dental, \$50 for vision) payment for the Plan Year for which the employee elects not to participate in the City's health care programs. This payment is included in an employee's taxable gross income and subject to all appropriate state and federal taxes and pension contributions. Payments will be made in equal payments over 26 pay periods.
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 non-voluntary 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 calendar year.

APPENDIX C - 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 D – 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 E – DENTAL PLAN BENEFITS ~ January 1, 2015

Summary of Dental Plan Benefits

Class I Benefits – Plan Pays 75%
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
Class II Benefits – Plan Pays 75%
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)
Class III Benefits – Plan Pays 50%
Prosthetic Services – Used to replace missing natural teeth (for example, bridges and dentures)
Class IV Benefits – Plan Pays 50%
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 F – HEALTH CARE PLAN PROVISIONS

High Plan (10% Premium)

<i>Plan Provision</i>	<i>January 1, 2015</i>
Single In-Network Deductible	\$300
Family In-Network Deductible	\$600
Single In-Network Coinsurance	80% / 20%
Family In-Network Coinsurance	80% / 20%
Single Out-of-Network Deductible	\$600
Family Out-of-Network Deductible	\$1,200
Single Out-of-Network Coinsurance	60% / 40%
Family Out-of-Network Coinsurance	60% / 40%
Single In-Network Out-of-Pocket	\$1,200
Family In-Network Out-of-Pocket	\$2,500
Single Out-of-Network Out-of-Pocket	\$2,400
Family Out-of-Network Out-of-Pocket	\$5,000
Annual per Person Routine Wellness	100%
Office Visit Copayments: Routine	\$10
Office Visit Copayments: Specialist	\$10
Urgent Care Copayments	\$10
Additional Inpatient Hospital Deductible	\$0
Prescriptions 30 Days Generic / Brand	\$10 / \$30
Mail Order Prescriptions 90 Days Required for Maintenance Drugs	\$20 / \$60

This Summary is intended to be a brief description of plan provisions, and is not all-inclusive. Please call your Plan Administrator with any questions.

Low Plan (0% premium)

Plan Provision	January 1, 2015
Single In-Network Deductible	\$1000
Family In-Network Deductible	\$2000
Single In-Network Coinsurance	80% / 20%
Family In-Network Coinsurance	80% / 20%
Single Out-of-Network Deductible	\$2,000
Family Out-of-Network Deductible	\$4,000
Single Out-of-Network Coinsurance	60% / 40%
Family Out-of-Network Coinsurance	60% / 40%
Single In-Network Out-of-Pocket	\$2,400
Family In-Network Out-of-Pocket	\$4,800
Single Out-of-Network Out-of-Pocket	\$4,800
Family Out-of-Network Out-of-Pocket	\$9,600
Annual per Person Routine Wellness	100%
Office Visit Copayments: Routine	\$15
Office Visit Copayments: Specialist	\$15
Urgent Care Copayments	\$15
Additional Inpatient Hospital Deductible	\$0
Prescriptions 30 Days Generic / Brand	\$20 / \$40
Mail Order Prescriptions 90 Days Required for Maintenance Drugs	\$40 / \$80

This Summary is intended to be a brief description of plan provisions, and is not all-inclusive. Please call your Plan Administrator with any questions.

Bridge Plan (20% Premium Plan)

Plan Provision	January 1, 2015 – for only 30 days after the ratification of this contract by City Council
Single In-Network Deductible	\$300
Family In-Network Deductible	\$600
Single In-Network Coinsurance	N / A
Family In-Network Coinsurance	N / A
Single Out-of-Network Deductible	\$600
Family Out-of-Network Deductible	\$1,200
Single Out-of-Network Coinsurance	60% / 40%
Family Out-of-Network Coinsurance	60% / 40%
Single In-Network Out-of-Pocket	N / A
Family In-Network Out-of-Pocket	N / A
Single Out-of-Network Out-of-Pocket	\$2,400
Family Out-of-Network Out-of-Pocket	\$5,000
Annual per Person Routine Wellness	100%
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 / \$30
Mail Order Prescriptions 90 Days Required for Maintenance Drugs	\$20 / \$60

This Summary is intended to be a brief description of plan provisions, and is not all-inclusive. Please call your Plan Administrator with any questions.

APPENDIX G - EYEMED VISION PLAN



CITY OF ANN ARBOR

Vision Care Services	Member Cost	Out-of-Network Reimbursement
Exam with Dilation as Necessary	\$0 Copay	Up to \$30
Contact Lens Fit and Follow-up: (Contact lens fit and follow-up visits are available once a comprehensive eye exam has been completed.)		
Standard	Up to \$40	N/A
Premium	10% off Retail	N/A
Frames:	\$0 Copay, \$100 allowance; 20% off balance over \$100	Up to \$50
Standard Plastic Lenses:		
Single Vision	\$0 Copay	Up to \$25
Bifocal	\$0 Copay	Up to \$40
Trifocal	\$0 Copay	Up to \$55
Standard Progressive	\$60	Up to \$40
Premium Progressive	\$60, 80% of charge less \$110 Allowance	Up to \$40
Lenticular	\$0 Copay	Up to \$55
Lens Options (paid by the member and added to the base price of the lens):		
Tint (Solid and Gradient)	\$12	N/A
UV Treatment	\$12	N/A
Standard Plastic Scratch Coating	\$12	N/A
Standard Polycarbonate	\$35	N/A
Standard Polycarbonate for Children under 19	\$35	N/A
Standard Anti-Reflective Coating	\$40	N/A
Polarized	20% off retail price	N/A
Other Add-Ons and Services	30% off retail price	N/A
Contact Lenses (allowance covers materials only):		
Conventional	\$0 Copay, \$100 allowance; 15% off balance over \$100	Up to \$80
Disposables	\$0 Copay, \$100 allowance; balance over \$100	Up to \$80
Medically Necessary	\$0 Copay, Paid in Full	Up to \$200
LASIK and PRK Vision Correction Procedures:	15% off retail price OR 5% off promotional pricing	N/A

Additional Pairs Benefit
 Members also receive a 40% discount off complete pair eyeglass purchase and 15% discount off conventional contact lenses once the funded benefit has been used.

Frequency:
 Exam Once every 12 months
 Frames Once every 12 months
 Standard Plastic Lenses or Contact Lenses Once every 12 months

Additional Purchases and Out-of-Pocket Discount
 Member receives a 30% discount on items not covered by the plan at network Providers, which cannot be combined with any other discounts or promotional offers; the discount does not apply to EyeMed's Providers' professional services or disposable contact lenses.

Members also receive a 40% discount off complete pair eyeglass purchases and a 15% discount off conventional contact lenses once the funded benefit has been used.

Benefits are not provided for services or materials arising from: Orthoptic or vision training, subnormal vision aids and any associated supplemental testing; Aniseikonic lenses; Medical and/or surgical treatment of the eye, eyes or supporting structures; Any eye or Vision Examination, or any corrective eyewear required by a Policyholder as a condition of employment; safety eyewear; Services provided as a result of any Workers' Compensation law, or similar legislation, or required by any governmental agency or program whether federal, state or subdivisions thereof; Plano (non-prescription) lenses and/or contact lenses; Non-prescription sunglasses; Two pair of glasses in lieu of bifocals; Services or materials provided by any other group benefit plan providing vision care; Certain brand name Vision Materials in which the manufacturer imposes a no-discount policy; or Services rendered after the date an Insured Person ceases to be covered under the Policy, except when Vision Materials ordered before coverage ended are delivered, and the services rendered to the Insured Person are within 31 days from the date of such order. Lost or broken lenses, frames, glasses, or contact lenses will not be replaced except in the next Benefit Frequency when Vision Materials would next become available.

This Summary is intended to be a brief description of plan provisions, and is not all-inclusive. Please call your Plan Administrator with any questions.

APPENDIX H – CLASSIFICATIONS - FIRE SUPPRESSION JOB TITLE: FIREFIGHTER

Job Number: 131820

Date Finalized:

<u>Service Unit</u> Fire Department	<u>Accountable To</u> Company Officer
<p><u>Role Summary</u> 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.</p>	
<p><u>Duties</u> Depending upon assignment, duties may include, but are not limited to, the following: <u>Essential Duties</u></p> <ul style="list-style-type: none"> • Respond to emergencies with a fire company, may enter burning buildings with hose lines, operate nozzles and extinguish the fire as directed • 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 • Rescue persons from danger and administer medical aid as necessary • Perform salvage operations such as throwing covers, evacuating water, removing debris and performing general cleanup at the fire scene • Perform routine housekeeping duties at a fire station, such as mowing grass, cooking, making beds, cleaning walls, washing windows and sweeping floors • Assist with limited repair and maintenance work on fire equipment and apparatus • Attend and participate in training sessions to learn firefighting strategies and tactics, equipment operation, medical aid and street and hydrant locations • 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 • Communicate with fire crew, other fire crews or supervisors, fire department management staff and incident commanders; follow verbal instructions • Promote life safety and prevention among public contacts 	
<p><u>Related Work</u> Perform associated fire and rescue work as assigned.</p>	

Knowledge Of

- 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:

<u>Service Unit</u> Fire Department	<u>Accountable To</u> Company Officer
<u>Role Summary</u> 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.	
<u>Duties</u> Depending upon assignment, duties may include, but are not limited to, the following: <div style="text-align: center;"><u>Essential Duties</u></div> <ul style="list-style-type: none"> • 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 • Check, inspect, inventory and maintain all fire fighting tools, equipment and supplies on each piece of assigned apparatus • 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 • 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 • 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 • Operate apparatus that you are assigned to and certified to use • Duties of a firefighter as listed in the Firefighter Job Description 	
<u>Related Work</u> Perform associated fire and rescue work as assigned.	
<u>Skills And Ability To</u> <ul style="list-style-type: none"> • Driving and maneuvering apparatus in a safe and appropriate manner • Skills as listed in the Firefighter Job Description • Use modern office equipment, including computers, computer applications and software 	

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:

<u>Service Unit</u> Fire Department	<u>Accountable To</u> Captain
<u>Role Summary</u> 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.	
<u>Duties</u> Depending upon assignment, duties may include, but are not limited to, the following: <u>Essential Duties</u> <ul style="list-style-type: none"> • Supervises, assigns, directs and evaluates subordinate personnel. • Supervises and coordinates all fire suppression, rescue and emergency medical shift activities to ensure effective compliance with departmental policies and directives. • Directs company drills and training duties. • 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. • 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. • Transmits orders and information to staff. • Prepares fire and emergency call reports and records of shift activities and maintains discipline and morale of shift personnel. • Manages and performs station house duties and activities. • Evaluates performance of subordinates and conveys disciplinary issues through the chain of command. • Conducts fire safety and fire prevention tours and lectures for schools, civic groups and businesses, as coordinated by Fire Prevention. • Duties of a firefighter as listed in the Firefighter Job Description 	
<u>Related Work</u> 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 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:

<u>Service Unit</u> Fire Department	<u>Accountable To</u> Battalion Chief
<p><u>Role Summary</u> 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.</p>	
<p><u>Duties</u> 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"> • Supervises, assigns, directs and evaluates subordinate personnel. • Plays a vital role in implementing the Incident Command system at emergency and multicompany incidents. • Supervises and coordinates fire suppression, rescue and emergency medical shift activities to ensure effective compliance with departmental policies and directives. • Directs and coordinates fire suppression activities until relieved by a superior officer. • Performs interior command at a fire scene. • Communicates with property owners, contractors, allied agencies and personnel and the general public during emergency incident management. • 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. • Completes personnel management documentation (e.g., daily holdover lists, scheduling and equalization of overtime records) • Transmits orders and information to staff. • Prepares fire and emergency call reports and records of shift activities and maintains discipline and morale of shift personnel. • Manages station house duties and activities. • Coordinates company training in cooperation with the Training Officer. • Evaluates performance of subordinates and conveys disciplinary issues through the chain of command. • Conducts fire safety and fire prevention tours and lectures for schools, civic groups and businesses, as coordinated by Fire Prevention. • Management and oversight of suppression functions such as hose supplies and testing, medical supply inventory, dispatch liaison, and communication. <p>Ensures that assigned personnel have the resources needed to complete their jobs.</p>	

- Assist with call back and mutual aid as needed.
- 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:

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

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 I – CLASSIFICATIONS – ADMINISTRATION

JOB TITLE: ASSISTANT MECHANIC

Job Number: 131700

Date Finalized:

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

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:

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

<u>Service Unit</u> Fire Department	<u>Accountable To</u> Training Officer
<u>Role Summary</u> 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.	
<u>Duties</u> Depending upon assignment, duties may include, but are not limited to, the following: <u>Essential Duties</u> <ul style="list-style-type: none">• Supervises, assigns, directs and evaluates subordinate personnel.• Prepares training curricula for departmental personnel. Assembles course materials and provides training on various emergency medical service topics and fire related topics.• Prepares participant guides, training memoranda, and other forms of documentation.• Prepares and recommends training and licensure needs related to EMS and develops training plans to meet those needs.• Prepares periodic reports on training program progress.• Evaluates and makes recommendations on medical supplies, equipment, practice, policies and procedures, including purchase and maintenance of EMS equipment.• Arranges for instructors to provide stabilized training.• Coordinates and performs quality assurance activities associated with the Department's EMS activities.• 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.• Performs other related suppression, hazardous materials, technical rescue, and public education training activities as directed by the Fire Training Officer.• The ability to safely operate a motor vehicle, as local travel will be required.• Duties of a firefighter as listed in the Firefighter Job Description	
<u>Related Work</u> 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:

<u>Service Unit</u> Fire Department	<u>Accountable To</u> Assistant Chief
<u>Role Summary</u> 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.	
<u>Duties</u> Depending upon assignment, duties may include, but are not limited to, the following: <u>Essential Duties</u> <ul style="list-style-type: none">• Supervises, assigns, directs and evaluates subordinate personnel.• Develops and coordinates training of new firefighters for the department.• Compiles, coordinates and maintains custody of all training records for the department.• Respond to incidents as required by the department.• Acts as the Fire Department Safety Officer as necessary.• Develops or supervises the development, review and revision of all training programs for the fire department.• Coordinates the compilation of training materials and operate multimedia equipment as needed.• Oversees Assistant Training Officer in scheduling, record retention, coordination and provision of annual EMS recertification programs.• Coordinates the dissemination of educational information and materials to the department.• Schedules and conducts training activities as required.• Coordinates, compiles and analyzes training statistical data as required.• Makes training recommendations to the Assistant Fire Chief for inclusion in long range planning for the department.• Participates in post incident analyses as required in conjunction with the Battalion Chiefs.	
<u>Related Work</u> 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:

<u>Service Unit</u> Fire Department	<u>Accountable To</u> Fire Chief
<u>Role Summary</u> 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.	
<u>Duties</u> Depending upon assignment, duties may include, but are not limited to, the following: <u>Essential Duties</u>	
<ul style="list-style-type: none"> • Supervises, assigns, directs and evaluates subordinate personnel • Coordinate public education services including providing life saving information to the public on accident and injury prevention • Serves as Public Information Officer • Elicit community and organizational support for the Fire Department • Research, implement and participate in revenue generating concepts (e.g., grant writing, cost recovery programs, donations, fire inspections, etc.) • Assist with the completion of FOIA requests • Participate in the preparation and administration of the program budget for fire public education programs; submit budget recommendations; monitor expenditures' • Promote and coordinate fire public education programs; prepare program event and facility marketing material including news releases, schedule of events, pamphlets and flyers • Organize, schedule and implement fire public education activities and other related programs • 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 • 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 • Perform a variety of research activities on accident prevention and safety including collecting loss statistics and curriculum material; research additional programs • Develop and maintain various events and displays on fire safety; plan, coordinate and implement special events • Develop survey instruments; conduct surveys of program participants to determine participant needs; interpret and record survey results; implement program changes in response to results • Maintain awareness of new developments in the field of fire science and safety procedures; incorporate new developments, as appropriate • Duties of a firefighter as listed in the Firefighter Job Description 	

Related Work

Perform associated fire and rescue work as assigned.

Knowledge of (position requirements at entry)

- 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

- Fire Officer II Certification and;
- 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:

<u>Service Unit</u> Fire Department	<u>Accountable To</u> Fire Marshal
<u>Role Summary</u> 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.	
<u>Duties</u> Depending upon assignment, duties may include, but are not limited to, the following: <u>Essential Duties</u> <ul style="list-style-type: none">• Participates in pre-development review meetings, plan reviews and occupancy inspections• Perform fire and life safety inspections of commercial and public structures for compliance with fire and related life safety codes and ordinances• Inspect fire suppression and detection equipment for proper design, installation and maintenance• Conducts fire investigations to determine cause and origin; examines and collects physical evidence; fire scene photography; witness interviews; complete and articulate all necessary reports• Perform water supply tests, calculations and analyses• Issues fire safety inspection notices and discusses corrective measures with business and property owners; conducts follow-up compliance inspections• May make public presentations promoting fire and life safety• Works cooperatively with other City departments and outside agencies• Duties of a firefighter as listed in the Firefighter Job Description <u>Related Work</u> Perform associated fire and rescue work as assigned.	

Knowledge Of

- Principles, practices and techniques of fire prevention
- Department policies and procedures
- Search and seizure procedures
- Evidence collection and protection
- 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:

<u>Service Unit</u> Fire Department	<u>Accountable To</u> Fire Marshal
<u>Role Summary</u> 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.	
<u>Duties</u> Depending upon assignment, duties may include, but are not limited to, the following: <u>Essential Duties</u> <ul style="list-style-type: none"> • Supervises, assigns, directs and evaluates subordinate personnel • Inspects commercial, industrial, and other builds for fire hazards • Ensures efficiency of fire protective equipment • Ensures adequacy of fire escapes and fire exits in general compliance with fire prevention laws; instructs owners to remove fire • Submits reports of violations of laws, ordinances and establishes safety standards to the fire chief • 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 • Investigates causes of fires seeking evidence of arson or fire law violations • Prepares regular and special reports on inspections • Instructs department personnel and citizens in fire prevention methods • Attends places of assembly to enforce fire safety regulations • Responds to fire alarms • Notifies officer in charge of any unusual fire hazards in or new burning buildings <u>Related Work</u> Perform associated fire and rescue work as assigned.	
<u>Knowledge Of</u> <ul style="list-style-type: none"> • Modern fire fighting principles, practices, and procedures • Fire hazards involved in various types of construction and storage of flammables • Fire prevention inspection methods and techniques • Laws and ordinances pertaining to fire protection 	
<u>Skills And Ability To</u> <ul style="list-style-type: none"> • 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:

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

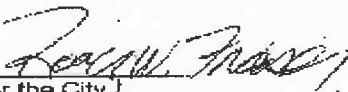
APPENDIX J – INSPECTIONS

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.

LETTER OF UNDERSTANDING – TRANSFER FROM ANOTHER CITY
DEPARTMENT

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

10/1/07

Date

9/19/07

Date

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Agreement between the City of Ann Arbor
 And IAFF, Local 693
 July 1, 2014 – December 31, 2016

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