

COLLECTIVE BARGAINING AGREEMENT

Between

THE CITY OF GRESHAM

and the

**INTERNATIONAL ASSOCIATION
OF
FIREFIGHTERS**

LOCAL 1062

July 1, 2023 – June 30, 2027

Contract No. 312445

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PREAMBLE

This agreement, entered into by the City of Gresham ("City") and International Association of Fire Fighters, Local 1062 ("Union"), respectively, sets forth the full and complete agreement between the City and the Union.

ARTICLE 1 - RECOGNITION

1.1 APPLICATION

This agreement shall apply to all regular and limited-term full-time employees in the following classifications:

- Firefighter
- Fire Inspector
- Fire Lieutenant
- Fire Captain
- Deputy Fire Marshal 1
- Deputy Fire Marshal-2
- Fire Marshal
- Fire Battalion Chief

All supervisory and confidential employees, part-time employees, seasonal and temporary¹ employees and volunteer firefighters are excluded.

1.2 NEW CLASSIFICATIONS

If the City establishes a new classification that is included in the bargaining unit, it shall provide a copy of the specification to the Union and establish a temporary salary rate. The Union will be afforded an opportunity to negotiate a regular salary rate for the new classification. Disputes concerning the regular rate shall be resolved through the negotiation procedure using the expedited (mid-term) bargaining process as provided by State statute (i.e., ORS 243.698 as amended or renumbered). In any event, the City shall not be precluded from filling the position during the period of negotiations.

ARTICLE 2 – NONDISCRIMINATION

The City and the Union shall exercise the terms of this Agreement according to Federal laws and the applicable ORS without regard to race, religion, color, creed, national origin, sex, gender expression, age, marital status, physical or mental disability, political affiliation, sexual orientation, other protected characteristic(s) and membership or non-membership in the Union of all members of the bargaining unit. Disputes arising under this provision shall be processed in accordance with Article 10 - Grievance Procedure, to Step 5, but are not subject to arbitration.

ARTICLE 3 - CITY SECURITY

The Union agrees that, during the term of this Agreement, its membership (as individuals or as a group) will not cause, encourage, participate in, or support a strike, slowdown, work stoppage, or other concerted activity intended to interrupt Fire Department services. Violation of this article shall be grounds for disciplinary action.

¹Seasonal and temporary employees are those employees that work for six (6) months or less or the equivalent of 1440 hours or less.

ARTICLE 4 - MANAGEMENT RIGHTS

Except as expressly modified or restricted by a specific provision of this Agreement, all charter, statutory and other managerial rights, prerogatives, and functions are retained and vested exclusively in the City, including, by way of description and not limitation, the rights, in accordance with its sole and exclusive judgment and discretion: to direct and supervise all operations and functions; to manage and direct the work force, including, by way of description and not limitation, the right to determine the methods, processes, locations and manner of performing work; to hire, promote, and retain employees; to determine schedules of work; to determine the need for a reduction or an increase in the work force; to establish, revise and implement standards for hiring, classification, promotion, quality of work, materials and equipment; to implement new and to revise or discard, wholly or in part, methods, procedures, materials, equipment, facilities and standards. Utilization of any management rights not specifically limited by this agreement shall be at the City's discretion and not subject to the grievance procedure or negotiation, unless the matter is a mandatory subject of bargaining as required by the collective bargaining statutes in the public employee rights and benefits ORS 243.650-243.782.

ARTICLE 5 - LAYOFF

5.1 LAYOFF PROCEDURE

If the City should reduce its work force, layoffs shall be made within each job classification in the Department or Division based on seniority. Any employee laid off in a classification or Division may exercise seniority rights by bumping laterally or lower into another classification or Division, provided skills and training standards for the new classification can be met. One-month advance notice will be given to employees whom the City intends to lay off.

Employees may not bump into a firefighter (line) position unless they have previously worked as a GFES firefighter or meet the minimum qualifications for firefighter. Non-suppression employees who meet the minimum qualifications will be added to an internal firefighter recruitment list in the event of a layoff. Prior to placement on the internal firefighter eligibility list, the following minimum qualifications shall be met; obtain EMT-Basic certification and pass the physical agility test. Prior to attending the probationary Firefighter Academy, the non-suppression employee must complete and pass the medical physical. In order to be appointed as firefighter, the employee must successfully complete probationary Firefighter Academy. Appointed employees must complete the firefighter task book, attend and pass the Apparatus Operator (AO) academy and complete the AO task book within twelve months of appointment.

Employees may not bump into a Life Safety Division position unless they previously worked as a Gresham Fire & Emergency Services Deputy Fire Marshal, or, meet the minimum qualifications for the vacant position.

5.2 RECALL

No new employees shall be hired until all laid off employees have been given an opportunity to return to work. Employees laid off for a period of more than thirty-six months (36) lose all seniority credits and recall rights. Employees recalled within thirty-six (36) months of their layoff date shall be recalled according to seniority only and may be required to attend refresher training up to six (6) weeks. A refusal of recall shall constitute voluntary termination and said employees shall lose their layoff status privileges and seniority.

The city shall notify laid off employees, in writing, via certified letter or electronic mail, of recall opportunities within ten (10) business days of a job posting. Employees will have ten (10) business days to accept or refuse the recall, upon receipt of certified letter to the home mailing address on record and/or personal email address. The employee is responsible for notifying the City of Gresham of changes to their personal contact information.

ARTICLE 6 - UNION SECURITY

6.1 CHECK-OFF

The City agrees to deduct Union dues from the paycheck of each employee who is a member of the Union and who authorizes the deduction in writing. The Union shall provide a list to the City identifying the employees who provided authorization for the City to deduct dues.

6.2 INDEMNIFICATION

The Union agrees to indemnify and hold the City harmless against any and all claims, suits, orders, judgments, or other damages and liabilities, including litigation expenses, which may arise as a result of making the payroll deductions of the Union dues referenced in Section 6.1.

6.3 MEETINGS

The City agrees to allow the Union to have meetings on City property at reasonable and mutually agreed upon times and places.

Aside from the new employee introduction, the City will not pay for off-duty employees' attendance at Union meetings.

ARTICLE 7 - ACTING IN CAPACITY

7.1 MINIMUM QUALIFICATIONS

When a Captain is going to be absent more than three shifts the City may appoint a Lieutenant from that station to Act in Capacity in the Captain position for administrative purposes.

7.2 REQUIREMENTS

In order to remain on the promotional list, employees must work in the higher classification when requested by the Fire Chief or a designee. If an employee does not wish to work in the higher classification, the employee must submit this intention in writing to the Fire Chief and agree to remove their name from the promotional list.

7.3 RATE OF PAY

Employees working in the next higher classification shall receive "acting in capacity" pay equal to five percent (5%) above their current base rate.

ARTICLE 8 - PROMOTION LISTS AND VACANCIES

8.1 PROMOTION LISTS

Promotion lists for employees within the bargaining unit shall be kept current and up to date at all times, as best as practicable. The City shall make best efforts to keep the list current. When circumstances prohibit maintaining the

list, the City and Union will determine a reasonable course of action through the Labor/Management process. Lieutenant, Captain, and Battalion Chief lists shall be good for thirty-six (36) months, unless the Parties mutually agree in writing to a different duration. Copies of the results of passing employees shall be published internally without scores. If circumstances warrant, the expiration of the promotion list can be extended with labor management agreement.

Employees who wish to be considered for promotion to lieutenant must have completed five (5) years in the Operations Division with Gresham Fire & Emergency Services as a firefighter within 60 calendar days of the closing date on the job announcement.

Employees who wish to be considered for promotion to Captain must have completed two (2) years in the Operations Division with Gresham Fire & Emergency Services as a Lieutenant within 60 calendar days of the closing date on the job announcement.

Employees who wish to be considered for promotion to Battalion Chief must have completed two (2) years in the Operations Division with Gresham Fire & Emergency Services as a Captain within 60 calendar days of the closing date on the job announcement.

All study information regarding tests and anticipated processes will be provided to the candidates three months prior to the test dates. It is recognized that certain positions, except Lieutenant and Captain, do not require testing, pursuant to this section, due to lack of turnover. Tests shall be given for these positions only when needed.

8.2 VACANCY

Whenever the City deems it necessary, based upon need, to fill a vacancy in a promotional position, such vacancy shall be filled first from employees who formerly held the vacant position, but bumped to a lower classification due to layoff, and then secondly from the current promotion list. Vacancy for the purposes of Article 8.2 occurs on the last day of employment of the current employee in the position due to a retirement and subsequent separation, promotion, demotion, termination, discharge, death, or resignation.

8.3 OPEN POSITIONS

Open positions because of, but not limited to, sick leave, injury leave, and leaves of absence shall be filled by call shifts if detail personnel are not available for work. The Fire Chief shall have sole discretion to temporarily promote an officer to fill vacancies that are known or expected to last more than 90 consecutive days.

The person promoted shall be taken from the top of the existing promotional list. When the person responsible for the vacancy returns to duty, the last officer promoted shall return to their previous position and rate of pay. Up to a maximum of 180 days of temporary promotions shall be counted towards the probationary period for promotions. If the person causing the vacancy is unable to return to duty, all time served shall be counted towards probation. The person being returned to a previous position shall remain at the top of the promotional list only for the duration of the list they were originally promoted from. If the list should expire before another vacancy becomes available, the person would be required to participate in the next promotional process to be considered for future promotions. However, if the person promoted serves a period that exceeds 180 consecutive days, their promotion shall be considered as being permanent, and if the person causing the vacancy returns to duty, the individual may be returned to their previous position, and shall remain at the top of the promotional list regardless of the list expiring.

ARTICLE 9 - PROBATIONARY PERIOD

9.1 ENTRY PROBATIONARY PERIOD

The entry probationary period shall be 12 months. Prior to completion of the probationary period, employees may be discharged at any time without cause or appeal rights.

9.2 PROMOTION PROBATIONARY PERIOD

Promotion within the unit shall be subject to a 12-month probationary period. Upon mutual agreement with the Union, the City may extend the probationary period up to six (6) months.

In the event the City determines an employee is unable to successfully complete the employee's probationary period, the employee will be entitled to return to the employee's former position.

ARTICLE 10 - GRIEVANCE PROCEDURE

10.1 DEFINITION

A grievance is defined as a dispute regarding an alleged violation of the Agreement so long as the Union and the City agree that the alleged violation involves an act or occurrence affecting an employee in the bargaining unit. All grievances and responses from the grievance procedure shall be put in writing, setting forth the facts, the section of the Agreement violated, and the remedy sought.

10.2 PROCESS

Step 1. An employee who believes the employee has a grievance, as defined above, shall discuss the matter with the employee's immediate supervisor within seven (7) working days of the date of the alleged act, or when the grievant has actual knowledge or should have been aware of such act. Working days, for the purpose of this Article, are defined as Mondays through Fridays, excluding holidays, Saturdays, and Sundays.

Step 2. If the employee and the employee's immediate supervisor are unable to resolve the issues raised by the employee within seven (7) working days, the employee shall submit a written grievance to the employee's supervisor within 21 working days of the alleged act. Each grievance must include the provisions of this Agreement which are alleged to have been violated, the basis for the violation, the date and time of the violation, and the remedial action requested. A copy of each grievance shall be provided to the Fire Chief, Deputy Fire Chief and the Human Resources Director.

Optional Step. If both the grievant and the City agree, the grievance may be submitted to the Fire Department Labor-Management Relations Committee for more insight and suggestions on ways to settle the grievance. The Labor-Management Relations Committee will have seven working days within which to review the matter.

Step 3. If, within seven (7) working days, the immediate supervisor and the employee have not settled the grievance, the employee may submit the grievance to the Fire Chief and Deputy Fire Chief.

Step 4. If, within seven (7) working days, the Fire Chief, Deputy Fire Chief and the employee have not settled the grievance, the employee may submit the grievance to the City Manager.

Step 5. If, within 14 working days, the City Manager and the employee have not settled the grievance, the Union, on the approval of the employee, may submit the grievance to an arbitrator to be determined in accordance with Step 6 of this article. Notice of appeal must be made in writing and within 14 working days after the response from the City Manager.

Step 6. The City and the Union will attempt, within seven (7) working days of the Step 5 notice of appeal, to mutually select an arbitrator. If they cannot agree on an arbitrator, the Union shall, within 14 days of the Step 6

notice of appeal, submit a request to the Oregon State Employee Relations Board for a list of seven (7) potential arbitrators. The City and the Union representatives will then select from the Employment Relations Board by alternately striking names from said list, with the Union striking the first name. The arbitrator selected shall then schedule a hearing on the grievance, and shall render a decision within 30 calendar days after the close of the hearing, unless otherwise agreed. The cost of the arbitration shall be shared equally by both parties, except each party shall be responsible for compensating its own witnesses and representatives. The City and the Union agree that the decision of the arbitrator shall be final and binding.

10.3 ARBITRATOR GUIDELINES

The arbitrator shall render a decision based solely on whether this Agreement has been violated. Neither the arbitrator nor any other person or persons involved in the grievance process shall have the power to negotiate new agreements or to change any of the present provisions of this Agreement.

10.4 TIME LIMITS

All time limits in this procedure shall be maximums unless both parties agree in writing to extend the time periods.

All parties subject to these procedures shall be bound by the time limits contained herein. If either party fails to follow such limits, the following shall result:

- A. If the grievant or the Union fails to respond in a timely fashion, the grievance may be carried forward, but it shall not be subject to arbitration.
- B. If the City, at any step, fails to respond in a timely fashion, the grievance shall proceed to the next step.

ARTICLE 11 - DISCIPLINE AND DISCHARGE

11.1 STANDARD

No employee shall be disciplined except for just cause. Oral reprimands, warnings or counseling's are not considered discipline and shall not be subject to the grievance procedure contained herein.

11.2 IMPLEMENTATION

If an occasion arises to discipline an employee, it shall be done, confidentially and in a manner not to embarrass the employee.

11.3 DUE PROCESS

In the event the City believes an employee may be subject to discipline greater than a written reprimand, the following procedural due process shall be followed:

- a) The employee shall be notified of the charges or allegations that may subject the employee to discipline;
- b) The employee shall be notified of the disciplinary sanctions being considered;
- c) The employee will be given an opportunity to refute the charges or allegations either in writing or orally in an informal hearing;
- d) At the employee's request, the employee will be entitled to be accompanied by a fellow employee

and a representative of the Union at the informal hearing. The employee may have up to three representatives including the Union's legal counsel at the hearing.

11.4 JUST CAUSE STANDARDS

For the purpose of this agreement, just cause shall be determined in accordance with the following guidelines:

- a) The employee shall have warning of the consequences of the employee's conduct, unless the conduct is of such a nature that no prior warning is necessary in the eyes of a reasonable person.
- b) If a rule or order is the subject of the alleged misconduct, it must be reasonable and applied evenhandedly, with variations allowed based on the actual situations of the alleged misconduct.
- c) The City must conduct a reasonable investigation.
- d) It must be determined that the employee is guilty of the alleged misconduct or act.
- e) The discipline must be appropriate and applied in an evenhanded manner based on the severity of the misconduct or the actual or likely impact the misconduct has or would have on the employer's operations.
- f) The employee's past employment record shall be considered, if appropriate, based on the severity of the act.

ARTICLE 12 - LEAVE

12.1 SICK LEAVE

SICK LEAVE

Fire Suppression Accrual. Fire suppression employees shall accrue sick leave at the rate of ten (10) hours per full calendar month of completed employment. Accrual shall not exceed 1,800 hours for sick leave purposes. Any sick leave that accrues beyond 1,800 hours shall only apply toward employee retirement, as allowed by law, and shall not be available for absences normally covered by sick leave. Unused accrued sick leave will not be compensated for upon termination. Sick leave shall not accrue during any leaves of absence without pay of more than seven days.

Entry suppression employees shall start work with a balance of 72 hours of sick leave on the first day of the recruit academy. Accrual of additional sick leave, as provided elsewhere in this Article, shall begin on the start of the employee's seventh month.

Forty (40) Hour Employees. Fire life safety and other forty (40) hour employees shall accrue sick leave at the rate of six and one-half (6.5) hours per full calendar month of completed employment. Accrual shall not exceed 1200 hours for sick leave purposes. Any sick leave that accrues beyond 1200 hours shall only apply toward employee retirement, as allowed by law, and shall not be available for absences normally covered by sick leave. Unused accrued sick leave will not be compensated for upon termination. Sick leave shall not accrue during any leaves of absence without pay of more than seven days. Entry probationary prevention employees shall start work with a balance of forty-eight (48) hours of sick leave. Accrual of additional sick leave, as provided elsewhere in this Article, shall begin on the start of the employee's seventh month.

Utilization of Sick Leave. Sick leave will be allowed when an employee is unable to work because of illness, off-the-job injuries, or for necessary medical or dental care, authorized leave under State and Federal family and medical leave laws, Oregon sick leave law, and workers' compensation as provided in Article 12.2 - Workers' Compensation.

Whenever practical, medical and dental appointments shall be scheduled on an employee's own time to avoid interference with Department scheduling and operations.

The city may take steps to investigate and curtail sick leave abuse. Prior to taking action when sick leave abuse is suspected, the supervisor will notify the employee that their sick leave usage appears to be excessive. The purpose of this notification is to provide the employee an opportunity to identify the reasons for sick leave usage, and to assist the employee to improve their attendance.

An employee who is determined by the city to be abusing or misusing sick leave may be subject to discipline and the requirement to provide verification of illness.

Annual Sick Leave Incentive Program

In an effort to promote increased work attendance each year and to recognize those employees who use sick leave appropriately, employees may elect to have sick leave hours converted at their normal rate of pay and contributed to either a Post Employment Health Plan (PEHP) or a Health Reimbursement Account/VEBA (HRA/VEBA) if qualified to participate.

Suppression

Employees must have a minimum of 480 hours of sick leave to participate. Employees will notify the City of their election to participate in January of each year.

Suppression employees who use no sick leave during a calendar year shall be allowed to contribute up to 72 hours of their sick leave bank.

Employees who use some sick leave shall be allowed to contribute sick leave per the following schedule:

24 hours or less used	48 hours maximum contribution
24-48 hours used	24 hours maximum contribution
48-72 hours used	12 hours maximum contribution

All requests to convert unused sick leave shall be made in writing.

Forty (40) Hour Employees

Forty (40) hour employees must have a minimum of 350 hours of sick leave to participate. Employees will notify the City of their election to participate in January of each year. Forty (40) hour employees who use no sick leave during a calendar year shall be allowed to contribute up to 30 hours of their sick leave bank.

Employees who use some sick leave shall be allowed to contribute sick leave per the following schedule:

10 hours or less used	20 hours maximum contribution
10-20 hours used	10 hours maximum contribution
20-30 hours used	5 hours maximum contribution

All requests to convert unused sick leave shall be made in writing.

12.2 WORKER'S COMPENSATION

When an employee is absent from work because of an on-the-job injury, the time off will not be charged to sick leave, except as provided below.

No sick leave will be deducted from the employee's bank for 180 consecutive calendar days. The 180 consecutive calendar day period begins on the date of injury, as determined by the City's worker's compensation insurance carrier, or if self-insured, by the City's worker's compensation self-insured program's designated Third-Party Administrator (TPA).

In the cases in which a WC claim has been closed by either the City's TPA or the State of Oregon Workers' Compensation Division, and the employee files an aggravation claim, acceptance of the aggravation claim in the

WC process shall begin a new period of 180 consecutive calendar days in which no sick leave will be deducted from an employee's leave bank. The new 180 consecutive calendar day period will begin on the date the aggravating event occurred, as determined in the WC process.

For any WC claim that is determined to be for a new injury, a new 180 consecutive calendar day period would begin, as of the date of the new injury, as determined by the City's workers' compensation insurance carrier, or if self-insured, by the City's worker's compensation self-insured program's designated Third Party Administrator (TPA).

After 180 calendar days, employees shall use available sick leave for integration with their Workers' Compensation payments in order to receive their gross wages. In this situation, a full paycheck will only be received if the employee has available sick leave. Once sick leave is exhausted other leave banks may be utilized.

In the event of an overpayment, the City can automatically deduct any overpayment in full from the employee's next paycheck or subsequent checks if there is not a sufficient amount in the next paycheck.

12.3 PERSONAL LEAVE

Forty (40) hour employees shall receive four (4) personal days. The employee may use personal leave at the employee's discretion. Employees must submit requests for personal leave in advance. Requests for personal leave shall be approved and scheduled in accordance with the best interests of the City.

Personal leave does not accrue or carry over, it has no cash value, it does not count toward the annual vacation accrual, and employees will not be paid for unused leave. It must be used in increments of no less than one-half day (according to the employee's respective schedule). Personal leave may only be used during the calendar year it was granted.

12.4 FUNERAL LEAVE

In the event of a death in the immediate family (as defined below), the Department may grant sufficient time off with pay to make funeral arrangements, if necessary, and to attend the funeral. A maximum of five calendar days or two shifts may be granted if warranted by the situation. A maximum of up to 40 hours for prevention employees or 48 hours for suppression employees may be granted if warranted by the situation. Nothing in this article prohibits employees from exercising other funeral/bereavement rights as granted under State or Federal laws.

Immediate family is defined as:

- Your spouse or domestic partner.
- Your child or the child's spouse or domestic partner.
- Your parent or your parent's spouse or domestic partner.
- Your sibling or step-sibling or their spouse or domestic partner.
- Your grandparent or your grandparent's spouse or domestic partner.
- Your grandchild or your grandchild's spouse or domestic partner.
- Anyone you are related to by blood or anyone who lives with or is connected to you like a family member including anyone with whom you have or had an in loco parentis relationship.

12.5 JURY DUTY

Employees shall not suffer any loss of pay when required to attend a jury trial or when subpoenaed as a witness. All fees or pay received as a juror or witness, less reasonable justified expenses, will be signed over to the City. Employees will be expected to report to work when less than a normal workday is required for jury or witness duties. This provision does not include court attendance for personal legal business or actions initiated by the employee against the City.

12.6 COURT TIME

Any employee required and assigned by the City to appear in court outside regular duty hours shall be paid at time and one-half.

12.7 UNION LEAVE

The Union shall be allowed leave with pay, up to 300 hours per fiscal year, for members to use to engage in all lawful labor activities, which include without limitation to attend conferences and workshops pertaining to collective bargaining and contract maintenance, labor/management meetings, and labor negotiations between the parties, to investigate and process grievances and other workplace-related complaints, and conduct related activities having a direct relationship to the Union's labor management relationship with the City. City allocated Union leave does not carry over into the next fiscal year.

Time off will be allowed so long as twelve (12) hours advance notice is given and the City is able to fill the shift under the current practice. The Union shall describe the purpose of their leave use and follow City policies and expectations pertaining to leave coding.

Indemnification

As permitted by law, the City is not liable for an act or omission of, or an injury suffered by, an employee of the public employer if the act, omission or injury occurs during the course and scope of the employee's leave taken under this section. If the City is held liable, then the Union shall indemnify the City and hold the City harmless from all liability arising from the act, omission or injury that occurred during the period of leave.

12.8 WELLNESS LEAVE

Fire Suppression Employees. Effective every January 1, the City will credit employees with forty-eight (48) hours of wellness leave. The forty-eight (48) hours represent a reduction of four (4) hours per month of sick leave. Fire Suppression employees may use wellness leave only in six (6) hour increments.

Forty (40) Hour Employees. Effective every January 1, the City will credit employees with thirty (30) hours of wellness leave. The thirty (30) hours represent a reduction of two and one-half (2.5) hours per month of sick leave.

Utilization of Wellness Leave. Employees may utilize wellness leave for unscheduled needs for their well-being. Wellness leave may be used only for unforeseen family events or business of a personal nature. An example of an unforeseen family event includes, but is not limited to, unmet childcare needs. An example of an unforeseen business need of a personal nature includes, but is not limited to, an immediate need to repair one's water heater. Employees may request wellness leave no earlier than twelve (12) hours before employees need to use leave. Employees shall provide to the Battalion Chief the reason for the wellness leave use.

No more than two employees may use wellness leave at one time or on the same day. The first employee to request wellness leave may take time off regardless of the cost to the City. The second employee to request wellness leave use may take time off if there is no cost to the City. The City determines whether there is a cost to the City. Employees shall not use wellness leave on any holiday listed in Article 13.2. and on the following days:

- Easter
- The day after Thanksgiving
- Christmas Eve
- New Year's Eve

Wellness leave may only be used during the calendar year it was granted. New employees will not be allowed to use wellness leave for the first six months. Wellness leave does not accrue or carry over into the next year.

Any wellness leave that has not been used by December 31 will convert to cash dollars at straight time to be contributed to the employee's VEBA account no later than January 31 of the following year.

Wellness leave will be prorated for employees who separate from service with the City during the year. The adjustment and contribution to the employee's VEBA account will take effect no later than the end of the calendar month following separation. Wellness leave will also be prorated for employees who begin employment with the City after January 1. Proration will be based on a per month calculation of 4 hours per month up to the maximum amount of Wellness Leave.

For purposes of the City of Gresham's Leave Donation policy (see Gresham Procedures Manual on Donated Leave), Wellness Leave accruals will be excluded from calculations and exhaustion mandates.

12.9 TRADE TIME PROCEDURE

The Fire Chief allows employees the privilege of exchanging time, providing such trade does not, in the judgment of the Fire Chief, in any way reduce the efficiency of Fire Department operations. All authorized trades shall be handled in accordance with Department operating procedures.

The ability for two individuals to "trade time" with each other is a longstanding practice in Fire Departments across the State and Country. There are differing requirements in State and federal law that relate to trade time. OAR 839-020-0115(3), "Relationship of State and Federal Law" says:

When one set of standards differs from the other, the standards most advantageous to employees must be met.

Accordingly, the Parties agree that it is more advantageous for employees to trade shifts pursuant to federal FLSA regulations (currently 29 U.S. Code § 207(p)(3)) in lieu of State law, including but not limited to ORS Chapter 652.

This means time worked in trade for another employee will not constitute "time worked" for the purposes of the FLSA or Oregon law so long as the request to trade time originates with an employee and not with the employer. The employee who actually works the trade time shift (substituting employee) will not receive overtime or straight time under ORS 652.070, other State law, or pursuant to any provision of this collective bargaining agreement in conjunction with a shift trade. Only the absent employee (substituted employee) will be paid/credited as if the substituted employee worked the traded shift.

All employee requests shall be made voluntarily and must originate with an employee and not with the employer. An employee's decision to substitute must be made at the substituting employee's sole option.

ARTICLE 13 - HOLIDAYS

13.1 SUPPRESSION EMPLOYEES

Fire suppression (excluding Battalion Chiefs) employees shall be given 112 hours of additional vacation leave per year in lieu of holidays. These 112 hours will be added to the employee's existing vacation bank on January 1st of each calendar year. At the employee's request, an "in lieu of holiday" cash payout will be paid to employees twice annually: fifty-six (56) hours in June and fifty-six (56) hours in December. Such requests must be made in writing to the Division Chief by December 1.

The first 112 hours used in the vacation bank shall be considered "in-lieu of holiday" time used. Any remaining balance of "in-lieu of holiday" time will be deducted from the employee's vacation bank at the end of the calendar year. Under no circumstance will any remaining balance of "in-lieu" holiday be paid out to an employee at the end of the calendar year or carry over to the following calendar year.

“In-lieu of holiday” time shall not be considered vacation time and as such will not be included in the amount of vacation carry over referred to in section 14.6 of the collective bargaining agreement. If an employee terminates during the year, “in-lieu of holiday” time shall be allowed in proportion to the number of full calendar months worked. The appropriate adjustment will be made to the employee’s vacation bank before vacation pay out.

13.2 FORTY (40) HOUR EMPLOYEES

Forty (40) hour employees shall receive the following paid holidays:

- | | |
|----------------------------------|------------------|
| New Year's Day | Fourth of July |
| Martin Luther King, Jr. Birthday | Labor Day |
| President’s Day | Veteran’s Day |
| Memorial Day | Thanksgiving Day |
| Juneteenth | Christmas Day |

Whenever the holiday falls on Sunday, the following Monday shall be observed as the holiday. Whenever a holiday falls on Saturday, the previous Friday shall be observed as the holiday. The holidays listed above shall be applied against a bank of 100 hours for 4/10-hour day employees and against a bank of 80 hours for 5/8-hour day employees. One fourth (1/4) of the total bank shall accrue at the beginning of each quarter of a calendar year. The 100 or 80-hour banks shall accrue and be divided equally over 12 months. Additional holiday hours earned can be taken off as floating holiday time.

ARTICLE 14 - VACATION

14.1 FIRE SUPPRESSION ACCRUAL

Fire suppression employees (excluding Battalion Chiefs) shall accrue vacation credits for each full calendar month worked in accordance with the following schedule. An employee shall not be eligible to use vacation prior to the completion of one full year of service with the Department.

Years & Months of Service	Annual Shifts Accrued	Annual Hours Accrued	Monthly Hours Accrued	Maximum Carryover Limit (x2 annual rate)	Retiree Intent: Maximum Carryover Limit (x3 annual rate)
Months 0 - 48	6	144	12.00	288	432
Months 49 - 84	8	192	16.00	384	576
Months 85 - 108	9	216	18.00	432	648
Months 109 – 168	11	264	22.00	528	792
Months 169 - 228	12	288	24.00	576	864
Months 229 – 288	14	336	28.00	672	1,008
Months 289+	15	360	30.00	720	1,080

14.2 FORTY-(40) HOUR EMPLOYEES ACCRUAL

Forty (40) hour employees shall accrue vacation credits for each full month worked in accordance with the following schedule. An employee shall not be eligible to use vacation prior to the completion of one full year of service with the Department.

Years & Months of Service	Annual Hours Accrued	Monthly Hours Accrued	Maximum Carryover Limit (x2 annual rate)	Retiree Intent: Maximum Carryover Limit (x3 annual rate)
Months 0 - 48	109	9.08	218	327
Months 49 - 84	145	12.08	290	435
Months 85 – 108	163	13.58	326	489
Months 109 – 168	199	16.58	398	597
Months 169 – 228	217	18.08	434	651
Months 229 – 288	253	21.08	506	759
Months 289+	272	22.67	544	816

14.3 BATTALION CHIEF ACCRUAL

Battalion chief employees shall accrue vacation credits for each full calendar month worked in accordance with the following schedule. An employee shall not be eligible to use vacation prior to the completion of one full year of service with the Department.

Years & Months of Service	Annual Shifts Accrued	Annual Hours Accrued	Monthly Hours Accrued	Maximum Carryover Limit (x2 annual rate)	Retiree Intent: Maximum Carryover Limit (x3 annual rate)
Months 0 - 48	10.5	252	21.00	504	756
Months 49 - 84	12.5	300	25.00	600	900
Months 85 - 108	13.5	324	27.00	648	972
Months 109 – 168	15.5	372	31.00	744	1,116
Months 169 - 228	16.5	396	33.00	792	1,188
Months 229 – 288	18.5	444	37.00	888	1,332
Months 289+	19.5	468	39.00	936	1,404

14.4 VACATION SCHEDULING - SUPPRESSION EMPLOYEES

Vacations will be scheduled on a calendar year basis. Vacation leave will be scheduled and used as detailed in the Staffing Standard Operating Guideline.

Employees must provide at least 12 hours advance written notice to staffing of their intent to use vacation time. Employees shall contact the on-duty Battalion Chief when requesting vacation with less than 12 hours advance notice.

Up to 18.00% of employees (excluding battalion chiefs) from each shift may schedule time off at any time, as described in detail below. This shall not preclude the City from allowing additional employees off.

Each January, the city will calculate what number is 18.00% of employees for each shift, using only employees who are allowed to take vacation as of January 31st and excluding the KRO(s), and that number will be used to determine how many employees are allowed off per shift for the remainder of the calendar year. If the number ends in .49 or less the City will round down; if the number ends in .50 or more the City will round up. For example, if on January 31, 2019 there are 31 employees on “A” shift, including one KRO on “A” shift, and only 26 of the remaining 30 non-KRO employees are eligible to take vacation (31 total employees – 1 KRO – 4 ineligible for vacation = 26), then up to 5 employees (26 *.18 =4.68, round up to 5) would be allowed to take vacation on “A” shift for the remainder of

the calendar year/2019. Each January the number for each shift will be recalculated as described above and used for the remainder of that calendar year.

During the annual vacation selection, which typically occurs each January, KROs may select vacation without regard to the maximum number of employees allowed off per shift as calculated above. However, after the annual vacation selection, KROs are subject to the maximum number of employees who are allowed off per shift, as calculated above.

14.5 VACATION SCHEDULING – FORTY (40) HOUR EMPLOYEES

An employee may take vacation subject to the advance approval of the supervisor.

14.6 VACATION CARRYOVER

Employees may carry over a maximum of two (2) times their annual accrual rate from one calendar year to the next calendar year. Employees may accrue more than the two-year maximum during a calendar year, but any unused vacation time in excess of the maximum two-year accrual will be deducted from the employee's vacation bank on January 1 of the following calendar year (i.e. "use it or lose it"). Vacation scheduling shall follow Article 14.4 noted above and GFES Administrative Operating Procedure #14, "Vacation and Holiday Scheduling".

Employees shall be eligible to carry over a maximum of three times their annual accrual rate during the last five years before retirement. Employees wishing to exercise this option shall notify the City of their intended retirement date. The City shall only be obligated to allow the usage of up to twice their annual accrual for actual time off purposes. In the event the employee does not retire as specified, the excess hours may not be accessed by the employee and will be frozen at the accrued time and hourly rate in effect on the original retirement date provided to the City.

14.7 VACATION PAYMENT AT SEPARATION

REGULAR EMPLOYEES

A regular employee who separates from employment will be paid for any unused accrued vacation in their final paycheck, subject to the applicable vacation accrual cap of two-times their annual accrual rate; or three-times their annual accrual rate if the employee gave notice of their intended retirement date during the last five years before retirement (i.e. "use it or lose it").

PROBATIONARY EMPLOYEES

Employees who do not pass their probationary period because they lacked the requisite skills/abilities and are either (1) terminated by the City, or (2) resign in-lieu of termination for not passing probation, will have their unused accrued vacation and pro-rated unused accrued in-lieu of holiday hours cashed out and paid as part of their final paycheck. In-lieu of holiday hours will be prorated in the same manner as a regular status fire suppression employee who separates from employment during a calendar year, as described in Article 13.1.

Probationary employees who separate from City employment for any reason other than the reason described in the paragraph directly above will not have unused accrued vacation or pro-rated unused accrued in-lieu of holiday hours cashed out as part of their final paycheck, including, but not limited to, employees who do not pass probation for misconduct and/or rule violations, or employees who voluntarily resign for other employment or personal reasons.

ARTICLE 15 - UNIFORMS

15.1 UNIFORM REPLACEMENT

If the City determines the need for and requires that an employee wear a uniform, such uniform shall be provided by the City at City expense. When an employee believes that a uniform or part of the uniform is worn beyond repair, the employee shall bring it to the attention of the City. If the City agrees, the uniform or part thereof shall be replaced at City expense. All uniforms shall at all times remain City property. Nothing in this Article or any part of this Agreement shall be construed to imply that the City does not have the sole authority to determine who is to wear uniforms.

15.2 UNIFORM ALLOWANCE

Forty (40) hour employees shall receive \$300 each contract year for the purchase of accessories and cleaning. This supplemental clothing/cleaning allowance will be paid in two equal payments: \$150 in September and \$150 in March of each contract year.

15.3 PROTECTIVE EQUIPMENT

The City solely shall determine the final need for protective equipment. If the City requires the possession and use of protective clothing, such protective equipment and clothing shall be provided by the City at City expense. Such protective equipment shall remain the property of the City at all times. An employee who discovers defective protective equipment shall bring it to the attention of the City. Willful neglect or misuse of protective clothing shall be considered grounds for disciplinary action.

ARTICLE 16 - WORK SCHEDULE

16.1 FIRE SUPPRESSION

The normal work schedule for fire suppression employees is 24 consecutive hours on duty and 72 consecutive hours off duty followed by 48 consecutive hours on duty and 72 consecutive hours off duty, unless otherwise specified.

16.2 KELLY DAYS

All suppression personnel assigned to 24-hour shifts will receive a 24-hour shift off (Kelly Day) every 10th consecutively assigned platoon shift, reducing the work week to 50.54 hours.

Battalion Chiefs must use one (1) Kelly Day within each Kelly Day cycle.

The City will maintain authority to determine the assignment of Kelly shifts. Generally, employee track assignments will be the key consideration in the rotation of Kelly days. The needs and priorities of the Department shall also be considered.

Personnel that are transferred or change classification, will assume the Kelly Day track of the person/position they are replacing. Personnel who have not taken their Kelly day for the current rotation will be assigned a Kelly Day in the current rotation by Fire Administration. At no time should a transferee's Kelly day not be assigned in the appropriate rotation.

The trading of Kelly days between shift employees is expressly prohibited.

Employees are eligible for overtime during the 24-hour assigned Kelly Day. Time worked shall not include leave time such as vacation, personal, or sick leave.

The City will select and assign three (3) Kelly Relief Officers (KRO) for the specific purpose of relieving Company Officers on their respective Kelly Day and, therefore, shall serve in the role of a Company Officer whenever possible. -

The Kelly Relief Officer shall be granted Kelly days.

Generally, KROs should not be moved from an assigned day/station for the convenience of another officer. However, on rare occasion, an operational need may exist and, at the discretion of the on-duty Battalion Chief, the KRO may be moved. There may be a few days a year when, due to team staffing requirements, we have an OT officer in to fulfill minimum team staffing requirements. This may require the KRO to move.

The KRO shall schedule time off consistent with Article 14.4.

It is preferred that the Kelly Relief Officer position be a voluntary commitment of one year, however, the City may assign Fire Lieutenants off probation if there are no other eligible and interested candidates who volunteer.

The duration of each Kelly Relief Officer assignment shall be a period of one year and may be extended if mutually agreed upon by labor and management.

16.3 SHIFT TRANSFERS

Personnel transferred between shifts shall receive a minimum of 24-hours off between scheduled shifts. For example, a person assigned to A-Shift who is transferred to C-Shift will receive one 24-hour shift off. Further, a person assigned to A-Shift transferred to B-Shift will receive three 24-hour shifts off. When a shift transfer is initiated pursuant to the annual shift re-alignment that typically occurs in January of each year, the employee will be given at least 30-days written notice of the transfer, unless otherwise mutually agreed upon by Labor and Management.

16.4 LIFE SAFETY DIVISION

The normal work schedule for life safety division employees will be four (4) ten hours days per workweek with an additional nonpaid lunch period and a three day weekend unless mutually agreed upon by labor and management. The City will make every reasonable effort to schedule workweeks to allow either a Friday or Monday off, as defined by seniority with considerations of division staffing needs.

As permitted by OAR 839-020-0050(7), this article allows employees, with prior approval of their supervisor, to combine their two (2) fifteen minute periods of rest with their non paid lunch for a combined one hour lunch period. Generally the lunch period will be taken between 11:00 am and 2:00 pm.

16.5 OVERTIME

All time worked in addition to an employee's normally scheduled shift shall be compensated at time and one half. All incentive and team pay will be included in an employee's base rate of pay when calculating overtime rates.

16.6 STARTING TIMES

Normal starting time for all employees will be 7 am. Changes in starting and dismissal times will not be made by the City without the Fire Chief first meeting and conferring with Union representatives regarding such changes.

16.7 MODIFICATION OF NORMAL WORK SCHEDULE

The normal work schedule for an employee may be modified, if necessary, upon request by the employee and approval by the City, to attend training courses.

If the modification results in the employee working more than 204 hours in the 27-day cycle, the employee will receive overtime compensation for the excess hours.

If the modification results in the employee working fewer than 204 hours in the 27-day cycle, the employee will not be eligible for FLSA overtime compensation. An employee will not be paid less than their normal monthly salary as a result of a schedule modification made under this section.

This section applies to both life safety and fire suppression employees.

16.8 TRAINING DIVISION

The normal work week for employees assigned to the training division is 40 hours per week. Any deviation from a normal week consisting of four (4) ten-hour days ~~for~~ or five (5) eight-hour days shall be mutually agreed upon by union and management.

ARTICLE 17 - INSURANCE

17.1 MEDICAL, DENTAL, VISION

Effective July 1, 2019, and for the life of this agreement, the City agrees to provide as the "Core" plan, a preferred provider medical plan that contains an in-network individual annual out-of-pocket maximum no greater than \$2,250 and a family annual out-of-pocket maximum no greater than \$4,750. This plan will contain a separate individual pharmacy out-of-pocket maximum no greater than \$1,000 and a family pharmacy out-of-pocket maximum no greater than \$2,000. The City will provide the plan as the "Core" plan to all eligible employees and their dependents, with a substantially comparable level of medical and vision benefits offered to enrolled employees and their dependents as was in effect on July 1, 2017, under the City's "CoPay" Plan. The City will also provide a City of Gresham base dental plan with orthodontia or substantially comparable dental plan.

The City will continue to offer the current Kaiser Medical Plan with Vision and/or Prescriptions and a Kaiser Dental or substantially comparable HMO and DMO plans.

There will be no employee cost share for the Core Plan in any coverage tiers for the Plan year 2019-2020. The following premium cost sharing formula will apply to the Core plan commencing July 1, 2020, and will remain in effect for the life of this agreement:

The City shall pick up the first 10% of any increase in the Core medical and vision insurance premiums on a per tier basis. Any increase in premiums above this percentage shall be shared between the City and the individual unit members on a 50%/50% basis.

The annual premium cost sharing calculation shall be calculated using the increase in the actual total Monthly Premium on a per tier basis over the prior year's actual Total Monthly premiums. If employee cost sharing results from the cost sharing calculation, it will be added to the prior year employee contribution. If the premium increase for the year being calculated does not exceed the 10% threshold, the existing employee contribution will stay in effect and no additional contribution will be added.

The City will pay up to the City's full Core plan contribution for the employee and their eligible dependents for the

plan year beginning July 1, 2019. Subsequent plan years will be subject to the premium cost sharing formula described above. If the employee enrolls in a plan with a premium rate greater than the City’s Core plan contribution, the employee will pay the difference in cost between the City’s Core plan contribution and their chosen plan’s premium rate. In any event, the City’s obligation for premium payments will not exceed the lesser of the amounts paid towards the Core plan noted above or the actual premium rate for the plan in which the employee enrolls.

The City agrees to provide the association with all rate changes and annual enrollment plan information within one week of receipt of such information from the benefit administrators and/or insurance carriers.

Employees who have a spouse or domestic partner enrolled in any medical plan offered through the City, including Kaiser, will be responsible for a \$50 monthly eligibility surcharge in addition to any employee cost share for the plan selected. The \$50 surcharge will be waived if the spouse or domestic partner is: (a) enrolled in their own employer’s group health plan; (b) is regularly scheduled to work less than 30 hours per week for their employer; (c) is not employed; or (d) is not eligible for their own employer-sponsored health plan. Employees will be required to verify the spouse or domestic partner’s other coverage enrollment, working status, and whether they qualify for an exemption from the surcharge a minimum of once per year. Employees will be permitted to re-verify their spouse or domestic partner’s coverage and/or employment status as often as once per month to reflect changes to that status.

Employees agree to work cooperatively with the City and the Employee Benefits Advisory Committee to recommend plan changes that would maintain or improve the level of benefits described above while minimizing health plan costs.

Medical, Dental and Vision benefits are outlined in the City of Gresham Open Enrollment Guide published in May of each calendar year and summarized in the benefit summaries located on the City’s benefit website.

MEDICAL, DENTAL, VISION CONTRIBUTIONS FOR PART TIME EMPLOYEES

The City will pay a prorated amount towards medical and dental coverage for limited term and regular status unit members who work between 20 and 30 hours per week. The city’s contribution will be prorated as follows:

For a Limited Term or Regular Status work schedule greater than or equal to this portion of one Full Time Equivalent (FTE)	The City will contribute this percent of the amount paid toward one full time employee’s medical and dental benefit.
.50 FTE	50%
.55 FTE	60%
.60 FTE	70%
.65 FTE	80%
.70 FTE	90%
.75 FTE	100%

17.2 LIFE INSURANCE

The City agrees to provide \$50,000 life insurance and accidental death and dismemberment protection for each employee.

17.3 INCOME PROTECTION

The City agrees to provide a long-term disability insurance plan for each employee. Income protection shall be 60 percent of the disabled employee's salary.

17.4 FLEXIBLE SPENDING ACCOUNT

The City will offer a flexible spending account (FSA) program that meets the requirements of Section 125. Participation in this program is voluntary.

17.5 HEALTH REIMBURSEMENT ACCOUNT (HRA/VEBA)

The City agrees to contribute each month the dollar value equivalent of 2.7% of top step firefighter monthly salary to a Health Reimbursement Account/Voluntary Employees' Beneficiary Association (HRA/VEBA), for all employees covered by this agreement, to be used by an employee, at their option, for either pre or post-retirement eligible medical expenses.

17.6 SURVIVOR BENEFITS

In the event of a line of duty death, the City of Gresham shall provide, and pay said medical/dental insurance premiums, for a two (2) year period to the employee's immediate surviving family that would be eligible under the City plans had the employee been active. Medical/dental benefits are to be, at a minimum, equal to the plans in effect for the unit membership. Aforementioned benefit shall be in effect if said line of duty death conformed to the Federal Public Safety Officers Benefit Law. Said benefit shall cease if the surviving spouse remarries or after 24 months, whichever is sooner.

17.7 MEDICAL EXPENSE REIMBURSEMENT PLAN (MERP)

PLAN AND TRUST PARTICIPATION. If feasible, on or before July 1, 2024, the City shall establish participation in the IAFF Medical Expense Reimbursement Plan (MERP) of the Washington State Council of Fire Fighters Employee Benefit Trust (Trust), with the Union's cooperation and assistance. The cost of establishing participation in the MERP and the Trust shall be at no cost to the City. The Union shall pay for costs associated with establishing participation in the MERP through direct payments to the Trust or the Trust's designee as directed by the Trust.

The City is not a party to the Trust, and has no obligations to the management, regulatory compliance, or performance of the trust. In the event the Trust or the MERP becomes insolvent or unable to pay, the City has no financial obligation to the trust, the Trust's or MERP's members, or to the Union.

The purpose of the MERP and the Trust shall be to provide for retiree health care expense reimbursement benefits. The MERP and the Trust shall be and remain separate and apart from any City health insurance funding program, unless changed by mutual written agreement of the parties to this agreement.

INDEMNIFICATION. The Union agrees to indemnify and hold the City harmless from and against any and all claims, suits, orders, judgments, or other damages and liabilities of any nature, including litigation expenses, which may arise as a result of making contributions (or payroll deductions) and complying with the obligations of this Article 17.7.

CONTRIBUTIONS. Beginning on July 1, 2024, eligible employees will make a mandatory contribution of \$75 per pay period on a pre-tax basis, as permitted by law. The City will deduct the employee contribution each pay period and remit the contribution to the MERP pursuant to this Article 17.7. All eligible employees must contribute the same amount.

Beginning on July 1, 2025, the City will make contributions as well to the MERP, on behalf of each eligible employee, as set forth below. The City will make a mandatory contribution of \$75 per pay period on a pre-tax basis, as permitted by law, for every eligible employee.

Eligible employees are responsible for tax and pension benefits implications as a result of the City's contributions made pursuant to this Article.

The monies contributed to the MERP and remitted to the Trust shall only be used for post-separation retiree health insurance premiums or health care expenses as allowed by law. No eligible employee shall be permitted to opt-out of the mandatory contributions or receive any portion of the contribution in cash or leave.

REMITTANCE OF CONTRIBUTIONS. The City shall remit, per pay period, all payroll contributions directly to the Trust. Those contributions shall be remitted directly to the custodian of the Trust within 30 calendar days of the date the payment would have been payable to the employee.

REPORTING TO TRUST OFFICE. The City will comply with reasonable rules set by the Trust with regard to reporting and depositing the required contributions as set forth above, which typically involves providing the Trust with the name, social security number (only if required by law), and amount paid for each eligible employee. In the event the reporting requirement of the Trust requires reporting beyond that which the City typically provides, the City may require the Union to pay for any costs related to programming, creating, or producing such reports. Prior to engaging in any activity that could result in such an expense, the City will secure the Union's authorization.

ELIGIBLE EMPLOYEE DEFINED. For purposes of this section "eligible employees" shall be defined as those members of the bargaining unit who have successfully completed their entry probationary period per Article 9.

ARTICLE 18 - COMPENSATION

18.1 PERS PICKUP

The City agrees to continue its participation in the Public Employees Retirement System ("PERS") and the Oregon Public Service Retirement Plan ("OPSRP") or their equivalents should the name of the public retirement plans change.

The City agrees to pick up the employee's portion of the retirement contributions to PERS and OPSRP, not to exceed the required rates, as permitted by law, which is currently six percent (6%) of the employee's monthly salary, for such employee contribution.

The employee's contributions paid by the City under this Article 18.1 shall not be considered to be "salary" for the purposes of determining the amount of employee contributions required to be contributed pursuant to the law. The City shall pay an amount equal to six percent (6%) of the employee's monthly salary, not to be deducted from the salary, as the employee's contribution to the employee's account in that program.

The City's payment of an employee's contribution is governed by ORS 238, et seq. and ORS 238A, et seq, or as renumbered.

Section 1. Public Employees Retirement System ("PERS") Members. For the purposes of this Section 1, "employee" means an employee who is employed by the City on August 28, 2003 and who is eligible to receive benefits under ORS Chapter 238 for service with the City pursuant to Section 2 of Chapter 733, Oregon Laws 2003.

Retirement Contributions. On behalf of employees, the City will continue to “pick up” the six percent employee contribution, pursuant to the law.

Section 2. Oregon Public Service Retirement Plan (“OPSRP”) Pension Program Members. For the purposes of this Section 2, “employee” means an employee who is employed by the City on or after August 29, 2003 and who is not eligible to receive benefits under ORS Chapter 238 for service with the City pursuant to Section 2 of Chapter 733, Oregon Laws 2003.-

Contributions to Individual Account Programs (“IAP”). As of the date that an employee becomes a member of the Individual Account Program established by Section 29 of Chapter, Oregon Laws 2003, and pursuant to Section 3 of that same chapter, the City shall pay an amount equal to six percent (6%) of the employee’s monthly salary, not to be deducted from the salary, as the employee’s contribution to the employee’s account in that program, which includes the Employee Pension Stability Account (“EPSA”).

Section 3. Effect of Changes in Laws. In the event that the City’s payment of a six percent (6%) employee contribution under Section 1 or Section 2, as applicable, must be discontinued due to a change in law, valid ballot measure, constitutional amendment, or a final, non-appealable judgment from a court of competent jurisdiction, the City shall increase by six percent (6%) the base salary rates for each classification in the salary schedules in lieu of the six percent (6%) pick up. This transition shall be done in a manner to assure continuous payment of either the six percent (6%) contribution or a six percent (6%) salary increase.

For the reasons indicated above, or by mutual agreement, if the City ceases paying the applicable six percent (6%) pick up and instead provides a salary increase for eligible bargaining unit employees during the term of the Agreement, and bargaining unit employees are able, under then-existing law, to make their own six percent (6%) contributions to their PERS, OPSRP or other PERS or OPSRP accounts as applicable, such employees’ contributions shall be treated as “pre-tax” contributions pursuant to Internal Revenue Code, Section 414 (h)(2).

18.2 SALARY SCHEDULE

Effective July 1, 2023, step 0 (training step) for Firefighter will be eliminated. Top step Firefighter (F18) and top step Fire Inspector (F19) will be increased by four percent (4%) of the base wage. Deputy Fire Marshal 1 (F20) and Fire Lieutenant (F21) will be 10% above top step F18 and F19. Deputy Fire Marshal 2 and Fire Captain (F22) will be 10% above top step F20 and F21. Fire Marshal and Fire Battalion Chief (F24) will be 25% above top step F22.

All other step differentials are outlined in Article 18.3 as part of the compensation schedule movement. Effective July 1, 2024, top step Firefighter (F18) and top step Fire Inspector (F19) will be increased by four percent (4%) of the base wage. Deputy Fire Marshal 1 (F20) and Fire Lieutenant (F21) will be 10% above top step F18 and F19. Deputy Fire Marshal 2 and Fire Captain (F22) will be 10% above top step F20 and F21. Fire Marshal and Fire Battalion Chief (F24) will be 25% above top step F22.

Effective July 1, 2025, top step Firefighter (F18) and top step Fire Inspector (F19) will be increased by four percent (4%) of the base wage. Deputy Fire Marshal 1 (F20) and Fire Lieutenant (F21) will be 10% above top step F18 and F19. Deputy Fire Marshal 2 and Fire Captain (F22) will be 10% above top step F20 and F21. Fire Marshal and Fire Battalion Chief (F24) will be 25% above top step F22.

Effective July 1, 2026, top step Firefighter (F18) and top step Fire Inspector (F19) will be increased by four percent (4%) of the base wage. Deputy Fire Marshal 1 (F20) and Fire Lieutenant (F21) will be 10% above top step F18 and F19. Deputy Fire Marshal 2 and Fire Captain (F22) will be 10% above top step F20 and F21. Fire Marshal and Fire Battalion Chief (F24) will be 25% above top step F22.

See Appendix A for Hourly calculation rates.

18.3 SCHEDULE MOVEMENT

New Firefighters shall be eligible to advance on the salary schedule after completing probationary period, which starts on Day 1 of the Fire Academy, per Article 9. At the successful completion of probation, the Firefighter will advance one step at five percent (5%). The completion of probation will establish their annual anniversary date for future step increases. Thereafter the Firefighter will advance annually on their anniversary date at five percent (5%) increments until they reach step 5 of the range. The final increase between step 5 and top step will be twenty percent (20%).

For all other classifications on the salary schedule, employees shall be eligible to advance one step after successfully completing their probationary period. The completion of probation will establish their annual anniversary date for future step increases. Employees will advance annually on their anniversary date at five percent (5%) increments until they reach step 5 of the range. The final increase between step 5 and top step will be twenty percent (20%).

18.4 PROMOTION

Employees promoted to a higher classification shall have their salary adjusted to the top of the new classification's pay scale. The new rate of pay shall be effective on the date of promotion. The date of the appointment shall become their new anniversary date for future salary increases.

The Fire Chief may detail a lieutenant to fill officer and firefighter vacancies as needed between fire companies. The personnel that are detailed usually will be the three least senior lieutenants in the department. However, other lieutenants may be detailed as mutually agreed upon by labor and management.

18.5 EMT PAY

In addition to the rate shown above, employees who are Oregon State certified EMT-P will be paid a salary premium of 10% on their base pay.

Battalion Chiefs shall not receive EMT-P pay.

18.6 SPECIALTY TEAMS AND SPECIAL SKILLS

Team member's selection and assignment to Specialty Teams and for Special Skills shall be at the discretion of the Fire Chief in consideration of indicated interest, seniority, demonstrated skill and station assignment. Standards for assignment to all positions and maintenance of assignments are at the discretion of the City. Primary duties of the department shall be maintained and used as a basis for all special team assignments.

Battalion Chiefs shall not receive Specialty Team or Special Skills pay.

18.7 TEAM LIMITS

Employees may not be assigned to more than two Specialty Teams.

18.8 HAZARDOUS MATERIALS TEAM

Employees assigned to serve as members of the Hazardous Materials Team and have completed the applicable training to the satisfaction of the Team Leader, or who have been assigned to, and participating, with the team for a period of four (4) months. shall be compensated at the rate of five and one quarter percent (5.25%) of their base pay. These duties include participation in confined space entry as part of the Technical Rescue Team. The rate of pay

above assumes four and one quarter percent (4.25%) for Hazardous Materials and one percent (1%) for confined space entry.

18.9 WATER RESCUE TEAM

Employees assigned to serve as members of the Water Rescue Team and have completed the applicable training to the satisfaction of the Team Leader, or who have been assigned to, and participating, with the team for a period of four (4) months shall be compensated at the rate of three percent (3%) of their base pay.

18.10 SCUBA DIVE TEAM, SWAT

Employees assigned to serve as members of the Dive Team and the City of Gresham SWAT Team and have completed the applicable training to the satisfaction of the Team Leader, or who have been assigned to, and participating, with the team for a period of four (4) months shall be compensated at the rate of three percent (3%) of their base pay.

18.11 TECHNICAL RESCUE TEAM

Employees assigned to serve as members of the Technical Rescue Team (TRT) and have completed the applicable training to the satisfaction of the Team Leader, or who have been assigned to, and participating, with the team for a period of four (4) months shall be compensated at the rate of three percent (3%) of their base pay. The City shall maintain an on duty minimum staffing level that meets the requirements of OR-OSHA for a confined space entry. Scheduling of time off by TRT members shall be consistent with Article 14.4.

18.12 URBAN SEARCH AND RESCUE TEAM

Participation in the Oregon State Urban Search and Rescue Team (USAR) requires assignment to the Technical Rescue Team (TRT). Employees assigned as members of the USAR Team and have completed the applicable training to the satisfaction of the Team Leader, or who have been assigned to, and participating, with the team for a period of four (4) months shall be compensated at the rate of three percent (3%) of their base pay for a total of six percent (6%) when combined with Technical Rescue Team (TRT) pay.

18.13 SELF CONTAINED BREATHING APPARATUS (SCBA) TECHNICIAN

Employees certified and assigned to maintain Self Contained Breathing Apparatus (SCBA) shall be compensated at the rate of four and one quarter percent (4.25%) of base pay.

18.14 FIELD TRAINING OFFICER

The City may occasionally assign a member of the bargaining unit to serve as a Field Training Officer (FTO). The FTO will coach and train another employee who is completing a Field Training Manual through the Board on Public Safety Standards and Training or an evaluation related to an internship through the Oregon Health Sciences University. In such situations, the parties agree to the following:

- a) **Suppression:** When an employee is serving as an FTO for another employee who is in the same classification, the FTO will receive additional compensation equal to five percent (5%) of regular base salary. The additional five percent (5%) will be for each shift during which the employee performs FTO duties.

- b) **Life Safety:** When an employee is serving as an FTO for another employee who is in the same classification, the FTO will receive additional compensation equal to five percent (5%) of regular base salary. The additional five percent (5%) will be for the period of time during which FTO duties are actually performed and shall be calculated to the nearest quarter hour.

18.15 MINIMUM CALLBACK

An employee called back to work after completing the employee's shift or on the employee's day off shall be credited with not less than three (3) hours compensation at the rate of time-and-one-half (1.5) for each instance of callback.

The callback minimum for Deputy Fire Marshals shall be a minimum of three (3) hours compensation at the rate of time-and-one-half (1.5).

The above call back provisions shall be applicable only when the callback results in hours worked which are not annexed consecutively to either end of the employee's regularly scheduled work shift. Additionally, should an employee who has been called back to work wish to be excused from duty prior to having been on duty for three (3) hours, the employee may, with the employee's supervisor's approval, be excused prior to completing three hours of work, in which event the employee will receive callback pay only for the time actually worked.

18.16 ON-CALL STATUS

Duty Period. In order to provide effective after-hours response, Life Safety Investigators will be assigned to on-call duty (740) periods of one-week or less duration on a rotating basis. The City will make every reasonable effort to assign work in such a manner as to assure parity of on-call duty, utilizing a minimum 4-person rotation. If the 740 staffing is reduced below 4 persons, then the open rotation position will temporarily be filled by order back, by the Fire Marshal or another manner as agreed to by the City and Union. The City will take action to restore the minimum 4-person rotation as soon as possible. Staffing levels, certification levels, and other personnel issues may require the Fire Marshal to be part of the 4-person rotation.

Duties. During the period that an investigator is assigned to 740 on-call duty, the investigator will remain available to contact by cell phone in order to respond to emergency calls. The investigator will be free to use the on-call time for personal activities, so long as the investigator remains available for contact and response. If the on-call investigator knows they will be unavailable during their on-call assignment, it will be that investigator's responsibility to arrange for back-up coverage, and the investigator may utilize trade time. In the event a trade is not possible, the assigned investigator will notify the Fire Marshal at least three (3) days prior to the scheduled assignment. At the City's discretion, the Fire Marshal may personally cover the on-call period or provide for coverage by order back. Should the City decide the Fire Marshal is needed to cover 1 of the 4-person rotations, the City will provide 30 calendar days' notice if possible. Order backs will be issued as to assure parity in order back hours assigned to individual investigators. Investigators will make all reasonable efforts to obtain trade time and not force on-call assignments.

Pay. Life Safety Investigators who are assigned to the regular 740 on-call rotation, exclusive of the Fire Marshal, will receive a salary premium of ten percent (10%) of the highest monthly base wage step of the individual employee's classification specification.

Order Back Pay. In addition to the salary premium, Investigators ordered back to on-call status beyond their normal on-call week will be compensated at the Portland-Metro minimum hourly wage rate, which is currently \$15.45 per hour, for every on-call hour worked, subtracting any hours for straight time, overtime, or any other paid hours on the day the order back was worked. The City and Union define order backs as working on-call beyond the employee's normal on-call week and not on trade time as referenced in Article 18.16. Life Safety Division employees not assigned as part of the 740 rotation, and who have the necessary training, may voluntarily work and receive Order back pay as detailed above. These employees are not eligible for the salary premium.

Trade time for regular on-call rotation shifts is not considered an order back. Therefore, the City will not pay on-call order back pay to Investigators who work a traded on-call shift.

There will be no stacking (receiving pay twice or more for the same hours) of on-call order back pay with straight-time, overtime, or any other pay except as permitted by the section titled, "Order Back Pay" above. Therefore, Investigators called in for an investigation, held over at the end of their workday, or scheduled to start early will be paid overtime in accordance with Article 16.5 Overtime, and other applicable articles.

Retroactivity. The change to the terms of the "Pay," section salary premium from five percent (5%) to ten percent (10%) of the highest monthly base wage step of the employee's classification specification will be effective retroactive to July 1, 2023, upon ratification and approval of the collective bargaining agreement (CBA) by the City Council and subsequent execution of the successor CBA.

"Order Back Pay" section of Article 18.16 On-Call Status will be effective and implemented on the first day of the month following both ratification and approval of the collective bargaining agreement (CBA) by the City Council and subsequent execution of the successor CBA. The City will not provide retroactive pay to employees due to the changes to the "Order Back Pay" section of Article 18.16 On-Call Status. Prior to the effective date, the Parties will apply the terms on order back on-call pay as described in the parties' November 8, 2023 grievance settlement.

Removal from On-Call Duty. In the event that an investigator declines or is unavailable for response during an assigned on-call duty week and has not arranged for back-up coverage as provided herein, the investigator may be removed from on-call rotation. An investigator removed from on-call duty under this section will no longer be eligible for the salary premium or order back compensation. Reinstatement to on-call duty after removal under this section will be at the discretion of the Fire Chief or their designee.

18.17 VACATION BUY-OUT

Employees receiving premium and/or specialty team incentive pay at the time of their retirement will receive the same amount calculated for the purpose of vacation "buy out". Premium and Specialty Team assignments include, but are not limited to: EMT-Paramedic, Hazardous Materials Team, Urban Search and Rescue / Technical Rescue Team, Water Rescue Team, Dive Team, SWAT Team, SCBA Technician and 740 investigator.

18.18 DEFERRED COMPENSATION

Subject to applicable federal regulations, the City agrees to provide an employee-paid deferred compensation plan that provides for payment at a future date for services currently rendered by eligible employees. Each new employee will be automatically enrolled in the City's deferred compensation program, at the rate of three percent (3%) of their pre-tax wages, unless the employee chooses to opt out of the program or changes the rate of contribution. The 3% will be deducted (pre-tax) from each paycheck. New employees include newly hired employees, rehired employees, and employees changing employment status from temporary to regular or limited term.

18.19 SPECIALTY TEAMS CERTIFICATION PAY

Should the City eliminate the USAR Team, the certification pay and any associated pay for that specialty team will go away effective at the end of the pay period in which the team ends. The City will provide the Union with 90 calendar days' notice prior to the elimination of the team.

18.20 LONGEVITY PAY

In consideration of employee retention and depth of experience, and to reward employees for their dedication to the City, the City shall pay longevity pay to long-term City of Gresham employees.

Eligibility will be based on continuous service calculated in full months as listed below and will be determined based on the anniversary of the employee’s hire date and is subject to the limitations of this Article 18.20. Continuous service means service unbroken by separation from City employment that results in a new date of hire. Additionally, the following approved leave without pay periods are not considered a break in service:

- (1) ninety (90) calendar days or fewer for qualifying protected leave in which an employee is eligible (e.g., OFLA, FMLA, PLO, ADA accommodation, etc.), or
- (2) Between ninety-one (91) calendar days and 364 calendar days for reasons that qualify for protected leave (e.g., OFLA, FMLA, PLO, ADA accommodation, etc.), whether or not the employee is eligible. However, for any leave taken as described in this subsection (2), the City will adjust the employee’s previously accrued continuous service credit proportionally by the number of days the employee was on leave and that exceed 91 days and up to 364 days if permitted by state and federal law.

The following approved leave without pay periods will break the employee’s previously accrued continuous service credit, regardless of whether the employee receives a new hire date, and the employee will be ineligible for prior service credit, except as required by state and federal law:

- (3) thirty-one (31) calendar days or longer for all other reasons not covered in subsections (1) and (2), or
- (4) 365 days or longer for reasons that qualify for protected leave (e.g., OFLA, FMLA, PLO, ADA accommodation, etc.), whether or not the employee is eligible.

Upon eligibility, employees shall receive longevity payments as specified in the table below. The longevity payment amount/percentage will be calculated using only the current base salary for the top step Firefighter classification as outlined in the Salary Schedule in Appendix D, such that all employees with the same requisite full months of service receive the same payment amount. Specialty team pay, special skills pay, special assignment pay, or any other add pays an employee currently receives are excluded from the calculation.

An equal portion of the total longevity payments will be made each pay period and will be reflected on each paycheck the employee receives. The payments will continue until the eligible employee attains the requisite full months of service to advance to the next tier.

Beginning on July 1, 2024, and upon eligibility, employees shall receive the following total longevity payments:

Months of Service Completed	Beginning Month of Payments*	Amount of Top Step Firefighter Regular Base Salary*
120 months (10 years)	121	1.0%
180 months (15 years)	181	1.5%
240 months (20 years)	241	2.0%

* Employees will receive their first longevity payment on the paycheck immediately following the employee’s completion of the full months of service identified in the table above.

Beginning on January 1, 2026, and upon eligibility, employees shall receive the following total longevity payments. The longevity payment percentages below reflect the total amount employees will receive and the percentage/amount is not in addition to any other longevity payments employees may have previously received.

Months of Service Completed	Beginning Month of Payments*	Amount of Top Step Firefighter Regular Base Salary*
120 months (10 years)	121	1.0%
180 months (15 years)	181	2.0%
240 months (20 years)	241	3.0%

* Employees will receive their first longevity payment on the paycheck immediately following the employee’s completion of the full months of service identified in the table above.

18.21 COMPENSATORY TIME OFF – FORTY (40) HOUR EMPLOYEES

When applicable, the accrual rate of compensatory time for employees assigned to a 40-hour work schedule will be time and one-half for each hour of overtime worked. Compensatory time (comp time) may be used at times mutually agreed upon by employees and supervisors. The accrual and use of compensatory time will be reported on the time and attendance records (e.g., e-time) in the pay period it was earned or used.

An employee may accumulate a maximum of 80 hours of compensatory time credit at any given time. Hours worked that result in accruals beyond the 80-hour maximum will be paid as overtime following the pay period in which it was accrued.

Employees may opt to cash-out all or a portion of accrued comp time once each year. When doing so, employees must provide written notice by November 1 of each year. The City's obligation to cash-out comp time shall only be required with the proper notice. Compensatory time cash-out payments will be made on the last paycheck in November provided written notice is received by November 1st and the request does not exceed the employee's comp time balance accrued through November 5th. Comp time earned between November 6th and December 31 will not be considered in a comp time bank cash out.

A maximum of 60 hours of compensatory time may be transferred into a new calendar year. On January 31st of each year, all compensatory time in excess of 60 hours that was earned in the previous calendar year will automatically be paid out in cash to the employee. The 60 hours transferred into the new calendar year are incorporated into the 80-hour maximum described above in this section.

Employees will be compensated for accumulated comp time upon separation or promotion into a non-represented position.

ARTICLE 19 - GENERAL PROVISIONS

19.1 OUTSIDE EMPLOYMENT

Employees presently employed by any company, other than the City, must keep the City advised of said employment. Such employment must:

- a) Be compatible with the employee's City work;
- b) In no way detract from the efficiency of the employee in the employee's City work;
- c) In no way be a discredit to City employment; and
- d) Not take preference over extra duty required by City employment.

19.2 EXISTING CONDITIONS

It is the intent of the parties that employees covered by this Agreement shall suffer no loss of compensation by the execution of this Agreement.

19.3 LABOR-MANAGEMENT COMMITTEE

The parties agree to establish a joint Fire Department Labor-Management Relations Committee which shall meet at least quarterly to discuss ongoing labor-management issues. The committee will consist of up to five persons from Contract No. 312445

Management and up to five persons from the Union, each of whom will be expected to maintain ongoing membership on the Committee until permanently replaced.

19.4 CONTRACTING OUT

The City shall not contract or subcontract out work presently and regularly performed by members of the bargaining unit without first notifying and bargaining with IAFF Local 1062 regarding the decision to subcontract and the effects of subcontracting.

19.5 SENIORITY LIST

On or before January 1 of each year that this Agreement is in force, the City shall prepare a seniority list of all employees covered by this Agreement. The seniority list shall contain the name of each employee and the employee's date of hire. A copy of this list will be made available to the Union.

When an employee takes a leave of absence without pay for more than 30 consecutive calendar days, the time spent on leave does not count toward seniority accrual, except as required by state or federal statutes. The employee's hire date on the seniority list will be adjusted forward based on the length of such a leave of absence.

19.6 PERSONNEL RECORDS

Any employee, upon written request, shall have reasonable access to the employee's personnel file, except those materials which are confidential by law. Any employee shall have the right to reproduce any material in the employee's personnel file subject to the above limitation. Copies of all written warnings and any notices of disciplinary action placed in an employee's personnel file will be provided to the employee. Any material in the file shall be removed with mutual agreement of the employee and the City pursuant to the applicable ORS.

19.7 LIGHT DUTY ASSIGNMENT

Employees returned to work on light duty assignments shall suffer no loss of accrued leave benefits as a result of changing from a suppression workweek to an administrative workweek or vice versa. In the event such an assignment occurs, the employee's hours utilized will be converted to the appropriate rate. (See attachment under Appendix A for current suppression workweek hours.)

19.8 CONVERSION FACTOR

For any assignments of a more permanent nature (i.e. Training, Life Safety, or Administration), the conversion will be made as of the first day of the month following the change in workweek. During the interim period from the date of the workweek change until conversion of the banks is made, the employee will reflect the conversion hours on the employee's time and attendance report.

Employees transferring from the fire suppression work period to the forty (40) hour workweek will have their accrual and bank hours converted to assure the same total dollar value for a given benefit or time. A reverse conversion of hours and benefits will be made for employees converting from the forty (40) hour workweek to the fire suppression work schedule. The formula for these conversions is shown in Appendix A. The current method for converting balances from a 51.47 hour to forty (40) hour is to use the conversion factor of 1.2868 by dividing the hours by the conversion. Converting from forty (40) hour to 51.47 hour would require multiplying the balance by the conversion factor.

Any changes to the suppression workweek hours will require a correction of the conversion factors under Appendix

A.

During temporary and light duty assignments, only those hours utilized will be converted.

19.9 TOBACCO PRODUCT USE

As a term and condition of employment, employees are prohibited from using tobacco products in any form, including e-cigarettes/vaping, while on duty. Use for verifiable medical and religious reasons shall be permitted. Employees needing to use tobacco products for verifiable medical or religious reasons shall notify the Fire Chief in writing.

The occasional use of a tobacco product (i.e. a cigar) for the purpose of celebration would not be considered a violation of this section.

Any employee who enrolls in, and successfully completes, an approved tobacco cessation program will have up to \$150 of their out-of-pocket cost for the program reimbursed to them upon providing satisfactory receipts for incurred expense. Employees must seek pre-authorization from the Fire Chief before enrollment and their tobacco-free status must be validated six months after program enrollment.

Program approval will be based upon the recommendation of the Oregon Tobacco Quit Line or through the employee's health care provider. Validation will be provided through the approved program, the employee's health care provider, or commercially available home testing kits.

19.10 PAYROLL OVERPAYMENT/UNDERPAYMENT PROCESS

Employees are subject to the Overpayment and Underpayment Process policy found in the Gresham Procedure Manual (GPM) dated November 1, 2018.

19.11 SUBSTANCE ABUSE POLICY AND TESTING PROCEDURES

Employees are subject to the Employee Substance Abuse Policy and Testing Procedures found in Appendix B.

ARTICLE 20 - SAVINGS CLAUSE

Should any provision of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision shall apply only to the specific provision directly affected by such decision. Upon the issuance of such a decision, the Union and the City agree to negotiate a substitute, if possible, for the invalidated provision.

ARTICLE 21 - DURATION


This Agreement shall be effective retroactive to July 1, 2023, and shall remain in full force and effect through June 30, 2027. It shall be renewed automatically from year to year thereafter, unless either party shall notify the other in writing, not later than January 15, of the expiring year, or any subsequent year, that it wishes to terminate or modify this Agreement for any reason.

Any specified Article or Articles of this Agreement may be opened for renegotiation by mutual written consent of both parties at any time during the life of this Agreement.

EXECUTION OF AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto this 16th day of April 2024.

City of Gresham



Eric Schmidt
Interim City Manager


IAFF Local 1062



Kevin Larson
President, Local 1062

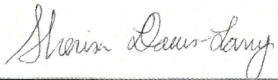


Scott Lewis
Fire Chief




Kestin Kim-Proudfoot
Vice-President, Local 1062

Approved as to Form



sherisa davis-lany
Senior Assistant City Attorney



Jeffrey Teeter
Secretary, Local 1062

4.23.24

APPENDIX A

ANNUAL HOURS CALCULATION, KELLY DAY CYCLES, AND CONVERSION FACTORS

<u>Normal Annual Schedule:</u>	
<u>365</u>	<u>Days per year</u>
<u>52</u>	<u>Weeks per year</u>
<u>24</u>	<u>Work hours per shift</u>
<u>3</u>	<u>Work shifts</u>
<u>121.67</u>	<u>Shifts per year</u>
<u>2,920.08</u>	<u>Annual work hours</u>
<u>56.16</u>	<u>Weekly work hours</u>

<u>Kelly Day 1 in 10 Shifts Cycle</u>	
<u>365</u>	<u>Days per year</u>
<u>52</u>	<u>Weeks per year</u>
<u>24</u>	<u>Work hours per shift</u>
<u>3</u>	<u>Work shifts</u>
<u>109.50</u>	<u>Shifts per year</u>
<u>12.17</u>	<u>Kelly days per year</u>
<u>2,628.00</u>	<u>Annual work hours</u>
<u>24</u>	<u>Pay periods per year</u>
<u>109.50</u>	<u>Work hours per pay period</u>
<u>50.54</u>	<u>Weekly work hours</u>

Example:
121.67 Shifts per year / 10 Shift Cycles = 12.17 Kelly Days per year

<u>Conversion Factor Calculation</u>				
<u>Kelly Day Cycle</u>	<u>Kelly Days per Year</u>	<u>Weekly Work</u>	<u>Annual Work</u>	<u>*Conversion Factor</u>
<u>11</u>	<u>11.06</u>	<u>51.05</u>	<u>2,654.63</u>	<u>1.2763</u>
<u>10</u>	<u>12.17</u>	<u>50.54</u>	<u>2,628.00</u>	<u>1.2635</u>
<u>9</u>	<u>13.52</u>	<u>49.92</u>	<u>2,595.64</u>	<u>1.2479</u>

***To perform conversions of leave banks and hourly pay rate between shift and 40-hour assignments, use the operation specified in the tables below.**

<u>Type of Conversion</u>	<u>From</u>	<u>To</u>	<u>Operation</u>	<u>Conversion Factor</u>
<u>Leave Banks</u>	<u>40-Hour</u>	<u>Shift</u>	<u>Multiply</u>	<u>1.2635</u>
<u>Leave Banks</u>	<u>Shift</u>	<u>40-Hour</u>	<u>Divide</u>	<u>1.2635</u>

<u>Type of Conversion</u>	<u>From</u>	<u>To</u>	<u>Operation</u>	<u>Conversion Factor</u>
<u>Hourly Rate</u>	<u>40-Hour</u>	<u>Shift</u>	<u>Divide</u>	<u>1.2635</u>
<u>Hourly Rate</u>	<u>Shift</u>	<u>40-Hour</u>	<u>Multiply</u>	<u>1.2635</u>

APPENDIX B

SUBSTANCE ABUSE POLICY and TESTING PROCEDURES

1. POLICY AND DEFINED TERMS.

- A. The City and the Association are committed to maintaining a safe and healthy workplace for all employees by identifying the misuse of alcohol and controlled substances, assisting employees to overcome these problems through appropriate treatment and, if appropriate or necessary, disciplinary action. Unless otherwise provided by law, the presence or treatment of substance abuse will not excuse an employee from meeting performance, safety or attendance standards or following other City instructions. Employees who engage in any conduct prohibited under this Policy may be subject to discipline, up to and including discharge, so long as just cause exists for such discipline.
- B. For purposes of this Policy only, the term “controlled substance” shall include: Substances regulated by the Federal Controlled Substance Act (21 USC 812) and those found in Oregon Revised Statute 475.005(6), other mind-altering or function-altering substances that are not approved for human consumption by the U.S. Food and Drug Administration, excluding any substance lawfully prescribed for the employee’s use and used in accordance with the prescription.

Marijuana is defined as a controlled substance for the purpose of this Policy, regardless of whether the marijuana was for medical or recreational use.
- C. The City will maintain an Employee Assistance Program (EAP) at no additional cost to the employee. The general purpose of the EAP will be to reduce problems in the workforce and retain valued employees. The EAP will offer limited professional assistance to employees in dealing with problems of a personal nature, including substance abuse that may have an adverse effect on job performance.
- D. For purposes of this Policy only, the term “reasonable suspicion” shall mean: An objectively reasonable suspicion based on specific, articulable facts or observations such as concerning the employee’s appearance, unusual behavior, speech, breath odor, body movements, abrupt change in pattern of conduct or other reliable indicators. The suspicion must be sufficient to lead a reasonable person to suspect the employee has consumed or is under the influence of controlled substances or alcohol such that the employee’s ability to safely perform their job is reduced. A reasonable suspicion is more than a hunch. An accident with or without a vehicle is not alone grounds for reasonable suspicion.
- E. For the purposes of this Policy only, the term “under the influence” shall mean: Blood Alcohol Content (BAC) of .02% or greater by volume of breath as indicated by an evidential breath test or a positive urine test for the presence of a controlled substance in the employee’s body in an amount that equals or exceeds the Cutoff Concentration (CC) amounts in the CC chart contained in the Mandatory Guidelines for Federal Workplace Drug Testing Programs published in the Federal Register at the time of testing.

2. PRESCRIPTION (RX) AND OVER-THE-COUNTER (OTC) MEDICATION.

- A. Except for medical marijuana, this Policy is not intended to prohibit the lawful possession or use of Rx or OTC medication taken in accordance with the prescription or intended use.
- B. Consumption of Rx or OTC medication that may affect an employee’s ability to safely perform assigned duties must be reported to a supervisor and/or the Human Resources department, before

the employee reports to work. Although an employee is not required to provide the City with the name(s) of the medication(s) taken, medical verification of the prescription may be required. Employees are responsible for consulting with the employee's healthcare provider (HCP) or pharmacist to determine whether there are any side effects or drug interactions that may affect the employee's ability to safely perform assigned duties.

- C. If an employee's use of such Rx or OTC medication(s) could adversely affect City operations or safety of City employees or other persons, the City may reassign the employee to other work or take other appropriate action to accommodate the physical or mental effects of the medication. In some cases, the supervisor may determine the employee should not report to work. The employee may have to receive and provide clearance from the employee's HCP before reporting to work.
- D. There will be no discipline of an employee for reporting, in advance of performing assigned duties, the use of a Rx or OTC medication which the employee believes may affect or impair the employee's ability to perform assigned duties.
- E. Supervisors and Human Resources staff that receive information relating to employee medical issues will be trained to comply with employee privacy rights related to HIPPA, and to keep employees' medical information confidential. Supervisors and Human Resources staff will share employees' information with others only as necessary and in compliance with this Policy and applicable law.
- F. Any costs not covered by the employee's health insurance related to the City's request and lawful medical verification under this Policy will be paid for by the City.

3. PROHIBITED CONDUCT.

The following conduct is prohibited:

- A. Possessing, selling, purchasing, distributing or using/consuming any controlled substance or drug equipment or paraphernalia while on duty;
- B. Failing to promptly report a conviction, arrest, citation, or plea-bargain for a controlled substance-related or alcohol-related criminal or traffic offense within 48 hours (post incarceration if applicable) or before reporting to work, whichever is sooner. All such convictions, arrests, citations, and plea-bargain arrangements must be reported as soon as possible to the Director of Human Resources, and the Chief of FES.
- C. Reporting for work, returning to work, or working under the influence of alcohol or controlled substances;
- D. Abusing any controlled substance which is lawfully prescribed for the employee's use (~~i.e.~~ e.g. by taking it contrary to the employee's HCP instructions, or by unlawfully obtaining it for the purposes of abuse);
- E. Failure to report use of prescribed medication (Rx) or over-the counter drugs (OTC) medication that may affect the employee's ability to safely perform assigned duties prior to reporting to work or while on duty;
- F. Failure to report reasonably known exposure or reasonably known unintentional ingestion of a controlled substance so that appropriate medical steps may be taken to ensure the employee's health and safety;

- G. Failure to comply with “reasonable suspicion testing” and other directives required by the City for enforcement of this Policy. Examples may include, but are not limited to tainting, tampering/altering or diluting samples, falsifying information on testing forms, delaying attendance at a testing location, etc.; or
- H. Failing to cooperate in investigations regarding enforcement of this policy, assisting another person in violating this policy, or engaging in any other violation of this policy, etc.
- I. Employees are required to report known violations of this Policy to their supervisor, the Chief of FES or Human Resources. This provision does not apply to employees who are designated or elected Union representatives when the information relating to such violations was obtained while the representative was acting in their capacity as a Union representative.

4. CALL OUTS.

In the event the City wishes to call out an employee to perform additional duties, at a time when the employee was off-duty, and the employee has consumed intoxicants within eight (8) hours prior to the call out, the employee will notify the employee’s supervisor as to the type and amount of intoxicants the employee has consumed and whether consumption restricts the employee’s ability to work, and the City will decide whether the employee will be called out to perform additional duties.

5. TESTING.

- A. Before a supervisor, acting on behalf of the City under this Policy, may require an employee represented by the Association to submit to any test(s) related to this Policy, the supervisor must first obtain concurrence from the Chief of FES or designee, or Human Resources that the information available to the City regarding the subject employee is sufficient to support reasonable suspicion testing.
- B. Upon establishing reasonable suspicion under this Policy, the City may require the employee to immediately submit to reasonable suspicion testing. This may include urine, saliva, or breath testing. The City shall pay for the costs of the test(s).
- C. Urine testing will only be conducted at a federal Department of Health and Human Services-certified laboratory (NLCP/NIDA/SAMHSA). Breath testing may occur at a City Intoxylizer 8000 station or a medical clinic testing/collection site that is approved by the City for breath testing and which uses instruments on the Federal Register’s Conforming Products List and is HHS certified.
- D. If the City decides that testing is required, the City will immediately notify an Association Executive Board member and will communicate the basis of the reasonable suspicion to the Association Executive Board member. An Association Executive Board member may accompany the employee to the testing location and be present during the testing if the employee desires so long as the Association representative does not interfere with either the pre-testing process or the actual test. If undue delay would be caused by obtaining an Association representative, the City will coordinate with an Association representative so that an Association representative is given the opportunity to be available and present via phone video-conferencing during the transport to the testing location and pre-testing/testing process so long as the representative does not interfere.
- E. The employee who is the subject of reasonable suspicion testing will:
 - 1. Be promptly notified by the City there is a question regarding whether the employee has reported to work with alcohol or controlled substances in the employee’s body and that

the employee has a right to have an Association representative present throughout the notification, testing and referral process subject to 5D;

2. Be allowed to have an Association representative present for any meetings related to substance abuse notification, testing and referral process subject to 5D;
3. Be allowed to refuse to be interviewed or questioned by an employee or agent of the City without the presence of an Association representative, unless a safety emergency is evident;
4. Be allowed to refuse to be subjected to any City-initiated or directed meetings about substance abuse treatment programs/plans, administrative leave, paid or unpaid leave, or "last chance agreements" without the presence of an Association representative. However, the City may direct an employee to leave work and not return until such representation is available;
5. Be provided copies of all documents, materials, information and test results as soon as possible. Unless otherwise specified by the employee, all documents, materials, information and test results will also be provided to the Association, as soon as possible. The City will keep reporting employee information confidential.
6. The employee who is the subject of reasonable suspicion testing will not be allowed to drive to the testing location or home, and the employee may not drive the employee's vehicle until after the employee is no longer under the influence of alcohol or a controlled substance.

6. POSITIVE TEST RESULT.

- A. In the event a test result is positive for controlled substance(s), the City shall require a second (2nd) confirmatory test from the same sample be conducted, using gas chromatography mass spectrograph techniques or equivalent. This second (2nd) test must also yield a positive result to conclude the employee has such substance(s) present in their body.
- B. In the event of a positive test, the City will direct the laboratory to retain a sample for not less than thirty (30) calendar days for the purpose of allowing the employee or the Association to conduct an independent test at their expense at an HHS-certified laboratory. If the additional test reveals the original positive result was in error, the City will be provided a copy of the report and the City will bear the expense of the additional testing.
- C. In the event of a positive test pursuant to this Policy, the employee may be referred to the EAP or drug and alcohol counseling and treatment. The employee will also be subject to discipline, including discharge. An employee's participation in this referral will be considered in determining what, if any, disciplinary action may be taken.
- D. After a positive test pursuant to this Policy, the employee may be subject to unannounced testing for a period to last no longer than two (2) years from the original date of the test result. Any unannounced testing shall be witnessed by an Association representative and will be conducted in the same manner as the reasonable suspicion testing. Any positive test result pursuant to this unannounced testing will result in discipline up to and including discharge.
- E. Failure to comply with a required test shall be treated as a positive test result and will subject the employee to discipline, up to and including discharge.

7. TREATMENT.

- A. If an employee believes they may have an alcohol and/or drug use problem, the employee is encouraged to contact the City's EAP provider, Human Resources and/or seek treatment from a medical professional *before* the problem results in unsatisfactory performance or attendance, or a violation of the City's rules and policies.

If an employee voluntarily enters a rehabilitation program for treatment of their substance abuse dependency, or provides substantiation that they have scheduled an intake assessment or made an appointment with a HCP to address their substance abuse dependency prior to being confronted with reasonable suspicion or other alleged violation of this policy, the employee will not be subject to discipline for violating this policy, provided the employee follows through with the recommendations of their HCP.

If an employee voluntarily enters treatment for their substance abuse dependency or schedules an intake assessment or makes an appointment with a HCP to address their substance abuse dependency after being confronted with reasonable suspicion or other violation of this policy, the employee's action in seeking treatment will be taken into consideration in determining the appropriate level of discipline. Employees will be allowed to obtain treatment for their substance abuse dependency irrespective of whether treatment is sought before or after a violation of this Policy.

- B. Upon written certification from the employee's substance abuse treatment provider that the employee is fit to resume duties, an employee who has not been discharged will be required to follow any after-care requirements or recommendations from the treatment provider, including unannounced testing pursuant to Section 6.D. above, as well as any requirements agreed upon between the City and Association. Return to work will require a written commitment to comply with the terms of this Policy. The voluntary seeking of treatment by an employee cannot be used to avoid the consequences of an act for which the employee would otherwise receive discipline.

8. SEARCHES.

Employees are reminded there shall be no expectation of privacy in property provided by the City to its employees, which includes, but is not limited to: desks, file cabinets, files, offices, drawers, equipment, city vehicles, lockers, etc., all of which remain the property of the City, and will be subject to search at the City's discretion without notice. Refusal to cooperate with lawful searches of City property will be considered a violation of this Policy and may result in discipline, up to and including discharge.

APPENDIX C

Insurance Summaries

Current Summaries are available at: GreshamOregon.gov/Benefits

City of Gresham Health Care Plan – Core Plan 7-1-19

City of Gresham Kaiser Medical Plan 7-1-19

City of Gresham Dental Plan

Kaiser Dental Plan

Willamette Dental Plan

APPENDIX D

Effective July 1, 2023 - June 30, 2024

<u>Job Code</u>	<u>Classification</u>	<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Top Step</u>
<u>4460</u>	<u>Firefighter</u>	<u>F18</u>	<u>\$71,508</u>	<u>\$75,083</u>	<u>\$78,837</u>	<u>\$82,779</u>	<u>\$86,918</u>	<u>\$104,301</u>
<u>4478</u>	<u>Fire Inspector</u>	<u>F19</u>				<u>\$82,779</u>	<u>\$86,918</u>	<u>\$104,301</u>
<u>4476</u>	<u>Deputy Fire Marshal 1</u>	<u>F20</u>			<u>\$86,720</u>	<u>\$91,056</u>	<u>\$95,609</u>	<u>\$114,731</u>
<u>4232</u>	<u>Fire Lieutenant</u>	<u>F21</u>					<u>\$95,609</u>	<u>\$114,731</u>
<u>4475</u>	<u>Deputy Fire Marshal 2</u>	<u>F22</u>					<u>\$105,170</u>	<u>\$126,204</u>
<u>4230</u>	<u>Fire Captain</u>	<u>F22</u>					<u>\$105,170</u>	<u>\$126,204</u>
<u>4075</u>	<u>Fire Battalion Chief</u>	<u>F24</u>					<u>\$131,463</u>	<u>\$157,755</u>
<u>4078</u>	<u>Fire Marshal</u>	<u>F24</u>					<u>\$131,463</u>	<u>\$157,755</u>

Effective July 1, 2024 - June 30, 2025

<u>Job Code Classification</u>	<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Steps</u>	<u>Top Step</u>
<u>4460 Firefighter</u>	<u>F18</u>	<u>\$74,368</u>	<u>\$78,086</u>	<u>\$81,990</u>	<u>\$86,090</u>	<u>\$90,394</u>	<u>\$108,473</u>
<u>4478 Fire Inspector</u>	<u>F19</u>				<u>\$86,090</u>	<u>\$90,394</u>	<u>\$108,473</u>
<u>4476 Deputy Fire Marshal 1</u>	<u>F20</u>			<u>\$90,189</u>	<u>\$94,698</u>	<u>\$99,433</u>	<u>\$119,320</u>
<u>4232 Fire Lieutenant</u>	<u>F21</u>					<u>\$99,433</u>	<u>\$119,320</u>
<u>4475 Deputy Fire Marshal 2</u>	<u>F22</u>					<u>\$109,377</u>	<u>\$131,252</u>
<u>4230 Fire Captain</u>	<u>F22</u>					<u>\$109,377</u>	<u>\$131,252</u>
<u>4075 Fire Battalion Chief</u>	<u>F24</u>					<u>\$136,721</u>	<u>\$164,065</u>
<u>4078 Fire Marshal</u>	<u>F24</u>					<u>\$136,721</u>	<u>\$164,065</u>

Effective July 1, 2025 - June 30, 2026

<u>Job Code</u>	<u>Classification</u>	<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Top</u>
<u>4460</u>	<u>Firefighter</u>	<u>F18</u>	<u>\$77,343</u>	<u>\$81,210</u>	<u>\$85,270</u>	<u>\$89,533</u>	<u>\$94,010</u>	<u>\$112,812</u>
<u>4478</u>	<u>Fire Inspector</u>	<u>F19</u>				<u>\$89,533</u>	<u>\$94,010</u>	<u>\$112,812</u>
<u>4476</u>	<u>Deputy Fire Marshal 1</u>	<u>F20</u>			<u>\$93,797</u>	<u>\$98,487</u>	<u>\$103,411</u>	<u>\$124,093</u>
<u>4232</u>	<u>Fire Lieutenant</u>	<u>F21</u>					<u>\$103,411</u>	<u>\$124,093</u>
<u>4475</u>	<u>Deputy Fire Marshal 2</u>	<u>F22</u>					<u>\$113,752</u>	<u>\$136,502</u>
<u>4230</u>	<u>Fire Captain</u>	<u>F22</u>					<u>\$113,752</u>	<u>\$136,502</u>
<u>4075</u>	<u>Fire Battalion Chief</u>	<u>F24</u>					<u>\$142,190</u>	<u>\$170,628</u>
<u>4078</u>	<u>Fire Marshal</u>	<u>F24</u>					<u>\$142,190</u>	<u>\$170,628</u>

Effective July 1, 2026 - June 30, 2027

<u>Job Code</u>	<u>Classification</u>	<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Top</u>
<u>4460</u>	<u>Firefighter</u>	<u>F18</u>	<u>\$80,435</u>	<u>\$84,457</u>	<u>\$88,680</u>	<u>\$93,114</u>	<u>\$97,770</u>	<u>\$117,324</u>
<u>4478</u>	<u>Fire Inspector</u>	<u>F19</u>				<u>\$93,114</u>	<u>\$97,770</u>	<u>\$117,324</u>
<u>4476</u>	<u>Deputy Fire Marshal 1</u>	<u>F20</u>			<u>\$97,549</u>	<u>\$102,426</u>	<u>\$107,547</u>	<u>\$129,056</u>
<u>4232</u>	<u>Fire Lieutenant</u>	<u>F21</u>					<u>\$107,547</u>	<u>\$129,056</u>
<u>4475</u>	<u>Deputy Fire Marshal 2</u>	<u>F22</u>					<u>\$118,302</u>	<u>\$141,962</u>
<u>4230</u>	<u>Fire Captain</u>	<u>F22</u>					<u>\$118,302</u>	<u>\$141,962</u>
<u>4075</u>	<u>Fire Battalion Chief</u>	<u>F24</u>					<u>\$147,878</u>	<u>\$177,453</u>
<u>4078</u>	<u>Fire Marshal</u>	<u>F24</u>					<u>\$147,878</u>	<u>\$177,453</u>