



**CITY OF KIRKLAND**  
**Human Resources Department**  
123 Fifth Ave, Kirkland, WA 98033 • 425.587.3210  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## **MEMORANDUM**

**To:** Kurt Triplett, City Manager  
**From:** Anh Hoang, Human Resources Director  
**Date:** April 26, 2021  
**Subject:** **Approval of 2021 IAFF Local #2545 Collective Bargaining Agreement**

## **RECOMMENDATION**

By accepting this memo during approval of the consent calendar, the Council is approving the 2021 Collective Bargaining Agreement (CBA) between the City of Kirkland and the International Association of Fire Fighters (IAFF), Local No. 2545.

## **BACKGROUND DISCUSSION**

IAFF Local #2545 represents 105 employees who fill four job classifications (civil service ranks) within the City of Kirkland Fire Department. These classifications include Firefighter, Fire Lieutenant, Fire Captain and Battalion Chief. Represented employees are also certified Emergency Medical Technicians. Our IAFF employees provide 24-hour coverage for fire suppression, technical rescue, water rescue, hazardous materials response, emergency medical responses and patient transport at five fire stations, which are distributed throughout the City. Our IAFF employees also staff the City's Fire Prevention services including, but not limited to, fire plan review, fire permit issuance, fire inspections and fire investigations.

On February 18, 2021, the City and the bargaining team appointed by the new IAFF leadership began negotiating a successor agreement. On March 24, 2021, the parties reached tentative agreement for a one-year contract for 2021.

The following are some highlights of substantive changes in this one-year CBA:

1. Article 21 – WAGES. Cost of Living Adjustment (COLA) of one percent (1%) and an additional market wage adjustment of one percent (1%), both of which are effective January 1, 2021.
2. Article 20 – HEALTH, WELLNESS AND SAFETY. The prior CBA had language regarding a comprehensive wellness and medical program, however, the annual medical physicals had not been implemented due to budgetary and logistical challenges. During the remainder of 2021, the parties agreed to collaborate to retain a qualified provider to provide medical physicals to IAFF bargaining unit members starting on January 1, 2022. The parties agreed on how these mandatory medical physicals will be scheduled by the Department in the future.
3. Article 39 – TERMS OF AGREEMENT. This CBA will be in effect from January 1, 2021 through December 31, 2021.

Members of both Negotiation Teams warrant commendation for their considerate and collaboration spirit throughout this bargaining process. As a result, we are rewarded with a better work product in the contract language we bargained while at the same time, built trust and respect on both sides.

On April 23, 2021, the Local notified the City that the bargaining unit ratified the agreement with 77% of the votes in favor of the tentative agreement.

Staff is pleased to recommend to City Council the approval and adoption of the attached labor agreement with the IAFF Local 2545.

*Attachments:*

1. *Legislative Draft of 2021 CBA between the City of Kirkland and IAFF Local 2545 with Appendix A*
2. *Final Clean Version of 2021 CBA between the City of Kirkland and IAFF Local 2545 with Appendix A*

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# **AGREEMENT BETWEEN**

**the**

**INTERNATIONAL ASSOCIATION OF FIREFIGHTERS  
LOCAL #2545**

**and the**

**CITY OF KIRKLAND**

**January 1, ~~2018~~2021 - December 31, ~~2020~~2021**

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## **PREAMBLE**

This Agreement is made by and between the International Association of Firefighters Local No. 2545, hereinafter referred to as the "Union", and the City of Kirkland, a municipal corporation of the State of Washington, hereinafter referred to as the "Employer".

## **PURPOSE**

The purpose of the Employer and the Union in entering into this Agreement is to set forth their complete Agreement with regard to wages, hours, and working conditions for the Employees in the bargaining unit so as to promote the efficiency and effectiveness of fire prevention; medical aid services and fire suppression; public safety; and harmonious relations between the Employer and its Employees; giving recognition to the rights and responsibilities of the Employer, the Union, and the Employees.

## **ARTICLE 1 – DEFINITIONS**

### **ARTICLE 1**

As used herein, the following terms are defined as follows:

1.1 Bargaining Unit shall mean all Employees in the Kirkland Fire/Building Department in the classifications of Firefighter, Deputy Fire Marshal, Fire Inspector, Fire Lieutenant, Fire Captain, and Battalion Chief.

1.2 Base Pay shall mean Firefighter 5 pay grade as set forth in the Salaries Article of this Agreement.

1.3 City shall mean the City of Kirkland.

1.4 Department shall mean the Kirkland Fire/Building Department.

1.5 Deputy Fire Marshal shall mean any incumbent as of March 16, 2001 that serves as a full time Deputy Fire Marshal for the City of Kirkland. The Deputy Fire Marshal will assume seniority as defined in Article 1.

1.6 Employee shall mean an individual who meets the following criteria:

- 1.6.a Employed full time by the City of Kirkland.
- 1.6.b Covered by RCW 41.26 (LEOFF Pension System).
- 1.6.c Employed in a Bargaining Unit position defined in this Agreement.

1.7 Employer shall mean the City of Kirkland.

1.8 Immediate Family shall mean persons related by blood, marriage, or legal adoption in the degree of relationship of grandparent, parent, wife, husband, brother, sister, child, grandchild, domestic partner (as defined by Employer Policy), and other persons with the approval of the City Manager or designee.

1.9 Monthly Salary shall mean the monthly rate of pay so identified and set forth in the Salaries Article 21 of this Agreement.

1.10 Line Personnel shall mean regular full time Employees primarily responsible for fire suppression, medical aid, fire inspections and other related duties.

1.11 Overtime shall mean the time worked in excess of normally scheduled hours of duty.

1.12 Seniority shall mean length of continuous service with the Kirkland Fire/Building Department in a represented Bargaining Unit position.

1.13 Shift shall mean each workday served regardless of length of time the workday may be.

1.14 Time in grade shall mean length of continuous service with the Kirkland Fire / Building Department at their current rank.

1.15 Union shall mean the International Association of Firefighters Union, Local #2545.

1.16 Vacation shall mean a granted period of time off duty earned by members of the bargaining unit during which time they shall continue to receive their basic rate of pay.

## **ARTICLE 2 – UNION RECOGNITION**

### **ARTICLE 2**

The Employer agrees to recognize the Union as the exclusive representative on matters concerning wages, hours, and working conditions for all Employees in the bargaining unit.

## **ARTICLE 3 – UNION ACTIVITIES**

### **ARTICLE 3**

Section 3.1 The Employer shall make available to the Union 288 hours of paid leave per annum (1/1 – 12/31) for the purpose of allowing elected Union officials, or substitutes

appointed by the Union participation in collective bargaining, grievance handling and permissive activities, limited to the following five conferences listed below:-

1. Redmond symposium/ IAFF bi-annual conference
2. IAFF ALTS/HR
3. WSCFF annual (June conference)
4. WSCFF Spring Seminar
5. Fire Ops. 101

3.1.a -Notification from the Union President to the Fire Chief not less than seven calendar days in advance when leave will be used.

3.1b No more than 72 hours of union leave shall be covered at the overtime rate of pay.

The Employer retains the right to restrict such leave when an emergency exists or such leave would create a danger to public safety.

Section 3.2 The Employer will grant an Employee, who is a Union representative, reasonable time off with pay for the purpose of attending monthly management meetings, provided such release does not result in the necessity to replace the Employee requesting time off with personnel in compensated status.

Section 3.3 Upon written authorization from an Employee within the bargaining unit, the Employer shall deduct from the wages of that Employee the sum certified as assessments and monthly dues of the Union and shall thereafter forward such sum to the Union during the pay period specified by the Union. Should any Employee not have any monies due him or the amount of such monies is not sufficient to satisfy the assessments, no deduction shall be made for that Employee for that month. The Union shall indemnify, defend, and hold the Employer harmless against any claims made and against any suit instituted against the Employer on account of any check-off of dues for the Union. The Union shall refund to the Employer any amounts paid to it in error on account of the check-off provision upon presentation of proper evidence thereof.

Section 3.4 The Employer agrees to furnish and maintain suitable bulletin boards in convenient places in each station manned by Union firefighters to be used by the Union. The Union shall limit its posting of notices and bulletins to such bulletin boards.

## **ARTICLE 4 – UNION SECURITY**

### **ARTICLE 4**

The Employer and the Union recognize the right of all Employees covered hereunder to become and remain members of the Union in good standing, and the Union accepts its responsibility to fairly represent all Employees in the bargaining unit, regardless of membership status.

## **ARTICLE 5 – PROMOTIONS AND VACANCIES**

### **ARTICLE 5**

**Section 5.1** The following are the requirements to be eligible for promotions within the bargaining unit:

- 5.1.a To be eligible for promotion to Fire Lieutenant an individual must have completed one year as a Firefighter 5. In addition, an individual shall have and maintain a valid EMT-D certification and shall have earned 60 credit hours from an accredited college towards an associates or bachelors degree.
- 5.1.b To be eligible for promotion to Fire Captain an individual must have completed one-year full time and currently hold the position of Fire Lieutenant with the Kirkland Fire Department. In addition, an individual shall have and maintain a valid EMT-D certification and shall have earned 90 credit hours from an accredited college towards an associates or bachelors degree.
- 5.1.c To be eligible for promotion to Battalion Chief an individual must have completed two years full time and currently hold the position of Fire Captain with the Kirkland Fire Department and shall have earned a minimum of an associates degree from an accredited College or University or have time in service and an equivalent combination of education and experience which provides the necessary skills, knowledge, and ability to successfully perform the duties of the position.
- 5.1.d To be eligible to take the promotional exams for Lieutenant, Captain and Battalion Chief an individual must meet the above requirements or reasonably be able to satisfy them prior to the expected expiration of the promotional register to be created from the exams. Individuals who pass a promotional exam prior to meeting the requirements for promotion shall have the word "ineligible" listed next to their name on the register until such time as they provide the Fire Chief documentation that they meet all the requirements.
- 5.1.e Candidates for promotional vacancies within the bargaining unit shall come from an adequately sized pool of eligible candidates from the bargaining unit. An "adequately sized pool" shall be defined as two candidates who meet the qualifications outlined in Sections 5.1.a., 5.1.b., 5.1.c. If an adequately sized pool does not exist, the Employer may adjust the

educational requirements outlined in Sections 5.1.a., 5.1.b., 5.1.c. in order to create a pool from within the bargaining unit.

Section 5.2 -Promotional exams shall consist of the following:

- 5.2.a Lieutenant exams shall consist of a professionally prepared, Fire Lieutenant, written exam that will be weighted 40% of the final score. The other 60% shall be divided to include 30% for a tactical exercise and 15% each for two additional "assessment center" type exercises. The two additional exercises shall be selected by the Employer from the following list and shall be administered by a qualified consultant:
  - 5.2.a.(1) Prepare and present training class or other presentation.
  - 5.2.a.(2) Role play of potential situations.
  - 5.2.a.(3) Visual Resume.The minimum passing score for the tactical exercise is 70% and the overall composite score for the testing process shall be at least 70% to be placed on the promotional register.
- 5.2.b Fire Captain and Battalion Chief exams shall consist of an assessment center process provided by a qualified consultant. The assessment center score shall make up 100% of the final score. The minimum composite passing score will be 70%.
- 5.2.c After receiving a minimum composite score of 70%, at time of certification the candidate shall be awarded a ¼ point to his/her score for each complete year of service after 10 years with the Kirkland Fire Department. The ¼ point service credit is intended for the sole purpose of advancing the placement and consideration of the more senior candidates' position on the eligibility list and is not intended to limit the Fire Chief from considering a candidate's previous years of service and experience when exercising the discretions provided in section 5.3 (rule of three).
- 5.2.d Psychological testing or evaluation methods may be used in the selection process upon mutual agreement between the Union and the City.
- 5.2.e No Kirkland Fire Department Employee or Regional Fire Training Division Employee will grade or score the exam. However, nothing in this section shall be construed as to limit the Fire Chief or his designee's ability to evaluate or review the results of examinations or conduct interviews to make promotional decisions. In addition, this section shall not be construed as limiting any powers given to the appointing authority by Civil Service Rules and Regulations.
- 5.2.f Candidates not present at the appointed time for testing shall fail that portion of the test.
- 5.2.g After completion of the examination process, candidates shall receive their individual scores, once the civil service appeals process window has lapsed. However, until certified by the Civil Service Commission, those scores may be subject to change.

Section 5.3 -Selection of candidates to be appointed to a promotional position within the bargaining unit shall be from a register created from the testing process. The City may select from the top three eligible names on the register to fill each vacancy. In the event a leading candidate is bypassed, the determining factors for the bypass will be provided, in writing, to the candidate. If less than three eligible names remain on a certified register at the time of appointment, the City shall have the authority to invalidate the register and complete another examination process.

Section 5.4 -The Employer shall post notices at all stations sixty days prior to any promotional exam the position(s) to be filled and the date(s) of the exam. The Employer agrees to post a reading list for the exam(s), if any are available, as soon as it is received from the testing company.

Section 5.5 -Promotional tests for Lieutenant and Captain shall be conducted on alternating years. Promotional lists duration for Battalion Chief shall be governed by applicable Civil Service Rules.

5.5.a The Fire Lieutenants test shall be conducted during the second week of May on alternating years. Once certified, the list shall be valid until a replacement list has been certified, unless invalidated under Section 5.3.

5.5.b The Fire Captains test shall be conducted during the second week of November on alternating years. Once certified, the list shall be valid until a replacement list has been certified, unless invalidated under section 5.3.

5.5.c Alternative test dates may be scheduled if agreed upon by the Employer and the Union.

Section 5.6 -When the Employer declares that a vacancy exists, every reasonable effort will be made to fill it as soon as possible. The Employer and the Union agree to follow current Kirkland Civil Service rules and regulations regarding provisional and temporary appointments.

Section 5.7 -Advancement through the five Firefighter steps shall be governed by the following:

Firefighter 1 Date of hire to 12 months of successful employment (probationary).

Firefighter 2 Completion of 12 months continuous employment.

Firefighter 3 Completion of 24 month's continuous employment, have and maintain EMT-D certification.

Firefighter 4 Completion of 36 month's continuous employment, have and maintain EMT-D certification.

Firefighter 5 Completion of 48 month's continuous employment, have and maintain EMT-D certification.

Section 5.8- In the unlikely event that an employee's WA State EMT-D certification is suspended or revoked, the City and the Union agree to meet and confer in effort to bargain the impacts on a case-by-case basis.

## **ARTICLE 6 – SAVINGS CLAUSE**

### **ARTICLE 6**

If any provision of this Agreement shall be held invalid by operation of law or any Tribunal of competent jurisdiction, or if compliance or enforcement of any provision should be restrained by such Tribunal pending final determination as to its validity, the remainder of this Agreement shall not be held to be invalid, and will remain in full force and effect, and the parties, upon request of one to the other, shall initiate immediate negotiations for the purpose of arriving at a mutually satisfactory replacement of such provision.

## **ARTICLE 7 – LAYOFF AND RECALL**

### **ARTICLE 7**

**Section 7.1** Layoff – In the event of a reduction in force, the Employee(s) with the least seniority shall be laid off first. Should the reduction in force necessitate any reduction in rank for remaining personnel, the last officer(s) promoted in the rank(s) affected shall be the first to be reduced. Reduction in rank will be based on time in grade (classification).

**Section 7.2** -Recall – In the event of a recall, the last Employee laid off shall be the first Employee recalled. No new Employee shall be hired until all laid off Employees have been given an opportunity to return to work. This obligation shall expire 36 months after such layoff, or after such time as the Employer is unable to contact the Employee being recalled on each of 21 consecutive calendar days, whichever occurs first. Recall to employment shall, at the discretion of the Employer, be subject to the recalled Employee successfully completing a physical examination. Such examination shall be scheduled by and at the expense of the Employer.

**Section 7.3** -The Employer shall give notice two weeks in advance to any Employee before layoff or shall pay all wages and benefits allowed in this contract for a two week period following notification. Upon passage of a physical examination, the Employer shall allow the recalled Employee to give two weeks notice to their current employer before reporting to duty. The Employee on layoff status shall keep the Employer notified of the address, telephone number, and hours at which he/she can be contacted. Prior to attempting to contact an Employee to be recalled, the Employer will notify the Union.

**Section 7.4** Employees recalled from layoff status shall return to the classification they were in prior to layoff. (For purposes of seniority, all continuous service time immediately preceding the layoff will be considered). Any officers reduced in rank due to reduction in

force shall be reinstated to the same position, without further testing, when the first vacancies exist.

## **ARTICLE 8 – MANAGEMENT RIGHTS**

### **ARTICLE 8**

It is recognized that, except as limited and controlled by the terms of this Agreement, the Employer shall retain the right and authority to operate and direct the affairs of the Employer. Employer shall operate and direct various aspects, including, but not limited to, the right to direct the working forces; to control the Fire Department budget; to plan, direct, and control all the operations and services of the Employer; to determine the methods, means, organization, and number of personnel by which such operations and services are to be conducted. The Employer shall assign and transfer Employees; determine whether goods and services should be made or purchased; recruit, hire, and promote Employees; relieve Employees due to lack of work or other legitimate reasons; demote, suspend, discipline, or discharge Employees for just cause; to make, modify, and enforce reasonable rules and regulations; and to change or eliminate existing methods, equipment, facilities, or levels of service.

The Employer agrees that a continuing duty to bargain exists as to changes in wages, hours, and working conditions as may be required by RCW Chapter 41.56.

## **ARTICLE 9 – RETENTION OF BENEFITS**

### **ARTICLE 9**

All uniformly administered rights, benefits, and privileges relating to wages, hours, and working conditions as defined by the Public Employment Relations Commission shall remain in full force during the term of the Agreement.

The Union agrees that a continuing duty to bargain exists regarding changes in wages, hours, and working conditions as defined within RCW 41.56.

## **ARTICLE 10 – GRIEVANCE HANDLING AND DISPUTE RESOLUTION PROCEDURE**

### **ARTICLE 10**

In order to address differences in interpretation, application, or violation of any specific terms of the provisions of this contract or an established practice involving wages, hours, and working conditions or to reach a mutual understanding of the intent of such or other dispute, the parties are encouraged to promptly meet and confer to create a resolve, prior to the filing of a grievance if necessary. The timelines for filing a grievance shall become effective at the completion of the meeting(s) between the parties.

#### Section 10.1 Definitions

A "Grievance" shall be defined as a claim or dispute raised relating to the interpretation, application, or violation of any specific terms or application of the provisions of this contract. All such claims or disputes shall be processed according to the provisions as set forth herein.

A "business day" as defined in Article 10 is defined as Monday through Friday, excluding recognized holidays.

Section 10.2 The Union shall have full access to the grievance procedure on behalf of itself and/or the employees it represents and may introduce a grievance at any step at or above the Deputy Chief. Employees -filing a grievance agree to submit in writing a copy of all relevant facts involving the alleged grievance to the Union Executive Board prior to Step I. Upon receiving the written petition, a Union representative shall meet with the Employee and recommend a course of action. If the Union wishes to pursue the grievance, the Union will proceed within the applicable timelines to the next appropriate step.

Section 10.3- A grievance filed by the Union that could be handled either through the contract or through a complaint filed with the Kirkland Civil Service Commission must select the method on how to pursue the complaint. Once this "election of remedies" has been chosen the Union acting on the Employee's behalf, has instituted the first step in the chosen process, the outcome of that process shall be binding and the Employee or the Union shall not be allowed to pursue the other course. This section shall not apply if jurisdiction over the issue is denied by the Civil Service Commission and the definition of a grievance as specified in Section 10.1 is applicable.

Section 10.4 Step I. The Union may present a grievance to the Deputy Chief within 40 business days of when the Union became aware or reasonably should have been aware of its alleged occurrence. The written grievance must state the issue, contractual Article, city/department policy or established practice and cite facts giving rise to the grievance, and remedy sought. The Deputy Chief will attempt to resolve the matter and provide a written response to the Union within 15 business days. If the Union is not satisfied with the solution, then the Union has 15 business days to advance the grievance to Step II by re-submitting the grievance to the Chief or his/her designee in writing.

Section 10.5 Step II. Upon receipt of the written grievance, the Fire Chief will attempt to resolve the matter and provide a written response to the Union within 15 business days. If the Union is not satisfied with the solution, then the Union has 15 business days to advance the grievance to Step III by re-submitting the grievance to the City Manager or his/her designee in writing.

Section 10.6 Step III. Upon receipt of the written grievance The City Manager or his/her designee will attempt to resolve the matter and provide a written response to the Union within 15 business days.

Section 10.97 If the grievance is not resolved by the City Manager or his/her designee to the satisfaction of the Union, the grievance may, within 15 business days of the receipt of the response from the City Manager or his/her designee, be referred for arbitration, to an arbitrator from a list of seven (7) currently active arbitrators from the Federal Mediation and Conciliation Service (FMCS) plus: Gary Axon, Alan Krebs, Eric Lindauer, Howell L. Lankford or additional arbitrators may be added if mutually agreed upon by the City and the Union. If any of the named arbitrators become unavailable, the parties agree to name mutually agreeable replacements ensuring an odd number not to exceed 11. The arbitrator will be selected by allowing the City and the Union to alternately delete one name at a time from the list until only one name remains. The party to start the deletion process will be decided by coin flip. It shall be the function of the Arbitrator to hold a hearing at which the parties may submit their cases concerning the grievance. The Arbitrator shall render his decision based on the interpretation and application of the provisions of this Agreement. The decision shall be final and binding upon the parties to the grievance provided the decision does not involve action by the Employer, which is beyond its jurisdiction. Each party shall be completely responsible for all costs of preparing and presenting its own case, including compensating its own representatives and witnesses; provided however, the Union does not thereby waive any rights provided under RCW 49.48.030. If either party desires a record of the proceedings, it shall solely bear the costs of producing such a record.

Section 10.108 -Third Party Dispute Mediation

10.108.a -Any grievance or work related dispute between two or more parties may be referred to voluntary third party mediation. With the mutual agreement of all the parties to the dispute, the City will provide access to mediation services through the King County Workplace Mediation or similar program.

10.108.b -Voluntary mediation may be sought at any step in the grievance process provided that all parties to the grievance agree. When all parties have mutually agreed in writing to mediation, all grievance timeframes will be held in abeyance until the completion of the mediation process. Mediation shall be deemed "completed" when the mediator notifies the parties that no further mediation will take place. At the completion of the mediation process, all timeframes previously in effect will resume.

## ARTICLE 11 – HOURS OF DUTY

### ARTICLE 11

#### Section 11.1 Workweek:

11.1.a The workweek for bargaining unit line personnel shall be no more than 48.0 hours per week on an average annual basis. This shall be accomplished by providing two Kelly shifts off after every six scheduled sets, prescheduled on an annual basis; the first months Kelly shifts shall be selected beginning with the employee with the greatest seniority. Once established, any action or changes to shift seniority configuration shall require a new seniority based selection process as provided above.

For example:

A	A	B <del>Kelly Shift</del>	B <del>Kelly Shift</del>	C	C	A
A	B <del>Set-1</del>	B <del>Set-1</del>	C	C	A	A
B <del>Set-2</del>	B <del>Set-2</del>	C	C	A	A	B <del>Set-3</del>
B <del>Set-3</del>	C	C	A	A	B <del>Set-4</del>	B <del>Set-4</del>
C	C	A	A	B <del>Set-5</del>	B <del>Set-5</del>	C
C	A	A	B <del>Set-6</del>	B <del>Set-6</del>	C	C
A	A	B <del>Kelly Shift</del>	B <del>Kelly Shift</del>	C	C	A
A	B <del>Set-1</del>	B <del>Set-1</del>	C	C	A	A
B <del>Set-2</del>	B <del>Set-2</del>	C	C			

<u>A</u>	<u>A</u>	<u>B</u> <u>Kelly Shift</u>	<u>B</u> <u>Kelly Shift</u>	<u>C</u>	<u>C</u>	<u>A</u>
<u>A</u>	<u>B</u> <u>Set-1</u>	<u>B</u> <u>Set-1</u>	<u>C</u>	<u>C</u>	<u>A</u>	<u>A</u>
<u>B</u> <u>Set-2</u>	<u>B</u> <u>Set-2</u>	<u>C</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u> <u>Set-3</u>

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<u>B</u> <u>Set-3</u>	<u>C</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u> <u>Set-4</u>	<u>B</u> <u>Set-4</u>
<u>C</u>	<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u> <u>Set-5</u>	<u>B</u> <u>Set-5</u>	<u>C</u>
<u>C</u>	<u>A</u>	<u>A</u>	<u>B</u> <u>Set-6</u>	<u>B</u> <u>Set-6</u>	<u>C</u>	<u>C</u>
<u>A</u>	<u>A</u>	<u>B</u> <u>Kelly Shift</u>	<u>B</u> <u>Kelly Shift</u>	<u>C</u>	<u>C</u>	<u>A</u>
<u>A</u>	<u>B</u> <u>Set-1</u>	<u>B</u> <u>Set-1</u>	<u>C</u>	<u>C</u>	<u>A</u>	<u>A</u>
<u>B</u> <u>Set-2</u>	<u>B</u> <u>Set-2</u>	<u>C</u>	<u>C</u>			

11.1.b When a full "set" includes both December 24<sup>th</sup> and 25<sup>th</sup> the preceding shift shall share the holiday burden by "flip-flopping" 12/23 & 12/24

-Example: December ~~22~~ ~~23~~ ~~24~~ ~~25~~ ~~26~~ ~~27~~  
Scheduled ~~C~~ ~~C~~ ~~A~~ ~~A~~ ~~B~~ ~~B~~  
Changed to ~~C~~ ~~A~~ ~~C~~ ~~A~~ ~~B~~ ~~B~~  
[This adjustment is needed 3 out of every 8 years]

Section 11.2 The work schedule for bargaining unit line personnel shall be two consecutive 24-hour shifts (48 hour "set"). Employees normally shall work two 24-hour shifts followed by 96 hours off. The shift starting time will be 0700. The shift configuration and shift starting time may be modified by mutual agreement between the Employer and the Union.

The work shift will include one hour for lunch and one hour for dinner. Each on-duty Employee will remain available for an emergency call during these meals breaks.

Training and inspections may be scheduled on a reasonably limited basis between 1800 and 0800 hours to maintain operational skills in night fire suppression, prevention, and inter-departmental cooperation.

Section 11.3 The work schedule for bargaining unit personnel assigned to a 40-hour workweek shall be:

11.3.a ~~\_\_\_\_\_~~ 0800-1700 Monday through Friday, or

~~\_\_\_\_\_~~ 11.3.b ~~\_\_\_\_\_~~ Four consecutive ten-hour days

11.3.c- 40-hour personnel may have a flexible work week. Time shall be traded in straight time. For example, if an employee works one hour extra one day, they may work one hour less another day that week to total 40 hours for each week but no week can exceed 40 hours unless approval for overtime has been received. Employees shall notify their supervisor prior

to use of flex time. Flex time is to be noted on payroll attendance record as it actually occurs.

11.3.d — Alternative schedules, not exceeding forty hours per week with mutual agreement of the employer, employee(s), and Union.

11.3.e — Regardless of workweek schedule, each employee will have one hour off for lunch. Each on-duty Employee will remain available for an emergency call during these meal breaks.

Section 11.4 — Refer to Article 30 relating to personnel assigned to Training. Refer to Article 31 relating to personnel assigned to Fire Prevention Bureau.

Section 11.5 — The Employer and Union acknowledge that Fire Station 24 is not currently staffed with career personnel. The Employer is not compelled to staff Fire Station 24. Should the City decide to staff Fire Station 24, the City agrees to staff it in accordance with the Memorandum of Understanding with the Union dated October 2013. The parties may agree to resolve staffing of Fire Station 24 on a long-term basis. The long-term solution for Fire Station 24 may include one of the following:

11.5.a — 24-hour 3 platoon method

11.5.b — 24-hour 4 platoon method

11.5.c — 12-hour call back staffing

11.5.d — 12-hour shift, 3 on 4 off

## **ARTICLE 12 - OVERTIME / COMPENSATORY TIME**

### **ARTICLE 12**

Section 12.1 Overtime shall be paid at the rate of one and one-half times the hourly rate of pay. For the purpose of calculating hourly overtime rate of pay the formula shall include monthly salary, premium pay (i.e. Hazardous Materials or other premium pays negotiated) and longevity. The hourly rate of pay will be determined by multiplying the Employee's monthly salary by 12 (months) and then dividing that figure by the work week figure from Section 11.1 multiplied by 52.18 (weeks). The final overtime rate of pay will be rounded to the nearest cent.

#### **Section 12.2**

12.2.a Overtime for 40-hour personnel shall be paid at the rate of one and one-half times their hourly rate of pay. For the purposes of calculating hourly overtime rate of pay the formula shall include monthly salary, premium pay (i.e. Hazardous Materials or other premium pays negotiated) and longevity. The hourly rate of pay will be determined by multiplying the Employee's monthly salary by 12 (months) and then dividing that figure by the work week figure from Section 11.3 multiplied by 52.18 (weeks) The final overtime rate of pay will be rounded to the nearest cent.

- 12.2.b 40-hour personnel working overtime during their normal duties are eligible for compensatory time in lieu of overtime. Compensatory time may not be earned if the employee is working overtime as defined in 12.2.e. Compensatory time shall accrue at one and one-half times the hours worked and shall be measured in fifteen minute increments or major fraction thereof.
- 12.2.c 40-hour personnel may bank up to 40 hours of compensatory time at any given point. If the 40-hour limit is exceeded, the additional hours above 40 will automatically be converted to overtime and paid out as soon as possible thereafter. Unless specifically waived in writing by the Fire Chief, no Employee may carry over more than 20 hours of compensatory time from October 31<sup>st</sup> to November 1<sup>st</sup>. 40 hour personnel may convert up to 40 hours of banked compensatory time into cash for their November 8<sup>th</sup> pay check. The request for such a payout must be received no later than October 15<sup>th</sup> of each year. In the event no request is received, all banked compensatory time in excess of 20 hours will be converted into a cash payout in the November 8<sup>th</sup> check. All compensatory time off shall be used or converted into cash prior to rotation back onto the line. If rotation does not happen before November 8<sup>th</sup>, cash out should happen at the first reasonable pay check.
- 12.2.d ~~40-hour~~ personnel are required to track their approved overtime and compensatory time on a tracking form provided by the City. The tracking form shall be turned into their supervisor with their payroll attendance record each pay period. The employee shall designate whether they wish to be compensated in overtime or compensatory time on the tracking form. If no designation is made, overtime will be paid out in the next appropriate pay period. These hours will be entered in the payroll system and will be separately recorded on their paychecks. When an employee chooses to use Compensatory Time, the time off will be approved by the supervisor in the same manner as vacation or other similar types of leave as per Directive 3.001.
- 12.2.e ~~40-hour~~ Bargaining unit employees assigned to a 40-hour workweek may elect to participate in filling overtime vacancies created by line personnel. A 40-hour employee electing to participate shall be compensated at a rate consistent to line personnel Section 12.1 for the overtime shift(s) worked.

Section 12.3 Employees shall be subject to call back from off duty in an emergency. An Employee called back to duty shall be paid at the overtime rate of pay for two hours or for the actual number of hours worked, whichever is greater.

Section 12.4 Employees held over for an alarm past the termination of their regular shift will be paid overtime for those periods exceeding 15 minutes and thereafter for each 15-minute period or major fraction thereof.

Section 12.5 The City will use bargaining unit Employees for fill-in shifts when needed. Employees called to work such shifts shall be paid at the overtime rate of pay for two hours or for the actual number of hours worked, whichever is greater.

Section 12.6 Overtime will be paid for training required by the Employer if such training occurs outside regularly scheduled hours of duty. Voluntary training will not be subject to overtime pay.

Section 12.7 The Employer may utilize the Deputy Chief of Operations as the Duty Chief for short periods of fill-in while the on-duty Battalion Chief is unavailable or in the event of a need for additional command officers.

Section 12.8 Line personnel assigned as a Training Battalion Chief, Training Captain, or Fire Inspector position may be assigned to operation/line duties at an emergency scene and are eligible for call back shift work. Acceptance of call back that may affect their work schedule must be communicated to their supervisor.

## **ARTICLE 13 – SHIFT CHANGES AND ASSIGNMENTS**

### **ARTICLE 13**

Section 13.1-All employees covered by this Agreement and the Union shall receive written notice 30 calendar days in advance of inter-shift assignment and/or work schedule changes. This time limit may be waived at the discretion of the Fire Chief in the case of appointments to a promotional position within the bargaining unit and necessary shift adjustments caused by such appointment. This time limit may also be waived at other times if agreed to by the Employer and the Union.

Section 13.2-Inter-shift swaps shall be allowed on a position for position basis if direct notification is given to the on-duty Battalion Chief prior to the shift swap. For purposes of this section, "positions" shall be defined as: Battalion Chief, Company Officer, Driver, and Firefighter. Inter-shift swaps that are not position for position may be allowed under the following guidelines:

- 13.2.a The request is approved by the Battalion Chief prior to the swap.
- 13.2.b The swap does not result in any negative economic impact to the City of Kirkland.
- 13.2.c If a Firefighter/Acting Officer swaps with an Officer, the payback must occur on a day when there is an Acting Officer position available for the Officer to fill. The same shall hold true for Battalion Chiefs and Captains.
- 13.2.d Swaps that are not position for position and that have adequate coverage may be cancelled if less than six (6) days notice was given and other leave requests reduce coverage.

13.2.e. ~~—~~A bargaining unit member who agrees to an inter-shift swap and is subsequently unable to work shall obtain another Employee to fill the position. If no relief can be obtained, an equal amount of vacation and/or holiday time (if necessary) will be charged against that member. If the Employer must replace the individual on an overtime basis, an amount equal to one and one-half (1 1/2) times vacation and/or holiday time (if necessary) will be charged against that member. This penalty may be waived by the Fire Chief, or his/her designee, if the absence is caused by circumstances the Chief feels are grounds for waiver.

13.2.f. ~~—~~Inter-shift swaps are not intended to be used to routinely modify an employee's regularly assigned shift. However, personnel may submit written request for approval by the Deputy Fire Chief for temporary modification of assignment due to special circumstances. It is the employee's responsibility to make up any mandatory training missed as a result of a shift swap.

Section 13.3 Kelly Day swaps will be allowed when:

13.3.a. ~~—~~ Approval is given by the Battalion Chief prior to the swap.

13.3.b. ~~—~~ The swap will not result in any economic impact to the City.

Section 13.4 The Employer has no obligation to ensure or facilitate the repayment of shift swaps between employees.

Section 13.5 Special assignments shall not exceed thirty (30) days in any calendar year without negotiations and agreement of the impacts with the Union. Employees assigned to special assignments shall be given thirty (30) days notice of such assignments unless a waiver of such notice is granted by the employee(s) assigned and the Union.

Section 13.6 Temporary assignments may be made to a forty (40) hour work schedule, once in a calendar year, per employee, for periods of up to ninety (90) days only if the Employer and the Employee are in agreement. Notice of such assignments shall adhere to the provisions of Section 13.1.

Section 13.7 Shift Swap – without repayment: To the extent allowed by law, Employees may elect to work in relief of another Employee. In cases of special needs (for example: extended injury or illness, military deployment, other) an Employee may elect work in relief for another Employee without obligation of repayment. Such swap shall not result in any negative economic impact to the City of Kirkland.

Section 13.8 Station Bid Selection: In an effort to provide a fair and equitable assignment of personnel to operational positions within the department, a bid procedure allowing members of the department to express a preference for work assignments is hereby instituted. However, the Fire Chief maintains the right to allocate apparatus and personnel as deemed appropriate for the performance of the department's mission.

- 13.8.a Employees shall select (bid) station assignments by order of time within their current grade.
- 13.8.b When a bid vacancy occurs, a notice shall be posted in the stations outlining the nature of the vacancy and the qualifications required to fill the position. Notice of bid positions available shall be posted every sixty (60) days on or about the first of the month. This notice shall include the date and time of closing of the bids, as well as the date, time and place of the next bid committee meeting. A minimum of fifteen (15) calendar days will be allowed for notification of vacancies and filling of bid applications.
- 13.8.c A Fire Department Bid Committee shall be composed of three (3) representatives appointed by the Union. The Bid Committee shall review submitted bid requests, approve as appropriate, award bid assignments and make recommendation for bid policy change.
- 13.8.d Beginning the first full set of January 2015, and every thirty-six (36) months thereafter, the Bid Committee shall impose a wholesale re-bid (inter-shifts); unless otherwise agreed by both the Union and Management. Such re-bid shall not occur more than once in any thirty-six (36) month period.

## **ARTICLE 14 – SICK LEAVE**

### **ARTICLE 14**

Section 14.1 Under the terms of this collective bargaining agreement the employee is entitled to sick leave and/or other paid time off. The employer must allow an employee to use any or all of the employee's choice of sick leave or other paid time off to care for:

- 14.1.a Personal illness or physical incapacity which renders the employee unable to perform the duties of his/her position; or care for:
- 14.1.b A child of the employee with a "Health condition" that requires treatment or supervision, defined as:
  - 14.1.b.(1) ~~-~~ Any medical condition requiring treatment or medication that the child cannot self-administer; or
  - 14.1.b.(2) ~~-~~ Any medical or mental health condition which would endanger the child's safety or recovery without the presence of a parent or guardian; or
  - 14.1.b.(3) ~~-~~ Any condition warranting treatment or preventive health care such as physical, dental, optical or immunization services, when a parent must be present to authorize and when sick leave may otherwise be used for the employee's preventive health care; or
  - 14.1.b.(4) ~~-~~ Any condition rendering the child "Incapable of self-care" which means that the individual requires active assistance or supervision to provide daily self-care in several of the "activities of daily living" (ADLs) or "instrumental activities of daily living"

(IADLs). Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, and eating. Instrumental activities of daily living include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

14.1.c. ~~Any~~ Any other "immediate family" member, as defined in Article 1 of the employee who is incapable of self-care, has a serious health condition or emergency condition, defined as:

14.1.c.(1) ~~Any~~ "Serious health condition" which means an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or that involves continuing treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity (i.e. inability to work, attend school or perform other regular daily activities).

14.1.c.(2) ~~Any~~ individual "Incapable of self-care" which means that the individual requires active assistance or supervision to provide daily self-care in several of the "activities of daily living" (ADLs) or "instrumental activities of daily living" (IADLs). Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, and eating. Instrumental activities of daily living include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

14.1.c.(3) ~~Any~~ "Emergency condition" means a health condition that is a sudden, generally unexpected occurrence or set of circumstances related to one's health demanding immediate action, and is typically very short term in nature.

Others not listed may qualify for the use of sick leave with the direct written approval of the Fire Chief and such approval shall not be unreasonably withheld.

Section 14.2 This section applies to members of the bargaining unit covered under the LEOFF I Retirement System.

14.2.a. ~~Employees~~ Employees absent due to injury or illness shall be covered by LEOFF I pension which shall be administered by the City of Kirkland Disability Board.

14.2.b LEOFF I personnel may use up to five shifts (120 hours) annually, for the purposes provided in subsection 14.1.b and 14.1.c.

- 14.2.c- Dependent Leave: Personnel will be granted an additional 48 hours of sick leave per occurrence for the birthing process, receiving of an adopted child, or foster care placement.

Section 14.3 This section applies to members of the bargaining unit covered under the LEOFF II Retirement System on shift.

- 14.3.a- Upon appointment as Firefighter I, shift personnel shall have 288 hours of paid sick leave credited to him/her. If an Employee terminates during the first year of employment, any paid sick leave hours used in excess of the prorated amount of 24 hours per month shall be deducted from the Employee's final paycheck.
- 14.3.b- Employee's sick leave with pay shall accrue at the rate of 24 hours per month beginning with the 13<sup>th</sup> month.
- 14.3.c- Sick leave shall be cumulative to a maximum of 1440 hours.
- 14.3.d- Any employee changing from 24-hour shift to 40-hour workweek shall use the following sick leave conversion formula:

$$\frac{\text{Employee 24-hour bank} \times 960}{1440}$$

- 14.3.e- Dependent Leave: 48 hours of sick leave may be used per occurrence for the birthing process, the receiving of an adopted child; or foster care placement. If an Employee must leave while on duty, the hours absent will not be counted against the leave allowed in this section.

Section 14.4 This section applies to members of the bargaining unit covered under the LEOFF II Retirement System day (40-hour schedule) personnel.

- 14.4.a- Employee with less than five years of employment shall accrue sick leave at a rate of 16 hours per month.
- 14.4.b- Employees with more than five years of employment shall accrue sick leave at a rate of the daily work schedule per month. (i.e. 8-hour daily work schedule shall earn 8 hours per month, 9 hours work schedule earn 9 hours per month, etc.)
- 14.4.c- Sick leave shall be cumulative to a maximum of 960 hours
- 14.4.d- Any employee changing from 40-hour workweek to 24-hour shift shall use the following sick leave conversion formula:

$$\frac{\text{Employee 40-hour bank} \times 1440}{960}$$

- 14.4.e- Dependent Leave: 40 hours of sick leave may be used per occurrence for the birthing process, the receiving of an adopted child, or foster care

placement. If an Employee must leave while on duty, the hours absent will not be counted against the leave allowed in this section.

**Section 14.5** This section shall apply to all members of the Bargaining Unit covered under the LEOFF II-

**Retirement System:**

**14.5.a** Conversion of Sick Leave Cashout to Retiree Medical Account

— Upon normal or disability retirement from the City, the employer shall make contributions into the WSCFF Employee Benefit Trust (MERP), or other IRS qualifying program designated by the Union in an amount equal to fifty percent of his/her maximum allowable shift rate sick leave. Sick leave cashout shall be converted at a rate of fifty cents (\$0.50) on the dollar, of the employee's regular rate of pay (sick leave hours x regular rate of pay x \$0.50) and shall not exceed Ten Thousand Dollars (\$10,000) in 2008, and Ten Thousand and Five Hundred Dollars (\$10,500) in 2009 and 2010. The trust fund is established in accordance with applicable federal and state laws, and the City shall contribute the monies on a pre-tax basis. The monies contributed to the trust fund shall only be used for retiree health insurance premiums or health service expenses.

**14.5.b.-** — Certification of illness or disability by a physician may be required for such leaves of three shifts or more for shift personnel and for one calendar week or more for day personnel, and may be required for shorter periods upon request by the Fire Chief. Certification shall be on a form (LEOFF II-Return to Duty Form, w\FIRE\DISABIL\9-17-98\LP.mjd) provided by the Employer and signed by a physician stating that the Employee has been sick or injured and is now able to return to work and perform the required duties.

**Section 14.6** Well Child Leave

**14.6.a** Well Child Sick Leave may be used for the care of a newborn or adopted child or foster care placement, notwithstanding dependent leave as defined above. An employee requesting to use Sick Leave to care for a well child after birth, adoption, or foster care placement shall comply with the following rules:

1. The employee must take the leave within one year of the birth, adoption, or placement of the child.
2. Employees will not be eligible for intermittent usage of Well Child Sick Leave to care for a well child after birth, adoption, or foster care placement.
3. An employee can request up to 12 weeks of leave.
4. In order to use sick leave as noted in this section, an employee must maintain a minimum sick leave bank equal to 18 months of their accrual rate.

14.6.b— The following types of leave may be used during the period of time the employee is on Well Child Sick Leave to care for a well child after birth, adoption, or foster care placement:

1. An employee must first use accrued vacation or holiday leave for up to three weeks of the Well child Leave requested.
2. At the completion of up to three weeks of Vacation Leave, an employee may use an equal amount of accrued sick leave.
3. At the completion of the three weeks of accrued sick leave, an employee may use vacation, holiday, or leave without pay for the remainder of the maximum 12 week period.

Section 14.7 Certification of Sick Leave for an "Immediate family" member (as defined in Article 1): The Fire Chief may require an Employee to certify in writing the circumstances requiring the use of Sick Leave for an "Immediate family" member.

## **ARTICLE 15 – FAMILY MEDICAL LEAVE (FMLA)**

### **ARTICLE 15**

Section 15.1 Family Medical Leave shall be governed by Article 15, the provisions of the Family Medical Leave Act of 1993 and applicable state laws:

- 15.1.a Initiation of Family Medical Leave shall be at the request of the employee and/or any time the Employer has reasonable knowledge of a qualifying event. Each time the Employer determines a potential qualifying event exists, the Employer shall notify the employee, in writing, of potential qualifying event, initiation of leave and include an informational fact sheet of statutory provisions.
- 15.1.b Certification of illness or disability of the employee by a health care provider may be required for such leaves of three shifts or more for shift personnel and for one calendar week or more for day personnel, and may be required for shorter periods upon request by the Fire Chief. Certification shall be on a form (LEOFF II- Return to Duty Form, w\FIRE\DISABIL\9-17-98\LP.mjd) provided by the Employer and signed by a health care provider stating that the Employee has been sick or injured and is now able to return to work and perform his/her required duties.
- 15.1.c In the event Family Medical Leave is initiated for an "Immediate family" member (as defined in Article 1) the Fire Chief may require an Employee to certify in writing the circumstances requiring the use of leave.

Section 15.2 Dependent leave for personnel shall be governed and prescribed by Articles 14.2.c, 14.3.e, and 14.4.e; which may be used per occurrence for the birthing process or in the receiving of an adopted child.

## **ARTICLE 16 – BEREAVEMENT LEAVE**

### **ARTICLE 16**

Section 16.1 At the request of the Employee, leave due to death in the immediate family shall be granted by the Employer. Such leave shall not exceed two shifts for any one incident. Employees notified of a death while on duty shall be immediately excused from work for the shift. Such time shall not be counted as one of the two shifts off. Any time beyond this amount required because of travel or extenuating circumstances or time requested for a person other than specified may be granted with the approval of the Fire Chief or his/her designee, with this time being deducted from the employee's accumulated sick leave. Members of the immediate family are defined in Article 1.

Section 16.2 Employees that work a forty-hour workweek, bereavement leave shall be granted to an employee in an amount not to exceed five days per year for death in the employee's immediate family. This paid leave is not cumulative from year to year. Any time beyond this amount required because of travel or extenuating circumstances for time requested, or a person other than specified may be granted with the approval of the Fire Chief or his/her designee, with this time being deducted from the employee's accumulated sick leave.

## **ARTICLE 17 – COURT AND JURY LEAVE**

### **ARTICLE 17**

Section 17.1 Employees called to jury duty for Superior or District Court shall be granted leave for those hours the court requires them. Unless otherwise required by the court, Employees will work their normal shifts on Fridays, Saturdays, and Sundays. Employees shall also report for their assigned duties on other days when released by the court prior to 1000 hours, but shall be released from job duties at 2100 if they are scheduled for jury duty the following day.

Section 17.2 Employees on jury duty leave will receive full pay. Jury duty pay received by the Employee, while acting as a juror on their regularly scheduled duty day, shall be turned over to the City.

Section 17.3 An Employee required by Subpoena or City Directive to appear before a Court as a defendant or witness as a result of an incident that occurred during the

performance of the Employee's official City duties will be excused from duty with pay for those hours the Court requires them. If the Employee is called while off duty to appear, the Employee will be paid at the overtime rate of pay. Overtime hours shall be limited to travel time from the Employee's Fire Station to the Court, the actual time the Employee is required by the Court and travel time back to the Fire Station. If overtime is submitted to the City, any fee or reimbursement received by an Employee from the Court shall be turned over to the City.

Section 17.4 Employees shall notify the Employer in writing, with documentation, within 72 hours of being called for any duty described in this Article.

Section 17.5 All Employees on the 40-hour work week shall be granted court or jury duty leave as provided in the City of Kirkland Personnel Ordinance.

## **ARTICLE 18 – L.E.O.F.F. II**

### **ARTICLE 18**

Section 18.1 The sections of this Article shall apply to those Employees under the LEOFF II Retirement System.

Section 18.2 Accumulated leave may be used to supplement on-duty disability payments received from the Department of Labor and Industries as set forth in RCW 41.04. Firefighters receiving disability payments through Workers' Compensation will receive their normal rate of pay. All Worker's Compensation checks shall be turned over to the City until all accrued leave has been exhausted. Once accrued leave has been exhausted, the employee's obligation to turn Worker's Compensation checks over to the City shall cease and the City's' obligation of salary to the employee shall be discontinued until the employee is released by the treating physician fit for duty.

Section 18.3 The City shall make a monthly payment to the Washington State Council of Firefighter's Employee Benefit Trust (MERP), or other IRS qualifying program designated by the Union, in an amount equal to \$75 per employee covered by this agreement. This Trust shall remain separate and apart from any City retiree health insurance funding program unless changed by mutual agreement of the parties to the agreement. These payments shall be included as salary for purpose of calculating retirement benefits consistent with the Washington State Department of Retirement System rules and the Internal Revenue Code.

## **ARTICLE 19 – LIGHT DUTY**

### **ARTICLE 19**

Section 19.1 When an Employee is unable to perform regular duties due to job related injury or illness, and the Employee is receiving the Employer supplement as outlined in RCW 41.04.520, the Employee may be required to perform light duty tasks within the Fire Department, subject to the approval of the treating physician.

Section 19.2 When an Employee is unable to perform regular duties due to non job-related injury or illness and appropriate alternative work, as defined by the Fire Chief, is available, the Employee may request assignment to light duty tasks within the Fire Department, subject to the approval of the treating physician.

Section 19.3 The Employer and the Employee shall confer and agree to an alternative schedule. The limit of time an Employee may be assigned to light duty due to injuries covered in this Article shall be determined by applicable statutes or at the discretion of the Fire Chief, whichever is longer.

Section 19.4 ~~LEOFF I~~ employees are not eligible for light duty assignments in accordance with the RCW.

## **ARTICLE 20 – HEALTH-, WELLNESS AND SAFETY**

### **ARTICLE 20**

#### **Section 20.1-Joint Health and Wellness Committee**

20.1.a The City and the Union recognize the vital need of health and safety within the Fire Department. For this reason the City and the Union acknowledge and agree to meet or exceed current Safety Standards for Firefighters including infectious disease control and operational practices such as safe staffing levels and best practices for fire fighter safety. Further, the City and Union agree to meet and confer for the purposes of bargaining any health and safety policy or practice requiring immediate implementation (such as, but not limited to HIV, Hepatitis, MRSA, or company staffing or safe practice).

20.1.b Beginning May 2008, the City and Union agree to establish a Joint Health and Wellness Committee (JHWC) that shall ~~comprise~~ consist of two representatives from the City (which may include representative(s) from the the Fire Department and/or Chief and his designee, City administration), two representatives from the Union Executive Board and one certified peer fitness trainer jointly appointed by Labor and Management. The JHWC shall act to proactively anticipating and responding to workplace hazards and shall have the responsibility to recommend changes to the collective bargaining agreement and/or

operational changes for immediate implementation regarding items concerning health, wellness, and safety. Generally, the JHWC shall refer to recognized health and safety standards and best practices when recommending changes to the Labor agreement or operational policies and procedures. Widely recognized agencies for health and wellness shall be used to develop recommendations and shall include but not necessarily be limited to:

CDC- Center for Disease Control  
IAFC- International Association of Fire Chiefs  
IAFF- International Association of Fire Fighters  
NIOSH- National Institute of Occupational Safety and Health  
USFA- United States Fire Administration  
DHS- Department of Homeland Security  
NFFPA- National Fire Protection Association

Section 20.2- Occupational Exposures

20.2.a- The parties recognize that infectious disease exposures to employees are a threat to the public welfare and safety. It is the goal to maximize the protection against infectious diseases for all uniformed members while providing fire, rescue, and emergency medical services to the public without regard to known or suspected diagnoses of communicable disease in any patient or victim.

The City and Union agree to recognize blood-borne and air-borne pathogens including viral and bacterial illnesses and infections (such as, but not limited to HIV, Hepatitis, TB, SARS, Influenza, and MRSA) as duty-related occupational exposures for the purpose of; providing immunizations; determining antibodies and resistance; recognizing and documenting these illnesses as occupational exposures, and agreeing to advocate such designation to the Department of Labor and Industries.

20.2.b In the case of a member who is occupationally exposed the City will provide for the cost of post exposure monitoring. Test results will be provided to each individual for their follow up care or treatment if necessary. Necessary records will be provided to Labor and Industry for their disposition of the case. A copy of this record will be maintained in a secured medical file in Human Resources.

20.2.c -An employee, who dies from occupational exposure or from complications thereof, will receive all benefits afforded from a work-related injury or illness, within the control and authority of the City.

### Section 20.3

20.3.a The City and Union agree to develop a wellness fitness initiative and be partners in pursuing funding through the budget process. The Joint Health and Wellness Committee (20.1) shall establish a department wellness fitness program that is educational, ~~and~~ rehabilitative, and ~~mandatory but non--~~punitive. Furthermore, it shall use the components and resources of the IAFF/IAFC Joint Labor Management Wellness/Fitness Initiative as a guideline and closely follows or meets the intent of the initiative. The program shall include:

Candidate Physical Ability Testing (CPAT);  
Confidential Wellness Medical Physicals;  
Daily Physical Fitness Program, including certified peer fitness training;  
~~Injury and Medical Rehabilitation; and~~  
~~Behavioral Health; as-needed~~  
Annual Fitness Evaluation, conducted by certified peer fitness trainers.

The Department wellness fitness program will be submitted in the budget process in order to seek funding to implement other aspects of the program which have a cost element.

20.3.b Pending budget approval, during the term of the Agreement, the City agrees to initiate the comprehensive wellness and medical program as provided by ~~Washington Institute of Sports Medicine and Health~~ a qualified provider to be mutually agreed to by the parties. However, if mutual agreement is not reached in Joint Labor Management or contract bargaining, the City retains the right to determine the provider of the program, so long as the standards of the current edition of the NFPA 1582 standards are met. Unless otherwise mutually agreed to in writing, the provider of the medical physical exams will be determined prior to the expiration of the current labor agreement in order for the program to continue into the next contract cycle. This program shall be exclusively confidential between the program administrator and the Employee, and shall include:

Wellness Medical Physical Exam  
Individual Action Plan for overall improved Health  
Early Health Risk Identification  
Early Disease Detection  
Early intervention and Remediation

Unless otherwise recommended by ~~Washington Institute of Sports Medicine and Health~~ the provider of these services, participation shall be mandatory for all ~~LEOFF bargaining unit~~ employees during each calendar year, beginning in 2022 in at least one wellness and medical assessment during

~~the term of the Agreement~~ in order to establish a "base-line" for individual and group recommendations.

Bargaining unit employees will be scheduled by the Department to attend their medical physical exams. Any employee who has missed two (2) scheduled appointments at the Kirkland examination site will be scheduled for a make-up appointment while on duty. If the employee also misses the make-up appointment for any reason, after three (3) missed appointments during the calendar year, the employee could be subject to progressive discipline and/or have their work shift changed to a 40-hour workweek until a medical physical exam is completed. The City will not pay overtime for the employee to attend the medical physical exam.

Aggregate, not individual, data from the medical physical exams will be provided to the JHWC for the purpose of identifying trends and ways to improve the membership's health and wellness.

The City will be provided with documentation from the medical physical examiner verifying that each employee who completed the examination is medically qualified or not medically qualified to continue his/her assigned duties per the current edition of the NFPA 1582 standards. If the employee has a medical condition in which leave is needed, the employee is eligible to apply for Worker's Compensation, protected leave or other leave status as provided by City policies and practices, as applicable, while seeking treatment.

Hazardous Material team members' annual medical physical requirements and the annual audiology exams will be met by the medical physical examinations of this Section.

#### Section 20.4 Respiratory Protection Policy

20.4.a This Article shall meet the statutory requirements provided under WAC 296-842 (medical evaluations) and shall be governed by the Joint Health and Wellness Committee (20.1) as provided above. The Joint Health and Wellness Committee (JHWC) shall recommend, to the Fire Chief, a licensed health care professional (LHCP) to implement and regularly administer the department's respiratory protection program.

20.4.b All bargaining unit employees may be required to wear respiratory protection while performing their duties and, as such, shall be subject to annual medical evaluations as provided by the licensed health care professional. The employer shall provide medical evaluations for employees at no cost.

20.4.c Any specific medical findings shall be exclusively confidential between the licensed health care provider and the Employee. The licensed health care provider shall advise the Employer whether the employee is fit for duty or not fit for duty. The parties shall provide all confidentiality protections provided under the HIPAA 1996 statute.

20.4.d Subsequent medical evaluations may be required if medical signs and symptoms (such as breathing difficulties, extreme fatigue) are observed in the workplace or reported by the employee. Recommendations for re-evaluations shall be made immediately to the on-duty Battalion Chief. Any employee recommended for re-evaluation shall be immediately relieved from duty and shall remain on paid Sick Leave. The Battalion Chief shall provide a written statement and all documented finding to the Joint health and Wellness Committee (JHWC) for their review of the situation.

Section 20.5 The Union shall appoint one representative to be added as a regular member on the Fire Department Safety Committee established by Department Policy 5.101.

Section 20.6 Safe Staffing and Practices for fire ground safety: The JHWC will develop safe fire ground practices which will ensure the safe operations of personnel in fire's hazardous environment. When funding and/or resources are needed to meet safe staffing practices, the JHWC shall develop budget recommendations for the Fire Chief, which may be included in a service package request; during the City's budget process, or if an immediate need exists, the city manager will be notified by the Fire Chief. The City Council has ultimate approving authority on all budget requests.

## **ARTICLE 21 – SALARIES**

### **ARTICLE 21**

Section 21.1 Monthly salary for Firefighter I through IV is calculated as a percentage of Firefighter V (Base Pay). The following percentages shall be effective for new hires with a start date on or after November 1, 2013:

- Firefighter I: 74% of Base Pay
- Firefighter II: 77% of Base Pay
- Firefighter III: 83% of Base Pay
- Firefighter IV: 91% of Base Pay

Section 21.2 Upon promotion to Fire Lieutenant an Employee shall be on probation as provided by Civil Service rules and regulations. During this probationary period the Fire Lieutenant A pay grade shall be 110% of Base Pay. Upon completion of the probationary period Fire Lieutenant B pay grade shall be 115% of Base Pay.

Section 21.3 Upon promotion to Fire Captain an Employee shall be on probation as provided by Civil Service rules and regulations. During this probationary period the Fire Captain A pay grade shall be 118% of Base Pay. Upon completion of the probationary period Fire Captain B pay grade shall be 125% of Base Pay.

Section 21.4 Upon promotion to Battalion Chief an Employee shall be on probation as provided by Civil Service rules and regulations. During this probationary period the Battalion Chief A pay grade shall be 133% of Base Pay. Upon completion of the probationary period Battalion Chief B pay grade shall be 140% of Base Pay.

Section 21.5

21.5.a A Firefighter who is assigned the duties of Fire Lieutenant for a minimum of six hours per 24-hour shift shall be paid the Fire Lieutenant A pay grade for the actual hours worked as a Fire Lieutenant.

21.5.b A Fire Captain who is assigned the duties of a Battalion Chief for a minimum of six hours per 24-hour shift shall be paid the Battalion Chief A pay grade or the actual hours worked as a Battalion Chief.

Section 21.6

~~21.6.a~~ Effective January 1, ~~2018~~2021, the monthly rate of Base Pay shall be increased by ~~three two percent (23%) through December 31, 2018, which represents one percent (1%) for the Cost of Living Adjustment (COLA) and one percent (1%) market adjustment.~~

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~~21.6.b~~ Effective January 1, 2019, the monthly rate of Base Pay shall be increased by three (3%) (2% COLA plus 1% market adjustment) through December 31, 2019.

~~21.6.c~~ Effective January 1, 2020, the monthly rate of Base Pay shall be increased by three (3%) (2% COLA plus 1% market adjustment) through December 31, 2020.

Section 21.7 An additional two percent of Base Pay shall be awarded as compensation for Employees who are members of the Hazardous Materials Team. Payments will be rounded to the nearest whole dollar. Management retains the right to determine how many and which specific Employees shall be members of the Hazardous Materials Team. Employees shall be appointed to the team from a pool of eligible applicants from the bargaining unit. Management retains the right to reserve one position on the team for a non-bargaining unit Department representative.

Section 21.8 An additional two percent of Base Pay shall be awarded as compensation for Employees who are assigned as SCBA Specialist. Payments will be rounded to the nearest whole dollar. Management retains the right to determine how many and which specific Employees are assigned as SCBA Specialist.

Section 21.9 An additional six-percent of Base Pay shall be awarded as compensation for the Battalion Chief and the Company Officer assigned to the Training Division.

Section 21.10 Longevity

Employees shall be awarded longevity compensation according to the following table:

5 - 9 completed years of service	2% of Base Pay
10-11 completed years of service	3% of Base Pay
12-15 completed years of service	4% of Base Pay
16-19 completed years of service	5% of Base Pay
20-24 completed years of service	6% of Base Pay
25-29 completed years of service	7% of Base Pay
30+ completed years of service	10% of Base Pay

Section 21.11 Line personnel assigned to a Fire Inspector position will be awarded an additional 6% of Base pay as defined in Article 1.2.

Section 21.12 Deputy Fire Marshal will be assigned pay at an equivalent to Fire Fighter 4. Upon completion of Fire Fighter 1 certification, (s)he will be assigned pay at an equivalent to Fire Fighter 5.

Section 21.13 Fire Investigation Team ~~m~~Members Standby

Off-duty standby assignments shall be for a fixed, predetermined period of time. Employees formally placed on off-duty standby status by the Fire Chief or Deputy Fire Chief shall be compensated on the basis of ten percent (10%) of straight time pay. If the employee is actually called back to work, the off-duty standby premium shall cease at that time. Thereafter, normal overtime rules apply. Standby time at the 10% rate shall be that defined period of off-duty time during which an employee is required by the Department to remain on pager communications or at home in a state of readiness to respond to duty. During training periods, carrying of pager will not be an assigned standby time.

**ARTICLE 22 – VACATION**

**ARTICLE 22**

Section 22.1 Beginning January 1, 2013, bargaining unit Employees working the 24-hour shift shall accrue vacation at the following rates:

<u>YEARS OF EMPLOYMENT</u>	<u>MONTHLY ACCRUAL HOURS</u>	<u>ANNUAL VACATION HOURS</u>
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1st - 2nd year of employment-----	12-----	144
3rd - 5th year of employment-----	14-----	168
6th - 9th year of employment-----	17-----	204
10th - 13th year of employment-----	21-----	252
14th - 17th year of employment-----	22.5-----	270
18th - 21st year of employment-----	24.5-----	294
22nd - 24th year of employment-----	25.5-----	306
25th year or more of employment-----	26-----	312

Section 22.2 Beginning January 1, 2013, bargaining unit Employees working the 40-hour workweek shall accrue vacation at the following rates:

<u>YEARS OF EMPLOYMENT</u>	<u>MONTHLY ACCRUAL HOURS</u>	<u>ANNUAL VACATION HOURS</u>
1st - 2nd year of employment-----	11.6-----	139.2
3rd - 4th year of employment-----	12-----	144
5th - 7th year of employment-----	13.6-----	163.2
8th - 10th year of employment-----	14.25-----	171
11th - 13th year of employment-----	15-----	180
14th - 16th year of employment-----	16.25-----	195
17th - 19th year of employment-----	17.6-----	211.2
20th - 24th year of employment-----	19-----	228
25th year or more of employment-----	19.27-----	231.2

Section 22.3 Bargaining unit Employees shall accrue vacation leave monthly as outlined above. An Employee shall be eligible to utilize accrued vacation upon successful completion of six months of continuous service. Employees must receive prior approval for all vacation leave.

Section 22.4 Vacation and Holiday time for 24-hour shift personnel shall not be scheduled for less than six hours.

Section 22.5 Employees shall not be allowed to carry over more than 300 hours of vacation leave from December 31st to January 1st of the following year unless specifically authorized by the Fire Chief. Any vacation leave accrued beyond 300 hours on December 31<sup>st</sup>, will be deducted from the employee's accrued vacation bank. Deducted hours shall be reinstated after a written explanation is submitted to the Fire Chief on or before February 28<sup>th</sup>, including any reason for exceeding the limit and a plan detailing when the employee shall utilize the available leave down to an allowable level. Upon termination of employment, no payment for vacation accumulation shall exceed two times the terminated Employee's annual vacation accrual.

Section 22.6 Upon transfer from 24-hour shift to day shift an Employee's vacation time shall be converted by multiplying the vacation accumulation by eight tenths (.8). Upon transfer from day shift to the 24-hour shift an Employee's vacation time shall be converted by multiplying the vacation accumulation by one and twenty-five hundredths (1.25). If an employee is transferred to day shift for a period of four (4) months or less and does not use any accrued vacation leave while on day shift, no conversion shall take place.

Section 22.7 Employees may use vacation leave on an emergency basis to attend to family matters of an emergent nature. The leave will be deducted from an employee's vacation leave account, or holiday account if necessary. If the Employer must replace the Employee utilizing emergency leave with personnel on overtime, the amount deducted from their leave account will be at one and one-half times the hours used.

## **ARTICLE 23 – HOLIDAYS**

### **ARTICLE 23**

Section 23.1 All Employees on the 24-hour shift shall receive 120 hours off in lieu of Holidays. Holiday time will be credited to the employee on 1/1 of each calendar year. Employees hired after 1/1 shall accrue Holiday time on a prorated monthly basis. Unless specifically waived in writing by the Fire Chief, no Employee may carry over more than 24 hours from December 31st to January 1st of the following year. Those holiday hours exceeding 24 hours shall automatically be converted at the employee's regular rate of pay during the next payroll period.

Section 23.2 All Employees on the 40-hour workweek shall observe Holidays as provided in the City of Kirkland's Personnel Ordinance. The City Holiday Schedule is as follows:

<u>Holiday</u>	<u>Date to be Observed</u>
New Year's Day	January 1 <sup>st</sup>
M.L. King, Jr. Birthday	3 <sup>rd</sup> Monday of January
President's Day	3 <sup>rd</sup> Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday of September
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday of November
Day after Thanksgiving Day	4 <sup>th</sup> Friday of November
Half-day Christmas Eve	Last regular work day before Christmas Day
Christmas Day	December 25 <sup>th</sup>
Half-day New Year's Eve	Last regular work day before New Year's Day
One Floating Holiday	Employee's choice
Community Service Day	Employee's choice

Note: Any regular Holiday which falls on a Saturday shall be observed on the preceding Friday. Any regular holiday which falls on a Sunday shall be observed on the following Monday.

Employees covered under Section 23.1 and 23.2 shall receive respectively 10 hours and 8 hours of Community Service Day Leave. Utilization of the Community Service Day shall be for purposes of participation and volunteering for legitimate non-profit organizations, community service organizations, or public agencies. Authorization and scheduling shall be in accordance with the same procedures as a Floating Holiday.

Section 23.3 Employees covered under Section 23.1 may, at their request, receive cash compensation in lieu of holiday hours off. Requests for cash compensation shall be submitted prior to May 31st and November 15<sup>th</sup> of each year and will be included in their June 23<sup>rd</sup> and December 8<sup>th</sup> paychecks. Such request shall be in written form, specify the number of hours being converted (not to exceed 60 hours each request), and once received by administration, shall be non-revocable. Such compensation shall be at the Employee's regular hourly rate.

Section 23.4 Time off shall be scheduled consistent with the guidelines provided in Directive 3.001.

Section 23.5 Bargaining unit members who change work shifts and come under the City Personnel Ordinance for holidays shall have any unearned holiday time removed from their vacation account. Any earned but unused holiday time will be compensated for at the time of transfer. Employees using unearned holiday time prior to termination shall have a like amount deducted from their final paycheck. Accrued holiday time will be prorated at 10 hours per month when going from twenty-four (24) hour shift to forty (40) hour workweek.

## **ARTICLE 24 – MEDICAL AND DENTAL COVERAGE**

### **ARTICLE 24**

#### **Section 24.1-Maintenance of Benefits**

For the plans listed in Section 24.2 of this article, the City shall pay in accordance with the rates provided by the LEOFF Trust (as outlined in Appendix A), and annually for the term of the collective bargaining agreement. Appendix A also outlines the agreed upon responsibilities and liabilities between the City and the LEOFF Trust regarding the administration of health benefits for Employees. The participation agreement shall be substantially similar for the length of the contract.

#### **Section 24.2 -Health Insurance**

Medical Insurance – The Employer shall pay each month one hundred percent (100%) of the premium necessary for the purchase of Employee coverage and one hundred percent (100%) of the premium necessary for the purchase of Trust eligible dependent coverage, through the LEOFF Trust, specifically Plan B (as outlined in Appendix A, sections A1 through A4) or Kaiser Permanente plan, or its equivalent for each Employee of the bargaining unit.

Dental – The Employer shall pay each month one hundred percent (100%) of the premium necessary for the purchase of Employee coverage and one hundred percent (100%) of the premium necessary for the purchase of Trust eligible dependent coverage through LEOFF Trust, specifically Plan 3 (as outlined in Appendix A, section A9) for each Employee of the bargaining unit.

Vision Insurance – The LEOFF Trust provides vision coverage to Employees and Trust eligible dependents through the medical plan, therefore it is not necessary for the Employer to pay separate premiums to purchase vision coverage for each Employee of the bargaining unit.

In the event the LEOFF Trust eliminates Plan B or any of the plans listed in this section, the parties will meet to find substantially equivalent benefits in plan design and costs.

#### Section 24.3 HRA VEBA

The Employer will make contributions as per Appendix A, sections A5 through A7 to an HRA(VEBA) in the amount of \$2,000/year for employee only coverage or \$3,000/year for family coverage if the Employee enrolls on LEOFF Trust Plan B. If Employee is enrolled on Kaiser Permanente, the Employer will contribute \$600/year into the HRA(VEBA). Contributions to the HRA(VEBA) will be made by the Employer and are subject to the rules and limitations contained within the Internal Revenue Code.

#### Section 24.4 Flexible Spending Account

The Employer participates in a special program under the provisions of IRS Section 125. Employees may voluntarily elect to participate in the reimbursement program to pay medical or dependent care expenses with pre-tax dollars. Except as provided below, the Employer makes no contribution, makes no assurances of ongoing participation and assumes no liability for claims or benefits.

Contributions to the flexible spending account can be made by the employee as a payroll deduction subject to the rules and limitations contained within the Internal Revenue Code.

#### Section 24.5

The Employer operates an Employee Health Center as part of the City's self-insured High Deductible Health Plan. Employees covered by this bargaining agreement shall not be eligible to utilize the services provided by the Employee Health Center.

Section 24.6 Retiree Medical – The City shall not sponsor a retiree medical plan. Retiree coverage is offered through the LEOFF Trust. The Employer does not make any contributions to this plan nor does it have any liability for the actions or practices of the Trust.

Section 24.7 Life Insurance – The Employer shall pay each month one hundred percent (100%) of the premium necessary for the purchase of Employee term life insurance coverage that has a policy value of two (2) times the annual base rate of pay of the Employee, up to a guaranteed issue amount of \$250,000. The Employee is responsible for any taxes associated with this benefit.

Section 24.8 In the event an Employee is killed in the course of his/her official duty, the City agrees to continue to provide and pay for existing medical and dental coverage to the surviving dependents for a period of one year or until re-marriage of the surviving spouse occurs, whichever occurs first.

## **ARTICLE 25 – EDUCATION**

### **ARTICLE 25**

Section 25.1 The Employer agrees to reimburse Employees for the cost of tuition or registration for approved courses, provided, those courses are taken while the Employee is employed by the City and that the Employee completes the course and maintains a 2.5 grade point average. Reimbursement is limited to State tuition if courses are taken at private colleges or universities.

Section 25.2 Employees shall supply Human Resources, documentation of their intent to attend college courses during the next academic year, including the number of credits they expect to accrue and the projected cost of those credits by June 15th of each calendar year.

Section 25.3 Employees shall be granted time off with pay for the purpose of attending approved educational courses providing that adequate manpower is available. Once time off has been approved, Employees shall be given at least six hours notice if the approved time off is being revoked.

Section 25.4 Approved classes, for the purposes of this Article, shall mean those classes directly related toward achieving credits for a job-related AA or BA Degree from an accredited institution.

Section 25.5 With approval, the Employer agrees to reimburse Employees for the cost of preparatory courses, materials and certification testing for ICC Fire Inspector 1, provided

the certification is taken while the Employee is employed by the City of Kirkland and that the Employee completes the testing and obtains the certification.

#### **ARTICLE 26 – MUNICIPAL EMPLOYEES BENEFIT TRUST (MEBT)**

##### **ARTICLE 26**

Effective January 1, 1987, fire department Employees will become members of the Kirkland Municipal Employees Benefit Trust Fund. The initial sign-up for the individuals electing to participate will occur in December 1986 or earlier. Continuing participation in the Fund will be in accordance with the MEBT by-laws and will not be contingent upon future negotiations.

#### **ARTICLE 27 – TOBACCO FREE WORK ENVIRONMENT**

##### **ARTICLE 27**

The City of Kirkland shall provide a Tobacco Free environment for employees of the bargaining unit. Employees in the Bargaining Unit shall not use any tobacco products inside any City of Kirkland facility or on any Fire Department vehicle.

#### **ARTICLE 28 – SUBSTANCE ABUSE POLICY**

##### **ARTICLE 28**

The Employer and the Union agree to abide by the Substance Abuse Policy as signed, agreed and amended as required by the parties on August 23, 2000 or as modified by mutual agreement.

#### **ARTICLE 29 – PHYSICAL FITNESS POLICY**

##### **ARTICLE 29**

The Employer and the Union agree to abide by the Physical Fitness Policy outlined in Kirkland Fire Department Directive 3.016 dated December 6, 2007, or as modified and agreed upon by the Employer and the Union.

#### **ARTICLE 30 – TRAINING**

## ARTICLE 30

Section 30.1 Assignment to the Training Division shall be made by the Fire Chief or his designee from an individual who holds the rank of Battalion Chief and from an individual who holds the rank of Captain, who's not on probation.

Section 30.2 The Chief may assign a Captain and a Battalion Chief to the Training Division on a rotating basis for periods of six months to twenty-four months. In general, it is the intent to rotate the individual through the position at approximately twenty-four month intervals. The time frames may be waived if the Employee and the Fire Chief agree.

Section 30.3 It is the intent that appointments to the Training Division will come first from those who volunteer for the position. After the completion of a 24 month rotation, the incumbent has the option of volunteering for up to an additional 24 months. The rotation shall be filled by the Captain or Battalion Chief who volunteers, that has the most time in grade and has not previously filled the position. If that does not occur, the volunteer with the most time in grade shall fill the position. While assigned to the Training Division, all benefits, seniority, and time in grade considerations will still apply.

30.3.a. In the event there are no volunteers, the Fire Chief shall select a Captain or Battalion Chief with the least time in grade who has not previously been assigned at their current rank. If all Captains or Battalion Chiefs have fulfilled a previous assignment, the Fire Chief shall select the individual who has had the most time since completion of the previous assignment at their current rank.

30.3.b. In the event of an assignment, if a volunteer comes forward prior to the completion of the 24 months, the volunteer shall be allowed to fill the position as long as the assigned has served at least six months and agrees.

Section 30.4 The Captain or Battalion Chief assigned to the Training Division may, at the Fire Chief's discretion, be used to fill in for Company Officers when the Officer is assigned to a training function such as Recruit Academy or special training projects.

Section 30.5 Bargaining unit Employees assigned to the Training Division shall normally be assigned a regular schedule consisting of four consecutive ten-hour days per week. Alternative schedules not exceeding forty hours per week will be allowed with the mutual agreement of the Employer, the affected Employee and the Union. The Employer may change the workweek to a five-day schedule if the Training Division is down to one person for a period expected to exceed one month or if the Employee is assigned to a Recruit Academy.

Section 30.6 Employees assigned, as an instructor at a Recruitment Academy, shall provide a timesheet for all hours worked. Those hours, which exceed a 40-hour workweek, shall be paid in compliance with Article 12.1.

Section 30.7 The City will make every effort to announce any new appointments prior to the selection of annual vacation. In the event a rotation must occur after annual vacation picks, employees who are returning to a 24 hour shift will be allowed to select annual vacation irrespective of time off availability. These employees will have up to thirty days to provide their supervisor with their selections.

## **ARTICLE 31 – FIRE PREVENTION BUREAU**

### **ARTICLE 31**

Section 31.1 Fire Inspector's typical assignment of line personnel is 36 months. Alternative assignments of line personnel may be for a period of 24 to 36 months. The alternative length of assignment is to be agreed upon by the City, Affected employee and Local 2545. Assignment shall be made, if possible on a staggered basis. Based upon organizational needs, the City may elect to extend the incumbent assignment for up to 12 additional months; subject to the approval of the City, affected Employee and the Union.

This section shall not affect the Deputy Fire Marshal.

- 31.1.a To be eligible for assignment to Fire Inspector an individual must be a Kirkland Firefighter Level 4 or greater, or Kirkland Fire Lieutenant and possess the ability to obtain and maintain an ICC Fire Inspector 1 Certificate. Candidate must annually complete the mandated RFTD training.
- 31.1.b Selection process for Fire Inspector will consist of an adequate sized pool of a minimum of two (2) eligible candidates will participate in the testing process.
- 31.1.c A combination assessment center and written open book examination weighted as percentages of the total score as follows:
  - 31.1.c.(1) written examination 30%
  - 31.1.c.(2) oral interview 30%
  - 31.1.c.(3) customer dispute resolution 30%
  - 31.1.c.(4) plan review 10%
  - 31.1.c.(5) assessment center evaluators will not be employees of the City of Kirkland or the Regional Fire Training Division
  - 31.1.c.(6) notification of the examination will be per Section 5.4
- 31.1.d If no adequate sized pool of candidates exists for the position of Fire Inspector, the following will occur<sup>7.1</sup>

- 31.1.d.(1) The position will open to Firefighter 3;
- 31.1.d.(2) If still no adequate sized pool of candidates exists, the incumbent Fire Inspector will be offered an extension for a period of 12 to 36 months; or an applicant [Pool of one] meeting the minimum qualification, who volunteers, may be assigned to the position.
- 31.1.d.(3) [Involuntary assignment] If still no adequate sized pool of candidates exists, the appointment of a firefighter meeting minimum qualifications based on least seniority for a period of 24 months may be assigned to the position.
- 31.1.d.(4) The examination/selection process would be waived for step (2) and (3).

Section 31.2 In the event a Fire Lieutenant is assigned to the Fire Inspector position, a firefighter from the current Fire Lieutenant Eligibility Register may be assigned to fill the temporarily vacant line position, as a temporary assignment to Lieutenant. The City may select from the top three candidates on the register to fill the vacancy. The assignment shall be for up to 12 months. In the event the current register expires prior to the 12 months, another candidate shall be selected from the "new" register for a period of up to 12 months.

- 31.2.a In the event a Firefighter is selected or assigned to the Fire Inspector position they shall receive pay commensurate with a probationary Lieutenant; 110% of Base Pay; plus the provisions of section 21.11.

Section 31.3 Deputy Fire Marshal: Upon vacancy, the position shall be filled as a Fire Inspector, subject to the provisions provided in Article 31.

Section 31.4 Assistant Fire Marshal: When the staffing level in the Fire prevention Bureau increases above the current staffing level, two Fire inspectors (Inspector/Deputy Fire Marshal), the position of Assistant Fire Marshal shall be established; the Employer agrees to recognize the Union as the exclusive representative on matters concerning wages, hours, and working conditions for the position of Assistant Fire Marshal; and that applicants for the vacancy shall come exclusively from within the bargaining unit.

Assistant Fire Marshal's typical assignment is 48 months, and based upon organizational needs, the City may elect to decrease or extend the incumbent assignment. To be eligible for assignment to Assistant Fire Marshal an individual must possess the ability to obtain and maintain the requirements of the position. Candidate must annually complete the mandated training. Assignment to Assistant Fire Marshal shall not preclude an employee from other promotional opportunities but shall be subject to the provisions under Article 5 (Promotions and Vacancies).

- 31.4.a The Assistant Fire Marshal shall hold the rank of Captain; and the title and duties of Assistant Fire Marshal; and shall be subject to the provisions in

Articles 12.2.e (excluding regular assigned days unless approved by their direct supervisor), 21.3, 21.10, and 21.11.

31.4.b Selection process: The Fire Chief shall first select from those applicants who currently hold the position of Captain.

31.4.b.1 If there are no applicants, the Fire Chief shall declare a Captain vacancy exists in the position of Assistant Fire Marshal; and shall promote from the current Fire Captain Eligibility Register to the position of Assistant Fire Marshal; and shall be subject to the provisions within Article (5.1b,) (5.2c,) and (5.3,). If there are no applicants from the current Fire Captain Eligibility Register modifications to the promotional requirements may be made upon mutual agreement between the Union and the City.

Section 31.5 Fire Marshal: Upon vacancy of the current Fire Marshal incumbent, the Employer agrees to recognize the Union as the exclusive representative on matters concerning wages, hours, and working conditions for the position of Fire Marshal; and that applicants for the vacancy shall come exclusively from within the bargaining unit. Fire Marshal's typical assignment is 60 months, and based upon organizational needs, the City may elect to decrease or extend the incumbent assignment. To be eligible for assignment to Fire Marshal an individual must possess the ability to obtain and maintain the requirements of the position. Candidate must annually complete the mandated training. Assignment to Fire Marshal shall not preclude an employee from other promotional opportunities.

31.5.a The Fire Marshal shall hold the rank of Battalion Chief; and the title and duties of Fire Marshal; and shall be subject to the provisions in Articles 12.2.e (excluding regular assigned days unless approved by their direct supervisor), 21.4, 21.10, and 21.11.

31.5.b.1 Selection process: The Fire Chief shall first select from those applicants who currently hold the position of Battalion Chief.

31.5.b.2 If there are no applicants, the Fire Chief shall declare a Battalion Chief vacancy exists in the position of Fire Marshal; and shall promote from the current Battalion Chief Eligibility Register to the position of Fire Marshal; and shall be subject to the provisions within Article (5.1c,) (5.2c,) and (5.3,). If there are no applicants from the current Battalion Chief Eligibility Register modifications to the promotional requirements may be made upon mutual agreement between the Union and the City.

Section 31.6 Bargaining unit Employees assigned to the Fire Prevention Bureau shall normally be assigned a regular schedule consisting of four consecutive ten-hour days

per week. Alternative schedules not exceeding forty hours per week will be allowed with the mutual agreement of the Employer, the affected Employee and the Union.

## **ARTICLE 32 – FIREFIGHTER PARAMEDIC**

### **ARTICLE 32**

Section 32.1 Kirkland IAFF members are eligible to apply for Paramedic positions within the City of Redmond. If selected, they will remain employees of the City of Kirkland during Paramedic school and during that time will retain their current wage and benefits.

Section 32.2 After completion of Paramedic school, the employee will be required to leave employment with the City of Kirkland, and become an employee with the City of Redmond. Upon completion of the Paramedic certification, the employee will have a six month period in which the employee has return rights. If the City of Redmond determines that the employee is not meeting the requirements of a Paramedic they shall either 1) become a Redmond Firefighter (no probation) or 2) be allowed to return to the City of Kirkland in their former position provided that they have not been terminated from employment from the City of Redmond for just cause. The employee will return to the City of Kirkland with all seniority and steps as if they had never left. Once Paramedic certification is completed and the employee has six months time as a Paramedic, the option to return to Kirkland is no longer available. Should an employee exercise the return rights under this Section, the least senior newly hired employee who is displaced by the return would have the rights prescribed under Article 7.2.

## **ARTICLE 33 – EMERGENCY MEDICAL SERVICES OFFICER**

### **ARTICLE 33**

Section 33.1 ~~–~~ \_\_\_\_\_ Emergency Medical Services (EMS) Officer: The position of EMS Officer shall hold the rank of Fire Captain; the Employer agrees to recognize the Union as the exclusive representative on matters concerning wages, hours, and working conditions for the position; and that applicants for the vacancy shall come exclusively from within the bargaining unit.

Section 33.2 ~~–~~ \_\_\_\_\_ Volunteer applicants for the assignment to EMS Officer will commit to fulfilling the position for a minimum period of 36 months prior to reassignment; and remain in assignment until an alternative Captain vacancy exists; however, assignment to EMS Officer shall not preclude an employee from other promotional opportunities but shall be subject to the provisions under Article 5 (Promotions and Vacancies). Based upon organizational needs, the City may elect to extend the incumbent assignment.

To be eligible for assignment to EMS Officer an individual must possess the ability to obtain and maintain the requirements of the position of Fire Captain. Candidate must annually complete the mandated training.

33.2.a The EMS Officer shall hold the rank of Captain; and the title and duties of EMS Officer; and shall be subject to the provisions in Articles 12.2.e (excluding regular assigned days unless approved by their direct supervisor), 21.3, 21.10, and 21.11.

33.2.b.(1) Selection process: [Step 1] The Fire Chief shall first select from those volunteer applicants who currently hold the position of Captain.

33.2.b.(2) [Step 2] If a minimum pool of two (2) eligible candidates does not exist, the Fire Chief may elect to consider applicants from the current Fire Captain Eligibility Register to the position of EMS Officer; which shall be subject to the provisions within Article (5.1b,) (5.2c,) and (5.3,).

If there are no applicants from the current Fire Captain Eligibility Register, modifications to the promotional requirements may be made upon mutual agreement between the Union and the City.

~~Section 33.3~~ Bargaining unit Employees assigned to EMS Officer shall normally be assigned a regular schedule consisting of four, ten-hour days per week. Alternative schedules not exceeding forty hours per week will be allowed with the mutual agreement of the Employer, the affected Employee and the Union.

## **ARTICLE 34 – EMERGENCY MEDICAL TRANSPORT**

### **ARTICLE 34**

~~Section 34.1~~ Emergency Medical Transport: The Employer and the Union recognize the IAFF as the exclusive bargaining representative for Emergency Medical Transport; and this change in work is a mandatory subject of bargaining; and agree to maintain a primary emphasis of patient care and delivery of emergency medical services.

~~Section 34.2~~ The Department shall develop and maintain a Fee for Transport policy; recognizing current emergency medical practices. The Emergency Medical Transport Program shall have no direct impact to the delivery of patient care or the interaction between the responder and the patient.

34.2.a: \_\_\_\_\_ Kirkland Fire Department Administration shall be responsible for the direct collection of any necessary documentation, electronic data entry and fee collections; responders shall not collect fees or additional billing information other than typical personal patient information in written and electronic format and attempt to obtain a signature on the transport-authorization form.

34.2.b: \_\_\_\_\_ Patient care shall continue to be paramount and at the full discretion of the responding officer, taking into consideration currently established best practices and EMS guidelines. A patient's ability to pay or refusal to sign a transport agreement shall not limit the responder's discretion to transport or provide care.

34.2.c: \_\_\_\_\_ The responder shall maintain the discretion to utilize private transport agencies when determined to be medically necessary, situationally appropriate, by patient request, or determined to be the best utilization of resources.

## **ARTICLE 35 – PERFORMANCE OF DUTY**

### **ARTICLE 35**

Section 35.1 The Employer and the Union shall work together to meet the proficiency requirements of the department; to provide the public with efficient and courteous service and to encourage good attendance of Employees on regular duty.

#### Section 35.2 Evaluations

The purpose of evaluation is to help an employee be successful in performance and to understand the standards and goals of their position and their department. The evaluation will assess and focus on the employee's accomplishment of their job functions and the goals and standards of the position. Where the employee does not meet the above, a plan for correction, training or support should be developed with the employee.

Evaluation may occur in two forms:

35.2.a All regular employees should be formally evaluated in writing by their immediate supervisor and/or department head or designee during the probationary or trial service period and at least annually (at date of hire or a common date) thereafter.

35.2.b Additionally, evaluation of job performance may occur at any time and on an ongoing basis. Evaluation may occur in various ways and may include coaching, counseling or written assessment.

The evaluation process shall also include a review of the current job description.

Evaluation shall not, by itself, constitute disciplinary action – disciplinary action must be specifically identified as such, in writing, consistent with Section 33.3.

Employees will be given a copy of the evaluation. Employees will be required to sign the evaluation, acknowledging its receipt. Employees may elect to provide a written response to the evaluation, which will be retained with the evaluation in the employee's personnel file.

#### Section 35.3 Discipline / Corrective Action

The Employer agrees to act in good faith in the discipline, dismissal or demotion of any regular employee and any such discipline, dismissal or demotion shall be made only for just cause.

No employee shall be discharged except for just cause. The parties recognize that just cause requires progressive discipline. Progressive discipline may include:

oral warnings, which will be documented;  
written warnings – which may also include work performance improvement or corrective action plan for poor work performance or misconduct;  
suspension or administrative leave with or without pay;  
demotion; or  
discharge.

The intent of progressive discipline is to assist the employee with performance improvement or to correct misconduct. Both the sequencing and the steps of progressive discipline are determined on a case-by-case basis, given the nature of the problem and may result in more progressive discipline for cause.

All disciplinary actions shall be clearly identified as such in writing. The employee will be requested to sign the disciplinary action. The employee's signature thereon shall not be construed as admission of guilt or concurrence with the discipline, but rather shall be requested as an indication that they have seen and comprehend the gravity of the disciplinary action. Employees shall have the right to review and comment on disciplinary actions in their personnel file.

A copy of all disciplinary notices shall be provided to the employee before such material is placed in their personnel file. Employees disciplined or discharged shall be entitled to utilize the grievance procedure. If, as a result of the grievance procedure utilization, just cause is not shown, personnel records shall be cleared of reference to the incident, which gave rise to the grievance.

The Employer will notify the Union in writing within three (3) working days after any notice of written warning, suspension, demotion, or discharge. The failure to provide such notice shall not affect such discharge but will extend the period within which the affected employee may file a grievance. All communication surrounding this action is to be treated as confidential and sensitive.

The Employer recognizes the right of an employee who reasonably believes that an investigatory interview with a supervisor may result in discipline to request the presence of a Union representative at such an interview. Upon request, they shall be afforded a Union representative. The Employer will delay the interview for a reasonable period of time in order to allow a Union representative an opportunity to attend. If a Union representative is not available or delay is not reasonable, the employee may request the presence of a bargaining unit witness. (Weingarten rights)

Employees shall also have a right to a notice and a determination meeting prior to any disciplinary action (except oral warning). The Employer must provide a notice and statement in writing to the employee identifying the performance violations or misconduct alleged, a finding of fact and the reasons for the proposed action. The employee shall be given an opportunity to respond to the charges in a meeting with the Employer, and shall have the right to Union representation during that meeting, upon request. (Loudermill rights)

The Employer shall endeavor to correct employee errors or misjudgments in private, with appropriate Union representation if requested by the employee.

Discipline shall be subject to the grievance procedure in this Agreement as to whether or not such action as to any post-probationary employee was for just cause. Just cause shall be established if the following has been shown by the Employer:

- 35.3.a That the Employer did forewarn employee of possible consequences of conduct;
- 35.3.b That the Employer policy, rule, or order involved reasonably related to the orderly, efficient, or safe operation of the Employer;
- 35.3.c That before administering discipline, the Employer did make an effort to discover whether employee did, in fact, violate or disobey an Employer policy or rule;
- 35.3.d That the Employer conducted its investigation objectively;
- 35.3.e That, in the investigation, the Employer did obtain evidence or proof that the employee violated such Employer policy or rule;

35.3.f That the Employer applied its rules, orders, and penalties without discrimination under the circumstances; and

35.3.g That the degree of discipline was reasonably related to the seriousness of the offense and/or the employee's record.

In order to promote a climate of labor relations that will aid in achieving and maintaining a high level of performance within the department, the Union and the Employees it represents agree that there shall be no strikes or refusals to perform official duties. Any impasse resulting from the terms set forth in this contract will be resolved in mediation or binding arbitration in accordance with Washington State Collective Bargaining Act Laws.

#### Section 35.4 Vehicle Electronic Mobile Data Device

Subject to the City's requirements under law, the City agrees that it will not review and use electronic mobile data (e.g. Black Box, MDC, AVL) with the intent of generating any complaints against a Kirkland Fire employee. Electronic mobile data may be used as evidence to prove or disprove allegations of misconduct that is reasonably likely to result in discipline made against a Kirkland Fire employee. Absent evidence of misconduct that is reasonably likely to result in discipline, electronic mobile data shall not be used to monitor or evaluate a Kirkland Fire member's performance. Electronic mobile data shall remain confidential between the Employer and the Employee; and shall not be disseminated subject to the City's requirements under law.

### **ARTICLE 36 – MEETINGS AND COMMITTEES**

#### **ARTICLE 36**

Section 36.1 There shall be regular Labor and Management meetings between the Executive Board of the Union and the Administration of the Fire/Building Department. The purpose of these meetings is to discuss all matters referring to the labor agreement. Department Labor and Management meetings shall occur at least on a quarterly basis. Both parties shall have the authority to make non-binding recommendations to the Union and the City. No additional compensation or overtime shall be paid for attendance at the Labor and Management Meeting.

Section 36.2 Biannual (April and October) Executive Labor Management meetings will be held or as needed upon request by either party, and include City Management and the Local. This will be for the purpose of discussing matters of concern and maintaining the relationship between management and the Local.

Section 36.3 Local 2545 will participate with the City on a joint committee that will collaboratively work with the other City Bargaining Units to develop Citywide policies that may potentially impact wages, hours, and working conditions.

## **ARTICLE 37 – LIABILITY COVERAGE**

### **ARTICLE 37**

The City shall provide legal representation to an employee who is sued, where such litigation results from any alleged error or omission of such employee performed or omitted by the employee on behalf of the City in his or her capacity as an employee within the scope of his or her employment with the City.

The City shall provide insurance coverage under its self-insurance program, or any policy or policies obtained by the City in place thereof, indemnifying the employee for loss if the employee becomes legally obligated to pay for damages which result from errors or omissions of the employee performed or omitted by the employee on behalf of the City in his or her capacity as an employee and within the scope of his/her employment with the City.

The obligations of the City under this Article shall not apply to any dishonest, fraudulent, criminal, or malicious act of any employee. As express conditions of the City's obligations under this Article, the employee shall cooperate fully with the City in the defense of any such claim or suit, and the City shall have the sole and exclusive right to compromise, settle, dispose of or litigate any such claim, and shall have no obligation under this Article to pay the amount of any settlement, compromise, or judgment entered into or allowed by the employee without the City's prior written consent.

## **ARTICLE 38 – ENTIRE AGREEMENT**

### **ARTICLE 38**

Section 38.1 The agreement expressed here, in writing, constitutes the entire Agreement between the parties and no oral statement shall add to or supersede any of its provisions.

Section 38.2 The parties acknowledge that each has had the unlimited right and opportunity to make demands and proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right are set forth in this Agreement.

**ARTICLE 39 – TERMS OF AGREEMENT**

**ARTICLE 39**

The terms of this Agreement shall be in full force and effect on January 1, ~~2018~~2021, and except as otherwise provided herein, this Agreement shall remain in full force and effect through December 31, ~~2020~~2021. Within 30 days, all current employees at time of signing shall receive retroactive compensation of all back wages and benefit increases effective January 1, ~~2015-2021 to present.~~

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017May, 2021

CITY OF KIRKLAND, WASHINGTON

INTERNATIONAL ASSOCIATION OF  
FIREFIGHTERS, LOCAL #2545

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By \_\_\_\_\_  
Kurt Triplett, City Manager

By \_\_\_\_\_  
~~Bryan Vadney~~Justin Becker, IAFF  
Local #2545 President

**As Negotiated:**

By \_\_\_\_\_  
Anh Hoang, Human Resources Director

By \_\_\_\_\_  
Evan Hurley, IAFF Negotiator

APPROVED AS TO FORM:

By \_\_\_\_\_  
~~William Evans~~Kevin Raymond, ~~Assistant~~ City Attorney

**APPENDIX "A"**  
**to the**  
**Agreement**  
**by and between**  
**City of Kirkland**  
**and**  
**The IAFF, Local #2545**

**MEDICAL AND DENTAL COVERAGE**

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This Appendix is supplemental to the AGREEMENT by and between the CITY OF KIRKLAND, WASHINGTON, hereinafter referred to as the "Employer", and the IAFF, Local #2545.

- A1. LEOFF Health and Wellness Trust Plan B (High Deductible Plan)
- A2. The LEOFF Plan B will be implemented on January 1, 2017, or as soon thereafter as part of the transition to LEOFF Trust.
- A3. An employee and spouse/domestic partner who are both employed by the City cannot enroll in separate family plans.
- A4. An employee that elects to waive their medical coverage with the City will receive \$100/month that will be added to their paycheck. An employee is eligible for the waiver if and only if their spouse/domestic partner is not an employee of the City, and they have provided the City with proof of other coverage.

**HEALTH REIMBURSEMENT ACCOUNT – HRA (VEBA)**

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- A5. In calendar year 2017, employees who enroll in the LEOFF Plan B or the City's Kaiser Permanente HMO plan, will have contributions deposited into the HRA (VEBA) concurrent with the second payroll in January and the second payroll in July through the duration of the contract. Employees who leave employment prior to July 1<sup>st</sup> are not eligible for the second contribution.
- A6. HRA (VEBA) contributions will be made bi-annually, in the amounts of \$1,000 for individuals or \$1,500 for families. The total annual contribution that will be made is \$2,000 for individuals or \$3,000 for family. For purposes of HRA (VEBA) administration "family" is defined as employee plus one or more individual.
- A7. Any employee hired after January 1<sup>st</sup> who enrolls in the LEOFF Plan B will receive prorated contribution amounts based on the quarter in which the employee is eligible

for benefits. The contribution will be deposited concurrent with the second payroll of the month in which their benefits become effective.

Hire Date	Individual Coverage	Family Coverage
January 1 <sup>st</sup> – March 31 <sup>st</sup>	\$1,000	\$1,500
April 1 <sup>st</sup> – June 30 <sup>th</sup>	\$500	\$750
July 1 <sup>st</sup> – September 30 <sup>th</sup>	\$1,000	\$1,500
October 1 <sup>st</sup> – December 31 <sup>st</sup>	\$500	\$750

A8. Any employee enrolled in the LEOFF Plan B that experiences a status change after January 1<sup>st</sup>, will receive prorated contribution amounts based on the quarter in which the status change occurs. The contribution will be deposited concurrent with the second payroll of the month following the month in which the status change occurs.

Date of Status Change	
January 1 <sup>st</sup> – March 31 <sup>st</sup>	\$500
April 1 <sup>st</sup> – June 30 <sup>th</sup>	\$250
July 1 <sup>st</sup> – September 30 <sup>th</sup>	\$500
October 1 <sup>st</sup> – December 31 <sup>st</sup>	\$250

A9. Law Enforcement Officers and Firefighters Health and Welfare Trust-Dental Plan 3.

**AGREEMENT BETWEEN**

**the**

**INTERNATIONAL ASSOCIATION OF FIREFIGHTERS  
LOCAL #2545**

**and the**

**CITY OF KIRKLAND**

**January 1, 2021 - December 31, 2021**

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## **PREAMBLE**

This Agreement is made by and between the International Association of Firefighters Local No. 2545, hereinafter referred to as the "Union", and the City of Kirkland, a municipal corporation of the State of Washington, hereinafter referred to as the "Employer".

## **PURPOSE**

The purpose of the Employer and the Union in entering into this Agreement is to set forth their complete Agreement with regard to wages, hours, and working conditions for the Employees in the bargaining unit so as to promote the efficiency and effectiveness of fire prevention; medical aid services and fire suppression; public safety; and harmonious relations between the Employer and its Employees; giving recognition to the rights and responsibilities of the Employer, the Union, and the Employees.

## **ARTICLE 1 – DEFINITIONS**

As used herein, the following terms are defined as follows:

1.1 Bargaining Unit shall mean all Employees in the Kirkland Fire/Building Department in the classifications of Firefighter, Deputy Fire Marshal, Fire Inspector, Fire Lieutenant, Fire Captain, and Battalion Chief.

1.2 Base Pay shall mean Firefighter 5 pay grade as set forth in the Salaries Article of this Agreement.

1.3 City shall mean the City of Kirkland.

1.4 Department shall mean the Kirkland Fire/Building Department.

1.5 Deputy Fire Marshal shall mean any incumbent as of March 16, 2001 that serves as a full time Deputy Fire Marshal for the City of Kirkland. The Deputy Fire Marshal will assume seniority as defined in Article 1.

1.6 Employee shall mean an individual who meets the following criteria:

- 1.6.a Employed full time by the City of Kirkland.
- 1.6.b Covered by RCW 41.26 (LEOFF Pension System).
- 1.6.c Employed in a Bargaining Unit position defined in this Agreement.

1.7 Employer shall mean the City of Kirkland.

1.8 Immediate Family shall mean persons related by blood, marriage, or legal adoption in the degree of relationship of grandparent, parent, wife, husband, brother, sister, child, grandchild, domestic partner (as defined by Employer Policy), and other persons with the approval of the City Manager or designee.

1.9 Monthly Salary shall mean the monthly rate of pay so identified and set forth in the Salaries Article 21 of this Agreement.

1.10 Line Personnel shall mean regular full time Employees primarily responsible for fire suppression, medical aid, fire inspections and other related duties.

1.11 Overtime shall mean the time worked in excess of normally scheduled hours of duty.

1.12 Seniority shall mean length of continuous service with the Kirkland Fire/Building Department in a represented Bargaining Unit position.

1.13 Shift shall mean each workday served regardless of length of time the workday may be.

1.14 Time in grade shall mean length of continuous service with the Kirkland Fire / Building Department at their current rank.

1.15 Union shall mean the International Association of Firefighters Union, Local #2545.

1.16 Vacation shall mean a granted period of time off duty earned by members of the bargaining unit during which time they shall continue to receive their basic rate of pay.

## **ARTICLE 2 – UNION RECOGNITION**

The Employer agrees to recognize the Union as the exclusive representative on matters concerning wages, hours, and working conditions for all Employees in the bargaining unit.

## **ARTICLE 3 – UNION ACTIVITIES**

Section 3.1 The Employer shall make available to the Union 288 hours of paid leave per annum (1/1 – 12/31) for the purpose of allowing elected Union officials, or substitutes appointed by the Union participation in collective bargaining, grievance handling and permissive activities, limited to the following five conferences listed below:

1. Redmond symposium/ IAFF bi-annual conference
2. IAFF ALTS/HR
3. WSCFF annual (June conference)

4. WSCFF Spring Seminar
5. Fire Ops. 101

3.1.a Notification from the Union President to the Fire Chief not less than seven calendar days in advance when leave will be used.

3.1.b No more than 72 hours of union leave shall be covered at the overtime rate of pay.

The Employer retains the right to restrict such leave when an emergency exists or such leave would create a danger to public safety.

Section 3.2 The Employer will grant an Employee, who is a Union representative, reasonable time off with pay for the purpose of attending monthly management meetings, provided such release does not result in the necessity to replace the Employee requesting time off with personnel in compensated status.

Section 3.3 Upon written authorization from an Employee within the bargaining unit, the Employer shall deduct from the wages of that Employee the sum certified as assessments and monthly dues of the Union and shall thereafter forward such sum to the Union during the pay period specified by the Union. Should any Employee not have any monies due him or the amount of such monies is not sufficient to satisfy the assessments, no deduction shall be made for that Employee for that month. The Union shall indemnify, defend, and hold the Employer harmless against any claims made and against any suit instituted against the Employer on account of any check-off of dues for the Union. The Union shall refund to the Employer any amounts paid to it in error on account of the check-off provision upon presentation of proper evidence thereof.

Section 3.4 The Employer agrees to furnish and maintain suitable bulletin boards in convenient places in each station manned by Union firefighters to be used by the Union. The Union shall limit its posting of notices and bulletins to such bulletin boards.

#### **ARTICLE 4 – UNION SECURITY**

The Employer and the Union recognize the right of all Employees covered hereunder to become and remain members of the Union in good standing, and the Union accepts its responsibility to fairly represent all Employees in the bargaining unit, regardless of membership status.

## **ARTICLE 5 – PROMOTIONS AND VACANCIES**

**Section 5.1** The following are the requirements to be eligible for promotions within the bargaining unit:

- 5.1.a To be eligible for promotion to Fire Lieutenant an individual must have completed one year as a Firefighter 5. In addition, an individual shall have and maintain a valid EMT-D certification and shall have earned 60 credit hours from an accredited college towards an associates or bachelors degree.
- 5.1.b To be eligible for promotion to Fire Captain an individual must have completed one-year full time and currently hold the position of Fire Lieutenant with the Kirkland Fire Department. In addition, an individual shall have and maintain a valid EMT-D certification and shall have earned 90 credit hours from an accredited college towards an associates or bachelors degree.
- 5.1.c To be eligible for promotion to Battalion Chief an individual must have completed two years full time and currently hold the position of Fire Captain with the Kirkland Fire Department and shall have earned a minimum of an associates degree from an accredited College or University or have time in service and an equivalent combination of education and experience which provides the necessary skills, knowledge, and ability to successfully perform the duties of the position.
- 5.1.d To be eligible to take the promotional exams for Lieutenant, Captain and Battalion Chief an individual must meet the above requirements or reasonably be able to satisfy them prior to the expected expiration of the promotional register to be created from the exams. Individuals who pass a promotional exam prior to meeting the requirements for promotion shall have the word "ineligible" listed next to their name on the register until such time as they provide the Fire Chief documentation that they meet all the requirements.
- 5.1.e Candidates for promotional vacancies within the bargaining unit shall come from an adequately sized pool of eligible candidates from the bargaining unit. An "adequately sized pool" shall be defined as two candidates who meet the qualifications outlined in Sections 5.1.a., 5.1.b., 5.1.c. If an adequately sized pool does not exist, the Employer may adjust the educational requirements outlined in Sections 5.1.a., 5.1.b., 5.1.c. in order to create a pool from within the bargaining unit.

**Section 5.2** Promotional exams shall consist of the following:

- 5.2.a Lieutenant exams shall consist of a professionally prepared, Fire Lieutenant, written exam that will be weighted 40% of the final score. The other 60% shall be divided to include 30% for a tactical exercise and 15% each for two additional "assessment center" type exercises. The two additional exercises

shall be selected by the Employer from the following list and shall be administered by a qualified consultant:

5.2.a.(1) Prepare and present training class or other presentation.

5.2.a.(2) Role play of potential situations.

5.2.a.(3) Visual Resume.

The minimum passing score for the tactical exercise is 70% and the overall composite score for the testing process shall be at least 70% to be placed on the promotional register.

5.2.b Fire Captain and Battalion Chief exams shall consist of an assessment center process provided by a qualified consultant. The assessment center score shall make up 100% of the final score. The minimum composite passing score will be 70%.

5.2.c After receiving a minimum composite score of 70%, at time of certification the candidate shall be awarded a ¼ point to his/her score for each complete year of service after 10 years with the Kirkland Fire Department. The ¼ point service credit is intended for the sole purpose of advancing the placement and consideration of the more senior candidates' position on the eligibility list and is not intended to limit the Fire Chief from considering a candidate's previous years of service and experience when exercising the discretions provided in section 5.3 (rule of three).

5.2.d Psychological testing or evaluation methods may be used in the selection process upon mutual agreement between the Union and the City.

5.2.e No Kirkland Fire Department Employee or Regional Fire Training Division Employee will grade or score the exam. However, nothing in this section shall be construed as to limit the Fire Chief or his designee's ability to evaluate or review the results of examinations or conduct interviews to make promotional decisions. In addition, this section shall not be construed as limiting any powers given to the appointing authority by Civil Service Rules and Regulations.

5.2.f Candidates not present at the appointed time for testing shall fail that portion of the test.

5.2.g After completion of the examination process, candidates shall receive their individual scores, once the civil service appeals process window has lapsed. However, until certified by the Civil Service Commission, those scores may be subject to change.

Section 5.3 Selection of candidates to be appointed to a promotional position within the bargaining unit shall be from a register created from the testing process. The City may select from the top three eligible names on the register to fill each vacancy. In the event a leading candidate is bypassed, the determining factors for the bypass will be provided, in writing, to the candidate. If less than three eligible names remain on a certified register at the time of appointment, the City shall have the authority to invalidate the register and complete another examination process.

Section 5.4 The Employer shall post notices at all stations sixty days prior to any promotional exam the position(s) to be filled and the date(s) of the exam. The Employer agrees to post a reading list for the exam(s), if any are available, as soon as it is received from the testing company.

Section 5.5 Promotional tests for Lieutenant and Captain shall be conducted on alternating years. Promotional lists duration for Battalion Chief shall be governed by applicable Civil Service Rules.

- 5.5.a The Fire Lieutenants test shall be conducted during the second week of May on alternating years. Once certified, the list shall be valid until a replacement list has been certified, unless invalidated under Section 5.3.
- 5.5.b The Fire Captains test shall be conducted during the second week of November on alternating years. Once certified, the list shall be valid until a replacement list has been certified, unless invalidated under section 5.3.
- 5.5.c Alternative test dates may be scheduled if agreed upon by the Employer and the Union.

Section 5.6 When the Employer declares that a vacancy exists, every reasonable effort will be made to fill it as soon as possible. The Employer and the Union agree to follow current Kirkland Civil Service rules and regulations regarding provisional and temporary appointments.

Section 5.7 Advancement through the five Firefighter steps shall be governed by the following:

- Firefighter 1 Date of hire to 12 months of successful employment (probationary).
- Firefighter 2 Completion of 12 months continuous employment.
- Firefighter 3 Completion of 24 month's continuous employment, have and maintain EMT-D certification.
- Firefighter 4 Completion of 36 month's continuous employment, have and maintain EMT-D certification.
- Firefighter 5 Completion of 48 month's continuous employment, have and maintain EMT-D certification.

Section 5.8 In the unlikely event that an employee's WA State EMT-D certification is suspended or revoked, the City and the Union agree to meet and confer in effort to bargain the impacts on a case-by-case basis.

## **ARTICLE 6 – SAVINGS CLAUSE**

If any provision of this Agreement shall be held invalid by operation of law or any Tribunal of competent jurisdiction, or if compliance or enforcement of any provision should be restrained by such Tribunal pending final determination as to its validity, the remainder of this Agreement shall not be held to be invalid, and will remain in full force and effect,

and the parties, upon request of one to the other, shall initiate immediate negotiations for the purpose of arriving at a mutually satisfactory replacement of such provision.

## **ARTICLE 7 – LAYOFF AND RECALL**

Section 7.1 Layoff – In the event of a reduction in force, the Employee(s) with the least seniority shall be laid off first. Should the reduction in force necessitate any reduction in rank for remaining personnel, the last officer(s) promoted in the rank(s) affected shall be the first to be reduced. Reduction in rank will be based on time in grade (classification).

Section 7.2 Recall – In the event of a recall, the last Employee laid off shall be the first Employee recalled. No new Employee shall be hired until all laid off Employees have been given an opportunity to return to work. This obligation shall expire 36 months after such layoff, or after such time as the Employer is unable to contact the Employee being recalled on each of 21 consecutive calendar days, whichever occurs first. Recall to employment shall, at the discretion of the Employer, be subject to the recalled Employee successfully completing a physical examination. Such examination shall be scheduled by and at the expense of the Employer.

Section 7.3 The Employer shall give notice two weeks in advance to any Employee before layoff or shall pay all wages and benefits allowed in this contract for a two week period following notification. Upon passage of a physical examination, the Employer shall allow the recalled Employee to give two weeks notice to their current employer before reporting to duty. The Employee on layoff status shall keep the Employer notified of the address, telephone number, and hours at which he/she can be contacted. Prior to attempting to contact an Employee to be recalled, the Employer will notify the Union.

Section 7.4 Employees recalled from layoff status shall return to the classification they were in prior to layoff. (For purposes of seniority, all continuous service time immediately preceding the layoff will be considered). Any officers reduced in rank due to reduction in force shall be reinstated to the same position, without further testing, when the first vacancies exist.

## **ARTICLE 8 – MANAGEMENT RIGHTS**

It is recognized that, except as limited and controlled by the terms of this Agreement, the Employer shall retain the right and authority to operate and direct the affairs of the Employer. Employer shall operate and direct various aspects, including, but not limited to, the right to direct the working forces; to control the Fire Department budget; to plan, direct, and control all the operations and services of the Employer; to determine the methods, means, organization, and number of personnel by which such operations and services are to be conducted. The Employer shall assign and transfer Employees;

determine whether goods and services should be made or purchased; recruit, hire, and promote Employees; relieve Employees due to lack of work or other legitimate reasons; demote, suspend, discipline, or discharge Employees for just cause; to make, modify, and enforce reasonable rules and regulations; and to change or eliminate existing methods, equipment, facilities, or levels of service.

The Employer agrees that a continuing duty to bargain exists as to changes in wages, hours, and working conditions as may be required by RCW Chapter 41.56.

## **ARTICLE 9 – RETENTION OF BENEFITS**

All uniformly administered rights, benefits, and privileges relating to wages, hours, and working conditions as defined by the Public Employment Relations Commission shall remain in full force during the term of the Agreement.

The Union agrees that a continuing duty to bargain exists regarding changes in wages, hours, and working conditions as defined within RCW 41.56.

## **ARTICLE 10 – GRIEVANCE HANDLING AND DISPUTE RESOLUTION PROCEDURE**

In order to address differences in interpretation, application, or violation of any specific terms of the provisions of this contract or an established practice involving wages, hours, and working conditions or to reach a mutual understanding of the intent of such or other dispute, the parties are encouraged to promptly meet and confer to create a resolve, prior to the filing of a grievance if necessary. The timelines for filing a grievance shall become effective at the completion of the meeting(s) between the parties.

### **Section 10.1** Definitions

A “Grievance” shall be defined as a claim or dispute raised relating to the interpretation, application, or violation of any specific terms or application of the provisions of this contract. All such claims or disputes shall be processed according to the provisions as set forth herein.

A “business day” as defined in Article 10 is defined as Monday through Friday, excluding recognized holidays.

**Section 10.2** The Union shall have full access to the grievance procedure on behalf of itself and/or the employees it represents and may introduce a grievance at any step at or above the Deputy Chief. Employees filing a grievance agree to submit in writing a copy of all relevant facts involving the alleged grievance to the Union Executive Board

prior to Step I. Upon receiving the written petition, a Union representative shall meet with the Employee and recommend a course of action. If the Union wishes to pursue the grievance, the Union will proceed within the applicable timelines to the next appropriate step.

Section 10.3 A grievance filed by the Union that could be handled either through the contract or through a complaint filed with the Kirkland Civil Service Commission must select the method on how to pursue the complaint. Once this "election of remedies" has been chosen the Union acting on the Employee's behalf, has instituted the first step in the chosen process, the outcome of that process shall be binding and the Employee or the Union shall not be allowed to pursue the other course. This section shall not apply if jurisdiction over the issue is denied by the Civil Service Commission and the definition of a grievance as specified in Section 10.1 is applicable.

Section 10.4 Step I. The Union may present a grievance to the Deputy Chief within 40 business days of when the Union became aware or reasonably should have been aware of its alleged occurrence. The written grievance must state the issue, contractual Article, city/department policy or established practice and cite facts giving rise to the grievance, and remedy sought. The Deputy Chief will attempt to resolve the matter and provide a written response to the Union within 15 business days. If the Union is not satisfied with the solution, then the Union has 15 business days to advance the grievance to Step II by re-submitting the grievance to the Chief or his/her designee in writing.

Section 10.5 Step II. Upon receipt of the written grievance, the Fire Chief will attempt to resolve the matter and provide a written response to the Union within 15 business days. If the Union is not satisfied with the solution, then the Union has 15 business days to advance the grievance to Step III by re-submitting the grievance to the City Manager or his/her designee in writing.

Section 10.6 Step III. Upon receipt of the written grievance The City Manager or his/her designee will attempt to resolve the matter and provide a written response to the Union within 15 business days.

Section 10.7 If the grievance is not resolved by the City Manager or his/her designee to the satisfaction of the Union, the grievance may, within 15 business days of the receipt of the response from the City Manager or his/her designee, be referred for arbitration, to an arbitrator from a list of seven (7) currently active arbitrators from the Federal Mediation and Conciliation Service (FMCS) plus: Gary Axon, Alan Krebs, Eric Lindauer, Howell L. Lankford or additional arbitrators may be added if mutually agreed upon by the City and the Union. If any of the named arbitrators become unavailable, the parties agree to name mutually agreeable replacements ensuring an odd number not to exceed 11. The arbitrator will be selected by allowing the City and the Union to alternately delete one name at a time from the list until only one name remains. The party to start the deletion process will be decided by coin flip. It shall be the function of the Arbitrator to

hold a hearing at which the parties may submit their cases concerning the grievance. The Arbitrator shall render his decision based on the interpretation and application of the provisions of this Agreement. The decision shall be final and binding upon the parties to the grievance provided the decision does not involve action by the Employer, which is beyond its jurisdiction. Each party shall be completely responsible for all costs of preparing and presenting its own case, including compensating its own representatives and witnesses; provided however, the Union does not thereby waive any rights provided under RCW 49.48.030. If either party desires a record of the proceedings, it shall solely bear the costs of producing such a record.

#### Section 10.8 Third Party Dispute Mediation

10.8.a Any grievance or work related dispute between two or more parties may be referred to voluntary third party mediation. With the mutual agreement of all the parties to the dispute, the City will provide access to mediation services through the King County Workplace Mediation or similar program.

10.8.b Voluntary mediation may be sought at any step in the grievance process provided that all parties to the grievance agree. When all parties have mutually agreed in writing to mediation, all grievance timeframes will be held in abeyance until the completion of the mediation process. Mediation shall be deemed "completed" when the mediator notifies the parties that no further mediation will take place. At the completion of the mediation process, all timeframes previously in effect will resume.

### **ARTICLE 11 – HOURS OF DUTY**

#### Section 11.1 Workweek:

11.1.a The workweek for bargaining unit line personnel shall be no more than 48.0 hours per week on an average annual basis. This shall be accomplished by providing two Kelly shifts off after every six scheduled sets, prescheduled on an annual basis; the first months Kelly shifts shall be selected beginning with the employee with the greatest seniority. Once established, any action or changes to shift seniority configuration shall require a new seniority based selection process as provided above.

For example:

A	A	B Kelly Shift	B Kelly Shift	C	C	A
A	B Set-1	B Set-1	C	C	A	A
B Set-2	B Set-2	C	C	A	A	B Set-3
B Set-3	C	C	A	A	B Set-4	B Set-4
C	C	A	A	B Set-5	B Set-5	C
C	A	A	B Set-6	B Set-6	C	C
A	A	B Kelly Shift	B Kelly Shift	C	C	A
A	B Set-1	B Set-1	C	C	A	A
B Set-2	B Set-2	C	C			

11.1.b When a full "set" includes both December 24<sup>th</sup> and 25<sup>th</sup> the preceding shift shall share the holiday burden by "flip-flopping" 12/23 & 12/24

Example:      December    22    23    24    25    26    27  
                     Scheduled    C    C    A    A    B    B  
                     Changed to    C    A    C    A    B    B

[This adjustment is needed 3 out of every 8 years]

Section 11.2 The work schedule for bargaining unit line personnel shall be two consecutive 24-hour shifts (48 hour "set"). Employees normally shall work two 24-hour shifts followed by 96 hours off. The shift starting time will be 0700. The shift configuration and shift starting time may be modified by mutual agreement between the Employer and the Union.

The work shift will include one hour for lunch and one hour for dinner. Each on-duty Employee will remain available for an emergency call during these meals breaks.

Training and inspections may be scheduled on a reasonably limited basis between 1800 and 0800 hours to maintain operational skills in night fire suppression, prevention, and inter-departmental cooperation.

Section 11.3 The work schedule for bargaining unit personnel assigned to a 40-hour workweek shall be:

- 11.3.a 0800-1700 Monday through Friday, or
- 11.3.b Four consecutive ten-hour days
- 11.3.c 40-hour personnel may have a flexible work week. Time shall be traded in straight time. For example, if an employee works one hour extra one day, they may work one hour less another day that week to total 40 hours for each week but no week can exceed 40 hours unless approval for overtime has been received. Employees shall notify their supervisor prior to use of flex time. Flex time is to be noted on payroll attendance record as it actually occurs.
- 11.3.d Alternative schedules, not exceeding forty hours per week with mutual agreement of the employer, employee(s), and Union.
- 11.3.e Regardless of workweek schedule, each employee will have one hour off for lunch. Each on-duty Employee will remain available for an emergency call during these meal breaks.

Section 11.4 Refer to Article 30 relating to personnel assigned to Training. Refer to Article 31 relating to personnel assigned to Fire Prevention Bureau.

Section 11.5 The Employer and Union acknowledge that Fire Station 24 is not currently staffed with career personnel. The Employer is not compelled to staff Fire Station 24. Should the City decide to staff Fire Station 24, the City agrees to staff it in accordance with the Memorandum of Understanding with the Union dated October 2013. The parties may agree to resolve staffing of Fire Station 24 on a long-term basis. The long-term solution for Fire Station 24 may include one of the following:

- 11.5.a 24-hour 3 platoon method
- 11.5.b 24-hour 4 platoon method
- 11.5.c 12-hour call back staffing
- 11.5.d 12-hour shift, 3 on 4 off

## **ARTICLE 12 - OVERTIME / COMPENSATORY TIME**

Section 12.1 Overtime shall be paid at the rate of one and one-half times the hourly rate of pay. For the purpose of calculating hourly overtime rate of pay the formula shall include monthly salary, premium pay (i.e. Hazardous Materials or other premium pays negotiated) and longevity. The hourly rate of pay will be determined by multiplying the Employee's monthly salary by 12 (months) and then dividing that figure by the work week figure from Section 11.1 multiplied by 52.18 (weeks). The final overtime rate of pay will be rounded to the nearest cent.

## Section 12.2

- 12.2.a Overtime for 40-hour personnel shall be paid at the rate of one and one-half times their hourly rate of pay. For the purposes of calculating hourly overtime rate of pay the formula shall include monthly salary, premium pay (i.e. Hazardous Materials or other premium pays negotiated) and longevity. The hourly rate of pay will be determined by multiplying the Employee's monthly salary by 12 (months) and then dividing that figure by the work week figure from Section 11.3 multiplied by 52.18 (weeks) The final overtime rate of pay will be rounded to the nearest cent.
- 12.2.b 40-hour personnel working overtime during their normal duties are eligible for compensatory time in lieu of overtime. Compensatory time may not be earned if the employee is working overtime as defined in 12.2.e. Compensatory time shall accrue at one and one-half times the hours worked and shall be measured in fifteen minute increments or major fraction thereof.
- 12.2.c 40-hour personnel may bank up to 40 hours of compensatory time at any given point. If the 40-hour limit is exceeded, the additional hours above 40 will automatically be converted to overtime and paid out as soon as possible thereafter. Unless specifically waived in writing by the Fire Chief, no Employee may carry over more than 20 hours of compensatory time from October 31<sup>st</sup> to November 1<sup>st</sup>. 40 hour personnel may convert up to 40 hours of banked compensatory time into cash for their November 8<sup>th</sup> pay check. The request for such a payout must be received no later than October 15<sup>th</sup> of each year. In the event no request is received, all banked compensatory time in excess of 20 hours will be converted into a cash payout in the November 8<sup>th</sup> check. All compensatory time off shall be used or converted into cash prior to rotation back onto the line. If rotation does not happen before November 8<sup>th</sup>, cash out should happen at the first reasonable pay check.
- 12.2.d 40-hour personnel are required to track their approved overtime and compensatory time on a tracking form provided by the City. The tracking form shall be turned into their supervisor with their payroll attendance record each pay period. The employee shall designate whether they wish to be compensated in overtime or compensatory time on the tracking form. If no designation is made, overtime will be paid out in the next appropriate pay period. These hours will be entered in the payroll system and will be separately recorded on their paychecks. When an employee chooses to use Compensatory Time, the time off will be approved by the supervisor in the same manner as vacation or other similar types of leave as per Directive 3.001.
- 12.2.e Bargaining unit employees assigned to a 40-hour workweek may elect to participate in filling overtime vacancies created by line personnel. A 40-hour employee electing to participate shall be compensated at a rate consistent to line personnel Section 12.1 for the overtime shift(s) worked.

Section 12.3 Employees shall be subject to call back from off duty in an emergency. An Employee called back to duty shall be paid at the overtime rate of pay for two hours or for the actual number of hours worked, whichever is greater.

Section 12.4 Employees held over for an alarm past the termination of their regular shift will be paid overtime for those periods exceeding 15 minutes and thereafter for each 15-minute period or major fraction thereof.

Section 12.5 The City will use bargaining unit Employees for fill-in shifts when needed. Employees called to work such shifts shall be paid at the overtime rate of pay for two hours or for the actual number of hours worked, whichever is greater.

Section 12.6 Overtime will be paid for training required by the Employer if such training occurs outside regularly scheduled hours of duty. Voluntary training will not be subject to overtime pay.

Section 12.7 The Employer may utilize the Deputy Chief of Operations as the Duty Chief for short periods of fill-in while the on-duty Battalion Chief is unavailable or in the event of a need for additional command officers.

Section 12.8 Line personnel assigned as a Training Battalion Chief, Training Captain, or Fire Inspector position may be assigned to operation/line duties at an emergency scene and are eligible for call back shift work. Acceptance of call back that may affect their work schedule must be communicated to their supervisor.

## **ARTICLE 13 – SHIFT CHANGES AND ASSIGNMENTS**

Section 13.1 All employees covered by this Agreement and the Union shall receive written notice 30 calendar days in advance of inter-shift assignment and/or work schedule changes. This time limit may be waived at the discretion of the Fire Chief in the case of appointments to a promotional position within the bargaining unit and necessary shift adjustments caused by such appointment. This time limit may also be waived at other times if agreed to by the Employer and the Union.

Section 13.2 Inter-shift swaps shall be allowed on a position for position basis if direct notification is given to the on-duty Battalion Chief prior to the shift swap. For purposes of this section, "positions" shall be defined as: Battalion Chief, Company Officer, Driver, and Firefighter. Inter-shift swaps that are not position for position may be allowed under the following guidelines:

13.2.a The request is approved by the Battalion Chief prior to the swap.

13.2.b The swap does not result in any negative economic impact to the City of Kirkland.

- 13.2.c If a Firefighter/Acting Officer swaps with an Officer, the payback must occur on a day when there is an Acting Officer position available for the Officer to fill. The same shall hold true for Battalion Chiefs and Captains.
- 13.2.d Swaps that are not position for position and that have adequate coverage may be cancelled if less than six (6) days notice was given and other leave requests reduce coverage.
- 13.2.e A bargaining unit member who agrees to an inter-shift swap and is subsequently unable to work shall obtain another Employee to fill the position. If no relief can be obtained, an equal amount of vacation and/or holiday time (if necessary) will be charged against that member. If the Employer must replace the individual on an overtime basis, an amount equal to one and one-half (1 1/2) times vacation and/or holiday time (if necessary) will be charged against that member. This penalty may be waived by the Fire Chief, or his/her designee, if the absence is caused by circumstances the Chief feels are grounds for waiver.
- 13.2.f Inter-shift swaps are not intended to be used to routinely modify an employee's regularly assigned shift. However, personnel may submit written request for approval by the Deputy Fire Chief for temporary modification of assignment due to special circumstances. It is the employee's responsibility to make up any mandatory training missed as a result of a shift swap.

Section 13.3 Kelly Day swaps will be allowed when:

- 13.3.a Approval is given by the Battalion Chief prior to the swap.
- 13.3.b The swap will not result in any economic impact to the City.

Section 13.4 The Employer has no obligation to ensure or facilitate the repayment of shift swaps between employees.

Section 13.5 Special assignments shall not exceed thirty (30) days in any calendar year without negotiations and agreement of the impacts with the Union. Employees assigned to special assignments shall be given thirty (30) days notice of such assignments unless a waiver of such notice is granted by the employee(s) assigned and the Union.

Section 13.6 Temporary assignments may be made to a forty (40) hour work schedule, once in a calendar year, per employee, for periods of up to ninety (90) days only if the Employer and the Employee are in agreement. Notice of such assignments shall adhere to the provisions of Section 13.1.

Section 13.7 Shift Swap – without repayment: To the extent allowed by law, Employees may elect to work in relief of another Employee. In cases of special needs (for example: extended injury or illness, military deployment, other) an Employee may elect work in relief for another Employee without obligation of repayment. Such swap shall not result in any negative economic impact to the City of Kirkland.

Section 13.8 Station Bid Selection: In an effort to provide a fair and equitable assignment of personnel to operational positions within the department, a bid procedure allowing members of the department to express a preference for work assignments is hereby instituted. However, the Fire Chief maintains the right to allocate apparatus and personnel as deemed appropriate for the performance of the department's mission.

- 13.8.a Employees shall select (bid) station assignments by order of time within their current grade.
- 13.8.b When a bid vacancy occurs, a notice shall be posted in the stations outlining the nature of the vacancy and the qualifications required to fill the position. Notice of bid positions available shall be posted every sixty (60) days on or about the first of the month. This notice shall include the date and time of closing of the bids, as well as the date, time and place of the next bid committee meeting. A minimum of fifteen (15) calendar days will be allowed for notification of vacancies and filling of bid applications.
- 13.8.c A Fire Department Bid Committee shall be composed of three (3) representatives appointed by the Union. The Bid Committee shall review submitted bid requests, approve as appropriate, award bid assignments and make recommendation for bid policy change.
- 13.8.d Beginning the first full set of January 2015, and every thirty-six (36) months thereafter, the Bid Committee shall impose a wholesale re-bid (inter-shifts); unless otherwise agreed by both the Union and Management. Such re-bid shall not occur more than once in any thirty-six (36) month period.

## **ARTICLE 14 – SICK LEAVE**

Section 14.1 Under the terms of this collective bargaining agreement the employee is entitled to sick leave and/or other paid time off. The employer must allow an employee to use any or all of the employee's choice of sick leave or other paid time off to care for:

- 14.1.a Personal illness or physical incapacity which renders the employee unable to perform the duties of his/her position; or care for:
- 14.1.b A child of the employee with a "Health condition" that requires treatment or supervision, defined as:
  - 14.1.b.(1) Any medical condition requiring treatment or medication that the child cannot self administer; or
  - 14.1.b.(2) Any medical or mental health condition which would endanger the child's safety or recovery without the presence of a parent or guardian; or
  - 14.1.b.(3) Any condition warranting treatment or preventive health care such as physical, dental, optical or immunization services, when a parent must be present to authorize and when sick leave may otherwise be used for the employee's preventive health care; or

- 14.1.b.(4) Any condition rendering the child "Incapable of self-care" which means that the individual requires active assistance or supervision to provide daily self-care in several of the "activities of daily living" (ADLs) or "instrumental activities of daily living" (IADLs). Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, and eating. Instrumental activities of daily living include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.
- 14.1.c Any other "immediate family" member, as defined in Article 1 of the employee who is incapable of self-care, has a serious health condition or emergency condition, defined as:
- 14.1.c.(1) Any "Serious health condition" which means an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or that involves continuing treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity (i.e. inability to work, attend school or perform other regular daily activities).
- 14.1.c.(2) Any individual "Incapable of self-care" which means that the individual requires active assistance or supervision to provide daily self-care in several of the "activities of daily living" (ADLs) or "instrumental activities of daily living" (IADLs). Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, and eating. Instrumental activities of daily living include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.
- 14.1.c.(3) Any "Emergency condition" means a health condition that is a sudden, generally unexpected occurrence or set of circumstances related to one's health demanding immediate action, and is typically very short term in nature.
- Others not listed may qualify for the use of sick leave with the direct written approval of the Fire Chief and such approval shall not be unreasonably withheld.

Section 14.2 This section applies to members of the bargaining unit covered under the LEOFF I Retirement System.

- 14.2.a Employees absent due to injury or illness shall be covered by LEOFF I pension which shall be administered by the City of Kirkland Disability Board.
- 14.2.b LEOFF I personnel may use up to five shifts (120 hours) annually, for the purposes provided in subsection 14.1.b and 14.1.c.
- 14.2.c Dependent Leave: Personnel will be granted an additional 48 hours of sick leave per occurrence for the birthing process, receiving of an adopted child, or foster care placement.

Section 14.3 This section applies to members of the bargaining unit covered under the LEOFF II Retirement System on shift.

- 14.3.a Upon appointment as Firefighter I, shift personnel shall have 288 hours of paid sick leave credited to him/her. If an Employee terminates during the first year of employment, any paid sick leave hours used in excess of the prorated amount of 24 hours per month shall be deducted from the Employee's final paycheck.
- 14.3.b Employee's sick leave with pay shall accrue at the rate of 24 hours per month beginning with the 13<sup>th</sup> month.
- 14.3.c Sick leave shall be cumulative to a maximum of 1440 hours.
- 14.3.d Any employee changing from 24-hour shift to 40-hour workweek shall use the following sick leave conversion formula:

$$\frac{\text{Employee 24-hour bank} \times 960}{1440}$$

- 14.3.e Dependent Leave: 48 hours of sick leave may be used per occurrence for the birthing process, the receiving of an adopted child; or foster care placement. If an Employee must leave while on duty, the hours absent will not be counted against the leave allowed in this section.

Section 14.4 This section applies to members of the bargaining unit covered under the LEOFF II Retirement System day (40-hour schedule) personnel.

- 14.4.a Employee with less than five years of employment shall accrue sick leave at a rate of 16 hours per month.
- 14.4.b Employees with more than five years of employment shall accrue sick leave at a rate of the daily work schedule per month. (i.e. 8-hour daily work schedule shall earn 8 hours per month, 9 hours work schedule earn 9 hours per month, etc.)
- 14.4.c Sick leave shall be cumulative to a maximum of 960 hours
- 14.4.d Any employee changing from 40-hour workweek to 24-hour shift shall use the following sick leave conversion formula:

$$\frac{\text{Employee 40-hour bank} \times 1440}{960}$$

- 14.4.e Dependent Leave: 40 hours of sick leave may be used per occurrence for the birthing process, the receiving of an adopted child, or foster care placement. If an Employee must leave while on duty, the hours absent will not be counted against the leave allowed in this section.

Section 14.5 This section shall apply to all members of the Bargaining Unit covered under the LEOFF II Retirement System:

14.5.a Conversion of Sick Leave Cashout to Retiree Medical Account

Upon normal or disability retirement from the City, the employer shall make contributions into the WSCFF Employee Benefit Trust (MERP), or other IRS qualifying program designated by the Union in an amount equal to fifty percent of his/her maximum allowable shift rate sick leave. Sick leave cashout shall be converted at a rate of fifty cents (\$0.50) on the dollar, of the employee's regular rate of pay (sick leave hours x regular rate of pay x \$0.50) and shall not exceed Ten Thousand Dollars (\$10,000) in 2008, and Ten Thousand and Five Hundred Dollars (\$10,500) in 2009 and 2010. The trust fund is established in accordance with applicable federal and state laws, and the City shall contribute the monies on a pre-tax basis. The monies contributed to the trust fund shall only be used for retiree health insurance premiums or health service expenses.

- 14.5.b. Certification of illness or disability by a physician may be required for such leaves of three shifts or more for shift personnel and for one calendar week or more for day personnel, and may be required for shorter periods upon request by the Fire Chief. Certification shall be on a form (LEOFF II- Return to Duty Form, w\FIRE\DISABIL\9-17-98\LP.mjd) provided by the Employer and signed by a physician stating that the Employee has been sick or injured and is now able to return to work and perform the required duties.

Section 14.6 Well Child Leave

- 14.6.a Well Child Sick Leave may be used for the care of a newborn or adopted child or foster care placement, notwithstanding dependent leave as defined above. An employee requesting to use Sick Leave to care for a well child after birth, adoption, or foster care placement shall comply with the following rules:

1. The employee must take the leave within one year of the birth, adoption, or placement of the child.
2. Employees will not be eligible for intermittent usage of Well Child Sick Leave to care for a well child after birth, adoption, or foster care placement.
3. An employee can request up to 12 weeks of leave.
4. In order to use sick leave as noted in this section, an employee must maintain a minimum sick leave bank equal to 18 months of their accrual rate.

14.6.b The following types of leave may be used during the period of time the employee is on Well Child Sick Leave to care for a well child after birth, adoption, or foster care placement:

1. An employee must first use accrued vacation or holiday leave for up to three weeks of the Well child Leave requested.
2. At the completion of up to three weeks of Vacation Leave, an employee may use an equal amount of accrued sick leave.
3. At the completion of the three weeks of accrued sick leave, an employee may use vacation, holiday, or leave without pay for the remainder of the maximum 12 week period.

Section 14.7 Certification of Sick Leave for an "Immediate family" member (as defined in Article 1): The Fire Chief may require an Employee to certify in writing the circumstances requiring the use of Sick Leave for an "Immediate family" member.

## **ARTICLE 15 – FAMILY MEDICAL LEAVE (FMLA)**

Section 15.1 Family Medical Leave shall be governed by Article 15, the provisions of the Family Medical Leave Act of 1993 and applicable state laws:

15.1.a Initiation of Family Medical Leave shall be at the request of the employee and/or any time the Employer has reasonable knowledge of a qualifying event. Each time the Employer determines a potential qualifying event exists, the Employer shall notify the employee, in writing, of potential qualifying event, initiation of leave and include an informational fact sheet of statutory provisions.

15.1.b Certification of illness or disability of the employee by a health care provider may be required for such leaves of three shifts or more for shift personnel and for one calendar week or more for day personnel, and may be required for shorter periods upon request by the Fire Chief. Certification shall be on a form (LEOFF II- Return to Duty Form, w\FIRE\DISABIL\9-17-98\LP.mjd) provided by the Employer and signed by a health care provider stating that the Employee has been sick or injured and is now able to return to work and perform his/her required duties.

15.1.c In the event Family Medical Leave is initiated for an "Immediate family" member (as defined in Article 1) the Fire Chief may require an Employee to certify in writing the circumstances requiring the use of leave.

Section 15.2 Dependent leave for personnel shall be governed and prescribed by Articles 14.2.c, 14.3.e, and 14.4.e; which may be used per occurrence for the birthing process or in the receiving of an adopted child.

## **ARTICLE 16 – BEREAVEMENT LEAVE**

Section 16.1 At the request of the Employee, leave due to death in the immediate family shall be granted by the Employer. Such leave shall not exceed two shifts for any one incident. Employees notified of a death while on duty shall be immediately excused from work for the shift. Such time shall not be counted as one of the two shifts off. Any time beyond this amount required because of travel or extenuating circumstances or time requested for a person other than specified may be granted with the approval of the Fire Chief or his/her designee, with this time being deducted from the employee's accumulated sick leave. Members of the immediate family are defined in Article 1.

Section 16.2 Employees that work a forty-hour workweek, bereavement leave shall be granted to an employee in an amount not to exceed five days per year for death in the employee's immediate family. This paid leave is not cumulative from year to year. Any time beyond this amount required because of travel or extenuating circumstances for time requested, or a person other than specified may be granted with the approval of the Fire Chief or his/her designee, with this time being deducted from the employee's accumulated sick leave.

## **ARTICLE 17 – COURT AND JURY LEAVE**

Section 17.1 Employees called to jury duty for Superior or District Court shall be granted leave for those hours the court requires them. Unless otherwise required by the court, Employees will work their normal shifts on Fridays, Saturdays, and Sundays. Employees shall also report for their assigned duties on other days when released by the court prior to 1000 hours, but shall be released from job duties at 2100 if they are scheduled for jury duty the following day.

Section 17.2 Employees on jury duty leave will receive full pay. Jury duty pay received by the Employee, while acting as a juror on their regularly scheduled duty day, shall be turned over to the City.

Section 17.3 An Employee required by Subpoena or City Directive to appear before a Court as a defendant or witness as a result of an incident that occurred during the performance of the Employee's official City duties will be excused from duty with pay for those hours the Court requires them. If the Employee is called while off duty to appear, the Employee will be paid at the overtime rate of pay. Overtime hours shall be limited to travel time from the Employee's Fire Station to the Court, the actual time the Employee is required by the Court and travel time back to the Fire Station. If overtime is submitted to the City, any fee or reimbursement received by an Employee from the Court shall be turned over to the City.

Section 17.4 Employees shall notify the Employer in writing, with documentation, within 72 hours of being called for any duty described in this Article.

Section 17.5 All Employees on the 40-hour work week shall be granted court or jury duty leave as provided in the City of Kirkland Personnel Ordinance.

## **ARTICLE 18 – L.E.O.F.F. II**

Section 18.1 The sections of this Article shall apply to those Employees under the LEOFF II Retirement System.

Section 18.2 Accumulated leave may be used to supplement on-duty disability payments received from the Department of Labor and Industries as set forth in RCW 41.04. Firefighters receiving disability payments through Workers' Compensation will receive their normal rate of pay. All Worker's Compensation checks shall be turned over to the City until all accrued leave has been exhausted. Once accrued leave has been exhausted, the employee's obligation to turn Worker's Compensation checks over to the City shall cease and the City's obligation of salary to the employee shall be discontinued until the employee is released by the treating physician fit for duty.

Section 18.3 The City shall make a monthly payment to the Washington State Council of Firefighter's Employee Benefit Trust (MERP), or other IRS qualifying program designated by the Union, in an amount equal to \$75 per employee covered by this agreement. This Trust shall remain separate and apart from any City retiree health insurance funding program unless changed by mutual agreement of the parties to the agreement. These payments shall be included as salary for purpose of calculating retirement benefits consistent with the Washington State Department of Retirement System rules and the Internal Revenue Code.

## **ARTICLE 19 – LIGHT DUTY**

Section 19.1 When an Employee is unable to perform regular duties due to job related injury or illness, and the Employee is receiving the Employer supplement as outlined in RCW 41.04.520, the Employee may be required to perform light duty tasks within the Fire Department, subject to the approval of the treating physician.

Section 19.2 When an Employee is unable to perform regular duties due to non job-related injury or illness and appropriate alternative work, as defined by the Fire Chief, is available, the Employee may request assignment to light duty tasks within the Fire Department, subject to the approval of the treating physician.

Section 19.3 The Employer and the Employee shall confer and agree to an alternative schedule. The limit of time an Employee may be assigned to light duty due to injuries covered in this Article shall be determined by applicable statutes or at the discretion of the Fire Chief, whichever is longer.

Section 19.4 LEOFF I employees are not eligible for light duty assignments in accordance with the RCW.

## **ARTICLE 20 – HEALTH, WELLNESS AND SAFETY**

### Section 20.1 Joint Health and Wellness Committee

20.1.a The City and the Union recognize the vital need of health and safety within the Fire Department. For this reason the City and the Union acknowledge and agree to meet or exceed current Safety Standards for Firefighters including infectious disease control and operational practices such as safe staffing levels and best practices for fire fighter safety. Further, the City and Union agree to meet and confer for the purposes of bargaining any health and safety policy or practice requiring immediate implementation (such as, but not limited to HIV, Hepatitis, MRSA, or company staffing or safe practice).

20.1.b Beginning May 2008, the City and Union agree to establish a Joint Health and Wellness Committee (JHWC) that shall consist of two representatives from the City (which may include representative(s) from the Fire Department and/or City administration), two representatives from the Union Executive Board and one certified peer fitness trainer jointly appointed by Labor and Management. The JHWC shall act to proactively anticipate and respond to workplace hazards and shall have the responsibility to recommend changes to the collective bargaining agreement and/or operational changes for immediate implementation regarding items concerning health, wellness, and safety. Generally, the JHWC shall refer to recognized health and safety standards and best practices when recommending changes to the Labor agreement or operational policies and procedures. Widely recognized agencies for health and wellness shall be used to develop recommendations and shall include but not necessarily be limited to:

CDC- Center for Disease Control  
IAFC- International Association of Fire Chiefs  
IAFF- International Association of Fire Fighters  
NIOSH- National Institute of Occupational Safety and Health  
USFA- United States Fire Administration  
DHS- Department of Homeland Security

## NFPA- National Fire Protection Association

### Section 20.2 Occupational Exposures

20.2.a The parties recognize that infectious disease exposures to employees are a threat to the public welfare and safety. It is the goal to maximize the protection against infectious diseases for all uniformed members while providing fire, rescue, and emergency medical services to the public without regard to known or suspected diagnoses of communicable disease in any patient or victim.

The City and Union agree to recognize blood-borne and air-borne pathogens including viral and bacterial illnesses and infections (such as, but not limited to HIV, Hepatitis, TB, SARS, Influenza, and MRSA) as duty-related occupational exposures for the purpose of; providing immunizations; determining antibodies and resistance; recognizing and documenting these illnesses as occupational exposures, and agreeing to advocate such designation to the Department of Labor and Industries.

20.2.b In the case of a member who is occupationally exposed the City will provide for the cost of post exposure monitoring. Test results will be provided to each individual for their follow up care or treatment if necessary. Necessary records will be provided to Labor and Industry for their disposition of the case. A copy of this record will be maintained in a secured medical file in Human Resources.

20.2.c An employee, who dies from occupational exposure or from complications thereof, will receive all benefits afforded from a work-related injury or illness, within the control and authority of the City.

### Section 20.3

20.3.a The City and Union agree to develop a wellness fitness initiative and be partners in pursuing funding through the budget process. The Joint Health and Wellness Committee (20.1) shall establish a department wellness fitness program that is educational, rehabilitative, and mandatory but non-punitive. Furthermore, it shall use the components and resources of the IAFF/IAFC Joint Labor Management Wellness/Fitness Initiative as a guideline and closely follows or meets the intent of the initiative. The program shall include:

Candidate Physical Ability Testing (CPAT);  
Confidential Wellness Medical Physicals;  
Daily Physical Fitness Program, including certified peer fitness training;  
Injury and Medical Rehabilitation;

Behavioral Health;  
Annual Fitness Evaluation, conducted by certified peer fitness trainers.

The Department wellness fitness program will be submitted in the budget process in order to seek funding to implement other aspects of the program which have a cost element.

20.3.b Pending budget approval, during the term of the Agreement, the City agrees to initiate the comprehensive wellness and medical program as provided by a qualified provider to be mutually agreed to by the parties. However, if mutual agreement is not reached in Joint Labor Management or contract bargaining, the City retains the right to determine the provider of the program, so long as the standards of the current edition of the NFPA 1582 standards are met. Unless otherwise mutually agreed to in writing, the provider of the medical physical exams will be determined prior to the expiration of the current labor agreement in order for the program to continue into the next contract cycle. This program shall be exclusively confidential between the program administrator and the Employee, and shall include:

Wellness Medical Physical Exam  
Individual Action Plan for overall improved Health  
Early Health Risk Identification  
Early Disease Detection  
Early intervention and Remediation

Unless otherwise recommended by the provider of these services, participation shall be mandatory for all bargaining unit employees during each calendar year, beginning in 2022 in order to establish a "base-line" for individual and group recommendations.

Bargaining unit employees will be scheduled by the Department to attend their medical physical exams. Any employee who has missed two (2) scheduled appointments at the Kirkland examination site will be scheduled for a make-up appointment while on duty. If the employee also misses the make-up appointment for any reason, after three (3) missed appointments during the calendar year, the employee could be subject to progressive discipline and/or have their work shift changed to a 40-hour workweek until a medical physical exam is completed. *The City will not pay overtime for the employee to attend the medical physical exam.*

Aggregate, not individual, data from the medical physical exams will be provided to the JHWC for the purpose of identifying trends and ways to improve the membership's health and wellness.

The City will be provided with documentation from the medical physical examiner verifying that each employee who completed the examination is medically qualified or not medically qualified to continue his/her assigned duties per the current edition of the NFPA 1582 standards. If the employee has a medical condition in which leave is needed, the employee is eligible to apply for Worker's Compensation, protected leave or other leave status as provided by City policies and practices, as applicable, while seeking treatment.

Hazardous Material team members' annual medical physical requirements and the annual audiology exams will be met by the medical physical examinations of this Section.

#### Section 20.4 Respiratory Protection Policy

20.4.a This Article shall meet the statutory requirements provided under WAC 296-842 (medical evaluations) and shall be governed by the Joint Health and Wellness Committee (20.1) as provided above. The Joint Health and Wellness Committee (JHWC) shall recommend, to the Fire Chief, a licensed health care professional (LHCP) to implement and regularly administer the department's respiratory protection program.

20.4.b All bargaining unit employees may be required to wear respiratory protection while performing their duties and, as such, shall be subject to annual medical evaluations as provided by the licensed health care professional. The employer shall provide medical evaluations for employees at no cost.

20.4.c Any specific medical findings shall be exclusively confidential between the licensed health care provider and the Employee. The licensed health care provider shall advise the Employer whether the employee is fit for duty or not fit for duty. The parties shall provide all confidentiality protections provided under the HIPAA 1996 statute.

20.4.d Subsequent medical evaluations may be required if medical signs and symptoms (such as breathing difficulties, extreme fatigue) are observed in the workplace or reported by the employee. Recommendations for re-evaluations shall be made immediately to the on-duty Battalion Chief. Any employee recommended for re-evaluation shall be immediately relieved from duty and shall remain on paid Sick Leave. The Battalion Chief shall provide a written statement and all documented finding to the Joint health and Wellness Committee (JHWC) for their review of the situation.

Section 20.5 The Union shall appoint one representative to be added as a regular member on the Fire Department Safety Committee established by Department Policy 5.101.

Section 20.6 Safe Staffing and Practices for fire ground safety: The JHWC will develop safe fire ground practices which will ensure the safe operations of personnel in fire's hazardous environment. When funding and/or resources are needed to meet safe staffing practices, the JHWC shall develop budget recommendations for the Fire Chief, which may be included in a service package request during the City's budget process, or if an immediate need exists, the city manager will be notified by the Fire Chief. The City Council has ultimate approving authority on all budget requests.

## **ARTICLE 21 – SALARIES**

Section 21.1 Monthly salary for Firefighter I through IV is calculated as a percentage of Firefighter V (Base Pay). The following percentages shall be effective for new hires with a start date on or after November 1, 2013:

- Firefighter I: 74% of Base Pay
- Firefighter II: 77% of Base Pay
- Firefighter III: 83% of Base Pay
- Firefighter IV: 91% of Base Pay

Section 21.2 Upon promotion to Fire Lieutenant an Employee shall be on probation as provided by Civil Service rules and regulations. During this probationary period the Fire Lieutenant A pay grade shall be 110% of Base Pay. Upon completion of the probationary period Fire Lieutenant B pay grade shall be 115% of Base Pay.

Section 21.3 Upon promotion to Fire Captain an Employee shall be on probation as provided by Civil Service rules and regulations. During this probationary period the Fire Captain A pay grade shall be 118% of Base Pay. Upon completion of the probationary period Fire Captain B pay grade shall be 125% of Base Pay.

Section 21.4 Upon promotion to Battalion Chief an Employee shall be on probation as provided by Civil Service rules and regulations. During this probationary period the Battalion Chief A pay grade shall be 133% of Base Pay. Upon completion of the probationary period Battalion Chief B pay grade shall be 140% of Base Pay.

### **Section 21.5**

- 21.5.a A Firefighter who is assigned the duties of Fire Lieutenant for a minimum of six hours per 24-hour shift shall be paid the Fire Lieutenant A pay grade for the actual hours worked as a Fire Lieutenant.
- 21.5.b A Fire Captain who is assigned the duties of a Battalion Chief for a minimum of six hours per 24-hour shift shall be paid the Battalion Chief A pay grade or the actual hours worked as a Battalion Chief.

#### Section 21.6

Effective January 1, 2021, the monthly rate of Base Pay shall be increased by two percent (2%), which represents one percent (1%) for the Cost of Living Adjustment (COLA) and one percent (1%) market adjustment.

Section 21.7 An additional two percent of Base Pay shall be awarded as compensation for Employees who are members of the Hazardous Materials Team. Payments will be rounded to the nearest whole dollar. Management retains the right to determine how many and which specific Employees shall be members of the Hazardous Materials Team. Employees shall be appointed to the team from a pool of eligible applicants from the bargaining unit. Management retains the right to reserve one position on the team for a non-bargaining unit Department representative.

Section 21.8 An additional two percent of Base Pay shall be awarded as compensation for Employees who are assigned as SCBA Specialist. Payments will be rounded to the nearest whole dollar. Management retains the right to determine how many and which specific Employees are assigned as SCBA Specialist.

Section 21.9 An additional six-percent of Base Pay shall be awarded as compensation for the Battalion Chief and the Company Officer assigned to the Training Division.

#### Section 21.10 Longevity

Employees shall be awarded longevity compensation according to the following table:

5 - 9 completed years of service	2% of Base Pay
10-11 completed years of service	3% of Base Pay
12-15 completed years of service	4% of Base Pay
16-19 completed years of service	5% of Base Pay
20-24 completed years of service	6% of Base Pay
25-29 completed years of service	7% of Base Pay
30+ completed years of service	10% of Base Pay

Section 21.11 Line personnel assigned to a Fire Inspector position will be awarded an additional 6% of Base pay as defined in Article 1.2.

Section 21.12 Deputy Fire Marshal will be assigned pay at an equivalent to Fire Fighter 4. Upon completion of Fire Fighter 1 certification, (s)he will be assigned pay at an equivalent to Fire Fighter 5.

#### Section 21.13 Fire Investigation Team Members Standby

Off-duty standby assignments shall be for a fixed, predetermined period of time. Employees formally placed on off-duty standby status by the Fire Chief or Deputy Fire Chief shall be compensated on the basis of ten percent (10%) of straight time pay. If

the employee is actually called back to work, the off-duty standby premium shall cease at that time. Thereafter, normal overtime rules apply. Standby time at the 10% rate shall be that defined period of off-duty time during which an employee is required by the Department to remain on pager communications or at home in a state of readiness to respond to duty. During training periods, carrying of pager will not be an assigned standby time.

## **ARTICLE 22 – VACATION**

Section 22.1 Beginning January 1, 2013, bargaining unit Employees working the 24-hour shift shall accrue vacation at the following rates:

<u>YEARS OF EMPLOYMENT</u>	<u>MONTHLY ACCRUAL HOURS</u>	<u>ANNUAL VACATION HOURS</u>
1st - 2nd year of employment -----	12-----	144
3rd - 5th year of employment -----	14-----	168
6th - 9th year of employment -----	17-----	204
10th - 13th year of employment -----	21-----	252
14th - 17th year of employment -----	22.5 -----	270
18th - 21st year of employment-----	24.5 -----	294
22nd - 24th year of employment-----	25.5 -----	306
25th year or more of employment -----	26-----	312

Section 22.2 Beginning January 1, 2013, bargaining unit Employees working the 40-hour workweek shall accrue vacation at the following rates:

<u>YEARS OF EMPLOYMENT</u>	<u>MONTHLY ACCRUAL HOURS</u>	<u>ANNUAL VACATION HOURS</u>
1st - 2nd year of employment -----	11.6 -----	139.2
3rd - 4th year of employment -----	12-----	144
5th - 7th year of employment -----	13.6 -----	163.2
8th - 10th year of employment-----	14.25-----	171
11th - 13th year of employment -----	15-----	180
14th - 16th year of employment -----	16.25-----	195
17th - 19th year of employment -----	17.6 -----	211.2
20th - 24th year of employment -----	19-----	228
25th year or more of employment -----	19.27-----	231.2

Section 22.3 Bargaining unit Employees shall accrue vacation leave monthly as outlined above. An Employee shall be eligible to utilize accrued vacation upon successful

completion of six months of continuous service. Employees must receive prior approval for all vacation leave.

Section 22.4 Vacation and Holiday time for 24-hour shift personnel shall not be scheduled for less than six hours.

Section 22.5 Employees shall not be allowed to carry over more than 300 hours of vacation leave from December 31st to January 1st of the following year unless specifically authorized by the Fire Chief. Any vacation leave accrued beyond 300 hours on December 31<sup>st</sup>, will be deducted from the employee's accrued vacation bank. Deducted hours shall be reinstated after a written explanation is submitted to the Fire Chief on or before February 28<sup>th</sup>, including any reason for exceeding the limit and a plan detailing when the employee shall utilize the available leave down to an allowable level. Upon termination of employment, no payment for vacation accumulation shall exceed two times the terminated Employee's annual vacation accrual.

Section 22.6 Upon transfer from 24-hour shift to day shift an Employee's vacation time shall be converted by multiplying the vacation accumulation by eight tenths (.8). Upon transfer from day shift to the 24-hour shift an Employee's vacation time shall be converted by multiplying the vacation accumulation by one and twenty-five hundredths (1.25). If an employee is transferred to day shift for a period of four (4) months or less and does not use any accrued vacation leave while on day shift, no conversion shall take place.

Section 22.7 Employees may use vacation leave on an emergency basis to attend to family matters of an emergent nature. The leave will be deducted from an employee's vacation leave account, or holiday account if necessary. If the Employer must replace the Employee utilizing emergency leave with personnel on overtime, the amount deducted from their leave account will be at one and one-half times the hours used.

## **ARTICLE 23 – HOLIDAYS**

Section 23.1 All Employees on the 24-hour shift shall receive 120 hours off in lieu of Holidays. Holiday time will be credited to the employee on 1/1 of each calendar year. Employees hired after 1/1 shall accrue Holiday time on a prorated monthly basis. Unless specifically waived in writing by the Fire Chief, no Employee may carry over more than 24 hours from December 31st to January 1st of the following year. Those holiday hours exceeding 24 hours shall automatically be converted at the employee's regular rate of pay during the next payroll period.

Section 23.2 All Employees on the 40-hour workweek shall observe Holidays as provided in the City of Kirkland's Personnel Ordinance. The City Holiday Schedule is as follows:

<u>Holiday</u>	<u>Date to be Observed</u>
New Year's Day	January 1 <sup>st</sup>
M.L. King, Jr. Birthday	3 <sup>rd</sup> Monday of January
President's Day	3 <sup>rd</sup> Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday of September
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday of November
Day after Thanksgiving Day	4 <sup>th</sup> Friday of November
Half-day Christmas Eve	Last regular work day before Christmas Day
Christmas Day	December 25 <sup>th</sup>
Half-day New Year's Eve	Last regular work day before New Year's Day
One Floating Holiday	Employee's choice
Community Service Day	Employee's choice

Note: Any regular Holiday which falls on a Saturday shall be observed on the preceding Friday. Any regular holiday which falls on a Sunday shall be observed on the following Monday.

Employees covered under Section 23.1 and 23.2 shall receive respectively 10 hours and 8 hours of Community Service Day Leave. Utilization of the Community Service Day shall be for purposes of participation and volunteering for legitimate non-profit organizations, community service organizations, or public agencies. Authorization and scheduling shall be in accordance with the same procedures as a Floating Holiday.

Section 23.3 Employees covered under Section 23.1 may, at their request, receive cash compensation in lieu of holiday hours off. Requests for cash compensation shall be submitted prior to May 31<sup>st</sup> and November 15<sup>th</sup> of each year and will be included in their June 23<sup>rd</sup> and December 8<sup>th</sup> paychecks. Such request shall be in written form, specify the number of hours being converted (not to exceed 60 hours each request), and once received by administration, shall be non-revocable. Such compensation shall be at the Employee's regular hourly rate.

Section 23.4 Time off shall be scheduled consistent with the guidelines provided in Directive 3.001.

Section 23.5 Bargaining unit members who change work shifts and come under the City Personnel Ordinance for holidays shall have any unearned holiday time removed from their vacation account. Any earned but unused holiday time will be compensated for at the time of transfer. Employees using unearned holiday time prior to termination shall have a like amount deducted from their final paycheck. Accrued holiday time will be prorated at 10 hours per month when going from twenty-four (24) hour shift to forty (40) hour workweek.

## **ARTICLE 24 – MEDICAL AND DENTAL COVERAGE**

### **Section 24.1 Maintenance of Benefits**

For the plans listed in Section 24.2 of this article, the City shall pay in accordance with the rates provided by the LEOFF Trust (as outlined in Appendix A), and annually for the term of the collective bargaining agreement. Appendix A also outlines the agreed upon responsibilities and liabilities between the City and the LEOFF Trust regarding the administration of health benefits for Employees. The participation agreement shall be substantially similar for the length of the contract.

### **Section 24.2 Health Insurance**

**Medical Insurance** – The Employer shall pay each month one hundred percent (100%) of the premium necessary for the purchase of Employee coverage and one hundred percent (100%) of the premium necessary for the purchase of Trust eligible dependent coverage, through the LEOFF Trust, specifically Plan B (as outlined in Appendix A, sections A1 through A4) or Kaiser Permanente plan, or its equivalent for each Employee of the bargaining unit.

**Dental** – The Employer shall pay each month one hundred percent (100%) of the premium necessary for the purchase of Employee coverage and one hundred percent (100%) of the premium necessary for the purchase of Trust eligible dependent coverage through LEOFF Trust, specifically Plan 3 (as outlined in Appendix A, section A9) for each Employee of the bargaining unit.

**Vision Insurance** – The LEOFF Trust provides vision coverage to Employees and Trust eligible dependents through the medical plan, therefore it is not necessary for the Employer to pay separate premiums to purchase vision coverage for each Employee of the bargaining unit.

In the event the LEOFF Trust eliminates Plan B or any of the plans listed in this section, the parties will meet to find substantially equivalent benefits in plan design and costs.

### **Section 24.3 HRA VEBA**

The Employer will make contributions as per Appendix A, sections A5 through A7 to an HRA(VEBA) in the amount of \$2,000/year for employee only coverage or \$3,000/year for family coverage if the Employee enrolls on LEOFF Trust Plan B. If Employee is enrolled on Kaiser Permanente, the Employer will contribute \$600/year into the HRA(VEBA). Contributions to the HRA(VEBA) will be made by the Employer and are subject to the rules and limitations contained within the Internal Revenue Code.

#### Section 24.4 Flexible Spending Account

The Employer participates in a special program under the provisions of IRS Section 125. Employees may voluntarily elect to participate in the reimbursement program to pay medical or dependent care expenses with pre-tax dollars. Except as provided below, the Employer makes no contribution, makes no assurances of ongoing participation and assumes no liability for claims or benefits.

Contributions to the flexible spending account can be made by the employee as a payroll deduction subject to the rules and limitations contained within the Internal Revenue Code.

#### Section 24.5

The Employer operates an Employee Health Center as part of the City's self-insured High Deductible Health Plan. Employees covered by this bargaining agreement shall not be eligible to utilize the services provided by the Employee Health Center.

Section 24.6 Retiree Medical – The City shall not sponsor a retiree medical plan. Retiree coverage is offered through the LEOFF Trust. The Employer does not make any contributions to this plan nor does it have any liability for the actions or practices of the Trust.

Section 24.7 Life Insurance – The Employer shall pay each month one hundred percent (100%) of the premium necessary for the purchase of Employee term life insurance coverage that has a policy value of two (2) times the annual base rate of pay of the Employee, up to a guaranteed issue amount of \$250,000. The Employee is responsible for any taxes associated with this benefit.

Section 24.8 In the event an Employee is killed in the course of his/her official duty, the City agrees to continue to provide and pay for existing medical and dental coverage to the surviving dependents for a period of one year or until re-marriage of the surviving spouse occurs, whichever occurs first.

### **ARTICLE 25 – EDUCATION**

Section 25.1 The Employer agrees to reimburse Employees for the cost of tuition or registration for approved courses, provided, those courses are taken while the Employee is employed by the City and that the Employee completes the course and maintains a 2.5 grade point average. Reimbursement is limited to State tuition if courses are taken at private colleges or universities.

Section 25.2 Employees shall supply Human Resources, documentation of their intent to attend college courses during the next academic year, including the number of credits they expect to accrue and the projected cost of those credits by June 15th of each calendar year.

Section 25.3 Employees shall be granted time off with pay for the purpose of attending approved educational courses providing that adequate manpower is available. Once time off has been approved, Employees shall be given at least six hours notice if the approved time off is being revoked.

Section 25.4 Approved classes, for the purposes of this Article, shall mean those classes directly related toward achieving credits for a job-related AA or BA Degree from an accredited institution.

Section 25.5 With approval, the Employer agrees to reimburse Employees for the cost of preparatory courses, materials and certification testing for ICC Fire Inspector 1, provided the certification is taken while the Employee is employed by the City of Kirkland and that the Employee completes the testing and obtains the certification.

## **ARTICLE 26 – MUNICIPAL EMPLOYEES BENEFIT TRUST (MEBT)**

Effective January 1, 1987, fire department Employees will become members of the Kirkland Municipal Employees Benefit Trust Fund. The initial sign-up for the individuals electing to participate will occur in December 1986 or earlier. Continuing participation in the Fund will be in accordance with the MEBT by-laws and will not be contingent upon future negotiations.

## **ARTICLE 27 – TOBACCO FREE WORK ENVIRONMENT**

The City of Kirkland shall provide a Tobacco Free environment for employees of the bargaining unit. Employees in the Bargaining Unit shall not use any tobacco products inside any City of Kirkland facility or on any Fire Department vehicle.

## **ARTICLE 28 – SUBSTANCE ABUSE POLICY**

The Employer and the Union agree to abide by the Substance Abuse Policy as signed, agreed and amended as required by the parties on August 23, 2000 or as modified by mutual agreement.

## **ARTICLE 29 – PHYSICAL FITNESS POLICY**

The Employer and the Union agree to abide by the Physical Fitness Policy outlined in Kirkland Fire Department Directive 3.016 dated December 6, 2007, or as modified and agreed upon by the Employer and the Union.

## **ARTICLE 30 – TRAINING**

Section 30.1 Assignment to the Training Division shall be made by the Fire Chief or his designee from an individual who holds the rank of Battalion Chief and from an individual who holds the rank of Captain, who's not on probation.

Section 30.2 The Chief may assign a Captain and a Battalion Chief to the Training Division on a rotating basis for periods of six months to twenty-four months. In general, it is the intent to rotate the individual through the position at approximately twenty-four month intervals. The time frames may be waived if the Employee and the Fire Chief agree.

Section 30.3 It is the intent that appointments to the Training Division will come first from those who volunteer for the position. After the completion of a 24 month rotation, the incumbent has the option of volunteering for up to an additional 24 months. The rotation shall be filled by the Captain or Battalion Chief who volunteers, that has the most time in grade and has not previously filled the position. If that does not occur, the volunteer with the most time in grade shall fill the position. While assigned to the Training Division, all benefits, seniority, and time in grade considerations will still apply.

30.3.a. In the event there are no volunteers, the Fire Chief shall select a Captain or Battalion Chief with the least time in grade who has not previously been assigned at their current rank. If all Captains or Battalion Chiefs have fulfilled a previous assignment, the Fire Chief shall select the individual who has had the most time since completion of the previous assignment at their current rank.

30.3.b. In the event of an assignment, if a volunteer comes forward prior to the completion of the 24 months, the volunteer shall be allowed to fill the position as long as the assigned has served at least six months and agrees.

Section 30.4 The Captain or Battalion Chief assigned to the Training Division may, at the Fire Chief's discretion, be used to fill in for Company Officers when the Officer is assigned to a training function such as Recruit Academy or special training projects.

Section 30.5 Bargaining unit Employees assigned to the Training Division shall normally be assigned a regular schedule consisting of four consecutive ten-hour days per week. Alternative schedules not exceeding forty hours per week will be allowed with the mutual agreement of the Employer, the affected Employee and the Union. The Employer may change the workweek to a five-day schedule if the Training Division is down to one person for a period expected to exceed one month or if the Employee is assigned to a Recruit Academy.

Section 30.6 Employees assigned, as an instructor at a Recruitment Academy, shall provide a timesheet for all hours worked. Those hours, which exceed a 40-hour workweek, shall be paid in compliance with Article 12.1.

Section 30.7 The City will make every effort to announce any new appointments prior to the selection of annual vacation. In the event a rotation must occur after annual vacation picks, employees who are returning to a 24 hour shift will be allowed to select annual vacation irrespective of time off availability. These employees will have up to thirty days to provide their supervisor with their selections.

### **ARTICLE 31 – FIRE PREVENTION BUREAU**

Section 31.1 Fire Inspector's typical assignment of line personnel is 36 months. Alternative assignments of line personnel may be for a period of 24 to 36 months. The alternative length of assignment is to be agreed upon by the City, Affected employee and Local 2545. Assignment shall be made, if possible on a staggered basis. Based upon organizational needs, the City may elect to extend the incumbent assignment for up to 12 additional months; subject to the approval of the City, affected Employee and the Union.

This section shall not affect the Deputy Fire Marshal.

- 31.1.a To be eligible for assignment to Fire Inspector an individual must be a Kirkland Firefighter Level 4 or greater, or Kirkland Fire Lieutenant and possess the ability to obtain and maintain an ICC Fire Inspector 1 Certificate. Candidate must annually complete the mandated RFTD training.
- 31.1.b Selection process for Fire Inspector will consist of an adequate sized pool of a minimum of two (2) eligible candidates will participate in the testing process.
- 31.1.c A combination assessment center and written open book examination weighted as percentages of the total score as follows:
  - 31.1.c.(1) written examination 30%
  - 31.1.c.(2) oral interview 30%
  - 31.1.c.(3) customer dispute resolution 30%
  - 31.1.c.(4) plan review 10%
  - 31.1.c.(5) assessment center evaluators will not be employees of the City of Kirkland or the Regional Fire Training Division
  - 31.1.c.(6) notification of the examination will be per Section 5.4

- 31.1.d If no adequate sized pool of candidates exists for the position of Fire Inspector, the following will occur:
- 31.1.d.(1) The position will open to Firefighter 3;
  - 31.1.d.(2) If still no adequate sized pool of candidates exists, the incumbent Fire Inspector will be offered an extension for a period of 12 to 36 months; or an applicant [Pool of one] meeting the minimum qualification, who volunteers, may be assigned to the position.
  - 31.1.d.(3) [Involuntary assignment] If still no adequate sized pool of candidates exists, the appointment of a firefighter meeting minimum qualifications based on least seniority for a period of 24 months may be assigned to the position.
  - 31.1.d.(4) The examination/selection process would be waived for step (2) and (3).

Section 31.2 In the event a Fire Lieutenant is assigned to the Fire Inspector position, a firefighter from the current Fire Lieutenant Eligibility Register may be assigned to fill the temporarily vacant line position, as a temporary assignment to Lieutenant. The City may select from the top three candidates on the register to fill the vacancy. The assignment shall be for up to 12 months. In the event the current register expires prior to the 12 months, another candidate shall be selected from the "new" register for a period of up to 12 months.

- 31.2.a In the event a Firefighter is selected or assigned to the Fire Inspector position they shall receive pay commensurate with a probationary Lieutenant; 110% of Base Pay; plus the provisions of section 21.11.

Section 31.3 Deputy Fire Marshal: Upon vacancy, the position shall be filled as a Fire Inspector, subject to the provisions provided in Article 31.

Section 31.4 Assistant Fire Marshal: When the staffing level in the Fire prevention Bureau increases above the current staffing level, two Fire inspectors (Inspector/Deputy Fire Marshal), the position of Assistant Fire Marshal shall be established; the Employer agrees to recognize the Union as the exclusive representative on matters concerning wages, hours, and working conditions for the position of Assistant Fire Marshal; and that applicants for the vacancy shall come exclusively from within the bargaining unit.

Assistant Fire Marshal's typical assignment is 48 months, and based upon organizational needs, the City may elect to decrease or extend the incumbent assignment. To be eligible for assignment to Assistant Fire Marshal an individual must possess the ability to obtain and maintain the requirements of the position. Candidate must annually complete the mandated training. Assignment to Assistant Fire Marshal shall not preclude an employee from other promotional opportunities but shall be subject to the provisions under Article 5 (Promotions and Vacancies).

- 31.4.a The Assistant Fire Marshal shall hold the rank of Captain; and the title and duties of Assistant Fire Marshal; and shall be subject to the provisions in Articles 12.2.e (excluding regular assigned days unless approved by their direct supervisor), 21.3, 21.10, and 21.11.
- 31.4.b Selection process: The Fire Chief shall first select from those applicants who currently hold the position of Captain.
  - 31.4.b.1 If there are no applicants, the Fire Chief shall declare a Captain vacancy exists in the position of Assistant Fire Marshal; and shall promote from the current Fire Captain Eligibility Register to the position of Assistant Fire Marshal; and shall be subject to the provisions within Article (5.1b,) (5.2c,) and (5.3,). If there are no applicants from the current Fire Captain Eligibility Register modifications to the promotional requirements may be made upon mutual agreement between the Union and the City.

Section 31.5 Fire Marshal: Upon vacancy of the current Fire Marshal incumbent, the Employer agrees to recognize the Union as the exclusive representative on matters concerning wages, hours, and working conditions for the position of Fire Marshal; and that applicants for the vacancy shall come exclusively from within the bargaining unit. Fire Marshal's typical assignment is 60 months, and based upon organizational needs, the City may elect to decrease or extend the incumbent assignment. To be eligible for assignment to Fire Marshal an individual must possess the ability to obtain and maintain the requirements of the position. Candidate must annually complete the mandated training. Assignment to Fire Marshal shall not preclude an employee from other promotional opportunities.

- 31.5.a The Fire Marshal shall hold the rank of Battalion Chief; and the title and duties of Fire Marshal; and shall be subject to the provisions in Articles 12.2.e (excluding regular assigned days unless approved by their direct supervisor), 21.4, 21.10, and 21.11.
  - 31.5.a.1 Selection process: The Fire Chief shall first select from those applicants who currently hold the position of Battalion Chief.
  - 31.5.a.2 If there are no applicants, the Fire Chief shall declare a Battalion Chief vacancy exists in the position of Fire Marshal; and shall promote from the current Battalion Chief Eligibility Register to the position of Fire Marshal; and shall be subject to the provisions within Article (5.1c,) (5.2c,) and (5.3,). If there are no applicants from the current Battalion Chief Eligibility Register modifications to the promotional requirements may be made upon mutual agreement between the Union and the City.

Section 31.6 Bargaining unit Employees assigned to the Fire Prevention Bureau shall normally be assigned a regular schedule consisting of four consecutive ten-hour days per week. Alternative schedules not exceeding forty hours per week will be allowed with the mutual agreement of the Employer, the affected Employee and the Union.

## **ARTICLE 32 – FIREFIGHTER PARAMEDIC**

Section 32.1 Kirkland IAFF members are eligible to apply for Paramedic positions within the City of Redmond. If selected, they will remain employees of the City of Kirkland during Paramedic school and during that time will retain their current wage and benefits.

Section 32.2 After completion of Paramedic school, the employee will be required to leave employment with the City of Kirkland, and become an employee with the City of Redmond. Upon completion of the Paramedic certification, the employee will have a six month period in which the employee has return rights. If the City of Redmond determines that the employee is not meeting the requirements of a Paramedic they shall either 1) become a Redmond Firefighter (no probation) or 2) be allowed to return to the City of Kirkland in their former position provided that they have not been terminated from employment from the City of Redmond for just cause. The employee will return to the City of Kirkland with all seniority and steps as if they had never left. Once Paramedic certification is completed and the employee has six months time as a Paramedic, the option to return to Kirkland is no longer available. Should an employee exercise the return rights under this Section, the least senior newly hired employee who is displaced by the return would have the rights prescribed under Article 7.2.

## **ARTICLE 33 – EMERGENCY MEDICAL SERVICES OFFICER**

Section 33.1 Emergency Medical Services (EMS) Officer: The position of EMS Officer shall hold the rank of Fire Captain; the Employer agrees to recognize the Union as the exclusive representative on matters concerning wages, hours, and working conditions for the position; and that applicants for the vacancy shall come exclusively from within the bargaining unit.

Section 33.2 Volunteer applicants for the assignment to EMS Officer will commit to fulfilling the position for a minimum period of 36 months prior to reassignment; and remain in assignment until an alternative Captain vacancy exists; however, assignment to EMS Officer shall not preclude an employee from other promotional opportunities but shall be subject to the provisions under Article 5 (Promotions and Vacancies). Based upon organizational needs, the City may elect to extend the incumbent assignment.

To be eligible for assignment to EMS Officer an individual must possess the ability to obtain and maintain the requirements of the position of Fire Captain. Candidate must annually complete the mandated training.

33.2.a The EMS Officer shall hold the rank of Captain; and the title and duties of EMS Officer; and shall be subject to the provisions in Articles 12.2.e (excluding regular assigned days unless approved by their direct supervisor), 21.3, 21.10, and 21.11.

33.2.b.(1) Selection process: [Step 1] The Fire Chief shall first select from those volunteer applicants who currently hold the position of Captain.

33.2.b.(2) [Step 2] If a minimum pool of two (2) eligible candidates does not exist, the Fire Chief may elect to consider applicants from the current Fire Captain Eligibility Register to the position of EMS Officer; which shall be subject to the provisions within Article (5.1b,) (5.2c,) and (5.3,).

If there are no applicants from the current Fire Captain Eligibility Register, modifications to the promotional requirements may be made upon mutual agreement between the Union and the City.

Section 33.3 Bargaining unit Employees assigned to EMS Officer shall normally be assigned a regular schedule consisting of four, ten-hour days per week. Alternative schedules not exceeding forty hours per week will be allowed with the mutual agreement of the Employer, the affected Employee and the Union.

## **ARTICLE 34 – EMERGENCY MEDICAL TRANSPORT**

Section 34.1 Emergency Medical Transport: The Employer and the Union recognize the IAFF as the exclusive bargaining representative for Emergency Medical Transport; and this change in work is a mandatory subject of bargaining; and agree to maintain a primary emphasis of patient care and delivery of emergency medical services.

Section 34.2 The Department shall develop and maintain a Fee for Transport policy; recognizing current emergency medical practices. The Emergency Medical Transport Program shall have no direct impact to the delivery of patient care or the interaction between the responder and the patient.

34.2.a Kirkland Fire Department Administration shall be responsible for the direct collection of any necessary documentation, electronic data entry and fee collections; responders shall not collect fees or additional billing

information other than typical personal patient information in written and electronic format and attempt to obtain a signature on the transport-authorization form.

- 34.2.b Patient care shall continue to be paramount and at the full discretion of the responding officer, taking into consideration currently established best practices and EMS guidelines. A patient's ability to pay or refusal to sign a transport agreement shall not limit the responder's discretion to transport or provide care.
- 34.2.c The responder shall maintain the discretion to utilize private transport agencies when determined to be medically necessary, situationally appropriate, by patient request, or determined to be the best utilization of resources.

## **ARTICLE 35 – PERFORMANCE OF DUTY**

Section 35.1 The Employer and the Union shall work together to meet the proficiency requirements of the department; to provide the public with efficient and courteous service and to encourage good attendance of Employees on regular duty.

### Section 35.2 Evaluations

The purpose of evaluation is to help an employee be successful in performance and to understand the standards and goals of their position and their department. The evaluation will assess and focus on the employee's accomplishment of their job functions and the goals and standards of the position. Where the employee does not meet the above, a plan for correction, training or support should be developed with the employee.

Evaluation may occur in two forms:

- 35.2.a All regular employees should be formally evaluated in writing by their immediate supervisor and/or department head or designee during the probationary or trial service period and at least annually (at date of hire or a common date) thereafter.
- 35.2.b Additionally, evaluation of job performance may occur at any time and on an ongoing basis. Evaluation may occur in various ways and may include coaching, counseling or written assessment.

The evaluation process shall also include a review of the current job description.

Evaluation shall not, by itself, constitute disciplinary action – disciplinary action must be specifically identified as such, in writing, consistent with Section 33.3.

Employees will be given a copy of the evaluation. Employees will be required to sign the evaluation, acknowledging its receipt. Employees may elect to provide a written response to the evaluation, which will be retained with the evaluation in the employee's personnel file.

### Section 35.3 Discipline / Corrective Action

The Employer agrees to act in good faith in the discipline, dismissal or demotion of any regular employee and any such discipline, dismissal or demotion shall be made only for just cause.

No employee shall be discharged except for just cause. The parties recognize that just cause requires progressive discipline. Progressive discipline may include:

- oral warnings, which will be documented;
- written warnings – which may also include work performance improvement or corrective action plan for poor work performance or misconduct;
- suspension or administrative leave with or without pay;
- demotion; or
- discharge.

The intent of progressive discipline is to assist the employee with performance improvement or to correct misconduct. Both the sequencing and the steps of progressive discipline are determined on a case-by-case basis, given the nature of the problem and may result in more progressive discipline for cause.

All disciplinary actions shall be clearly identified as such in writing. The employee will be requested to sign the disciplinary action. The employee's signature thereon shall not be construed as admission of guilt or concurrence with the discipline, but rather shall be requested as an indication that they have seen and comprehend the gravity of the disciplinary action. Employees shall have the right to review and comment on disciplinary actions in their personnel file.

A copy of all disciplinary notices shall be provided to the employee before such material is placed in their personnel file. Employees disciplined or discharged shall be entitled to utilize the grievance procedure. If, as a result of the grievance procedure utilization, just cause is not shown, personnel records shall be cleared of reference to the incident, which gave rise to the grievance.

The Employer will notify the Union in writing within three (3) working days after any notice of written warning, suspension, demotion, or discharge. The failure to provide such notice shall not affect such discharge but will extend the period within which the affected employee may file a grievance. All communication surrounding this action is to be treated as confidential and sensitive.

The Employer recognizes the right of an employee who reasonably believes that an investigatory interview with a supervisor may result in discipline to request the presence of a Union representative at such an interview. Upon request, they shall be afforded a Union representative. The Employer will delay the interview for a reasonable period of time in order to allow a Union representative an opportunity to attend. If a Union representative is not available or delay is not reasonable, the employee may request the presence of a bargaining unit witness. (Weingarten rights)

Employees shall also have a right to a notice and a determination meeting prior to any disciplinary action (except oral warning). The Employer must provide a notice and statement in writing to the employee identifying the performance violations or misconduct alleged, a finding of fact and the reasons for the proposed action. The employee shall be given an opportunity to respond to the charges in a meeting with the Employer, and shall have the right to Union representation during that meeting, upon request. (Loudermill rights)

The Employer shall endeavor to correct employee errors or misjudgments in private, with appropriate Union representation if requested by the employee.

Discipline shall be subject to the grievance procedure in this Agreement as to whether or not such action as to any post-probationary employee was for just cause. Just cause shall be established if the following has been shown by the Employer:

- 35.3.a That the Employer did forewarn employee of possible consequences of conduct;
- 35.3.b That the Employer policy, rule, or order involved reasonably related to the orderly, efficient, or safe operation of the Employer;
- 35.3.c That before administering discipline, the Employer did make an effort to discover whether employee did, in fact, violate or disobey an Employer policy or rule;
- 35.3.d That the Employer conducted its investigation objectively;
- 35.3.e That, in the investigation, the Employer did obtain evidence or proof that the employee violated such Employer policy or rule;
- 35.3.f That the Employer applied its rules, orders, and penalties without discrimination under the circumstances; and
- 35.3.g That the degree of discipline was reasonably related to the seriousness of the offense and/or the employee's record.

In order to promote a climate of labor relations that will aid in achieving and maintaining a high level of performance within the department, the Union and the Employees it represents agree that there shall be no strikes or refusals to perform official duties. Any impasse resulting from the terms set forth in this contract will be resolved in mediation or binding arbitration in accordance with Washington State Collective Bargaining Act Laws.

#### Section 35.4 Vehicle Electronic Mobile Data Device

Subject to the City's requirements under law, the City agrees that it will not review and use electronic mobile data (e.g. Black Box, MDC, AVL) with the intent of generating any complaints against a Kirkland Fire employee. Electronic mobile data may be used as evidence to prove or disprove allegations of misconduct that is reasonably likely to result in discipline made against a Kirkland Fire employee. Absent evidence of misconduct that is reasonably likely to result in discipline, electronic mobile data shall not be used to monitor or evaluate a Kirkland Fire member's performance. Electronic mobile data shall remain confidential between the Employer and the Employee; and shall not be disseminated subject to the City's requirements under law.

### **ARTICLE 36 – MEETINGS AND COMMITTEES**

Section 36.1 There shall be regular Labor and Management meetings between the Executive Board of the Union and the Administration of the Fire/Building Department. The purpose of these meetings is to discuss all matters referring to the labor agreement. Department Labor and Management meetings shall occur at least on a quarterly basis. Both parties shall have the authority to make non-binding recommendations to the Union and the City. No additional compensation or overtime shall be paid for attendance at the Labor and Management Meeting.

Section 36.2 Biannual (April and October) Executive Labor Management meetings will be held or as needed upon request by either party, and include City Management and the Local. This will be for the purpose of discussing matters of concern and maintaining the relationship between management and the Local.

Section 36.3 Local 2545 will participate with the City on a joint committee that will collaboratively work with the other City Bargaining Units to develop Citywide policies that may potentially impact wages, hours, and working conditions.

### **ARTICLE 37 – LIABILITY COVERAGE**

The City shall provide legal representation to an employee who is sued, where such litigation results from any alleged error or omission of such employee performed or

omitted by the employee on behalf of the City in his or her capacity as an employee within the scope of his or her employment with the City.

The City shall provide insurance coverage under its self-insurance program, or any policy or policies obtained by the City in place thereof, indemnifying the employee for loss if the employee becomes legally obligated to pay for damages which result from errors or omissions of the employee performed or omitted by the employee on behalf of the City in his or her capacity as an employee and within the scope of his/her employment with the City.

The obligations of the City under this Article shall not apply to any dishonest, fraudulent, criminal, or malicious act of any employee. As express conditions of the City's obligations under this Article, the employee shall cooperate fully with the City in the defense of any such claim or suit, and the City shall have the sole and exclusive right to compromise, settle, dispose of or litigate any such claim, and shall have no obligation under this Article to pay the amount of any settlement, compromise, or judgment entered into or allowed by the employee without the City's prior written consent.

### **ARTICLE 38 – ENTIRE AGREEMENT**

Section 38.1 The agreement expressed here, in writing, constitutes the entire Agreement between the parties and no oral statement shall add to or supersede any of its provisions.

Section 38.2 The parties acknowledge that each has had the unlimited right and opportunity to make demands and proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right are set forth in this Agreement.

### **ARTICLE 39 – TERMS OF AGREEMENT**

The terms of this Agreement shall be in full force and effect on January 1, 2021, and except as otherwise provided herein, this Agreement shall remain in full force and effect through December 31, 2021. Within 30 days, all current employees at time of signing shall receive retroactive compensation of all back wages and benefit increases effective January 1, 2021 to present.

Signed this \_\_\_\_\_ day of May, 2021

CITY OF KIRKLAND, WASHINGTON

INTERNATIONAL ASSOCIATION OF  
FIREFIGHTERS, LOCAL #2545

By \_\_\_\_\_  
Kurt Triplett, City Manager

By \_\_\_\_\_  
Justin Becker, IAFF Local #2545  
President

As Negotiated:

By \_\_\_\_\_  
Anh Hoang, Human Resources Director

By \_\_\_\_\_  
Evan Hurley, IAFF Negotiator

APPROVED AS TO FORM:

By \_\_\_\_\_  
Kevin Raymond, City Attorney

**APPENDIX "A"**  
**to the**  
**Agreement**  
**by and between**  
**City of Kirkland**  
**and**  
**The IAFF, Local #2545**

**MEDICAL AND DENTAL COVERAGE**

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This Appendix is supplemental to the AGREEMENT by and between the CITY OF KIRKLAND, WASHINGTON, hereinafter referred to as the "Employer", and the IAFF, Local #2545.

- A1. LEOFF Health and Wellness Trust Plan B (High Deductible Plan)
- A2. The LEOFF Plan B will be implemented on January 1, 2017, or as soon thereafter as part of the transition to LEOFF Trust.
- A3. An employee and spouse/domestic partner who are both employed by the City cannot enroll in separate family plans.
- A4. An employee that elects to waive their medical coverage with the City will receive \$100/month that will be added to their paycheck. An employee is eligible for the waiver if and only if their spouse/domestic partner is not an employee of the City, and they have provided the City with proof of other coverage.

**HEALTH REIMBURSEMENT ACCOUNT – HRA (VEBA)**

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- A5. In calendar year 2017, employees who enroll in the LEOFF Plan B or the City's Kaiser Permanente HMO plan, will have contributions deposited into the HRA (VEBA) concurrent with the second payroll in January and the second payroll in July through the duration of the contract. Employees who leave employment prior to July 1<sup>st</sup> are not eligible for the second contribution.
- A6. HRA (VEBA) contributions will be made bi-annually, in the amounts of \$1,000 for individuals or \$1,500 for families. The total annual contribution that will be made is \$2,000 for individuals or \$3,000 for family. For purposes of HRA (VEBA) administration "family" is defined as employee plus one or more individual.
- A7. Any employee hired after January 1<sup>st</sup> who enrolls in the LEOFF Plan B will receive prorated contribution amounts based on the quarter in which the employee is eligible

for benefits. The contribution will be deposited concurrent with the second payroll of the month in which their benefits become effective.

Hire Date	Individual Coverage	Family Coverage
January 1 <sup>st</sup> – March 31 <sup>st</sup>	\$1,000	\$1,500
April 1 <sup>st</sup> – June 30 <sup>th</sup>	\$500	\$750
July 1 <sup>st</sup> – September 30 <sup>th</sup>	\$1,000	\$1,500
October 1 <sup>st</sup> – December 31 <sup>st</sup>	\$500	\$750

A8. Any employee enrolled in the LEOFF Plan B that experiences a status change after January 1<sup>st</sup>, will receive prorated contribution amounts based on the quarter in which the status change occurs. The contribution will be deposited concurrent with the second payroll of the month following the month in which the status change occurs.

Date of Status Change	
January 1 <sup>st</sup> – March 31 <sup>st</sup>	\$500
April 1 <sup>st</sup> – June 30 <sup>th</sup>	\$250
July 1 <sup>st</sup> – September 30 <sup>th</sup>	\$500
October 1 <sup>st</sup> – December 31 <sup>st</sup>	\$250

A9. Law Enforcement Officers and Firefighters Health and Welfare Trust-Dental Plan 3.