

AGREEMENT

BETWEEN

BAINBRIDGE ISLAND FIRE DEPARTMENT

AND

**INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS
LOCAL 4034**

Representing Non-Suppression Fire Department Personnel

January 1, 2024 through December 31, 2026

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BY AND BETWEEN**

BAINBRIDGE ISLAND FIRE DEPARTMENT

AND

**INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, LOCAL 4034
(Representing Non-Suppression Fire Department Personnel)**

January 1, 2024 through December 31, 2026

ARTICLE 1 PREAMBLE

1.1 The Bainbridge Island Fire Department and the Union have engaged in collective bargaining with the mutual goal of clarifying the expectations of both parties and promoting a cooperative labor/management relationship. Both parties are committed to fulfilling the mission of the organization: Safeguarding lives, property, and the environment through prevention, education, and emergency response. Both parties honor the long-standing priority of remaining closely connected to the community and delivering emergency and non-emergent services that meet our community's needs and expectations, while upholding the Department's Core Values: Compassion, Trust, Stewardship, Innovation, and Courage.

ARTICLE 2 RECOGNITION

2.1 Agreement is between BAINBRIDGE ISLAND FIRE DEPARTMENT (hereinafter called the Department) and INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, LOCAL #4034 (hereinafter called the Union), representing all Non-Suppression Fire Department Personnel except as hereinafter may become excluded.

2.2 The Department hereby recognizes the Union as the exclusive bargaining representative of all Non-Suppression employees of the Bainbridge Island Fire Department. Supervisors and confidential employees, as defined by the Public Employment Relations Commission (PERC) shall be excluded from the bargaining unit. Any disagreements about newly created positions shall be submitted for unit clarification to PERC.

ARTICLE 3 UNION SECURITY/MEMBERSHIP

- 3.1 The Department shall grant the Union reasonable access to any newly hired employees for the purposes of presenting information about their exclusive bargaining representative. This access shall take place during the employee's initial orientation and upon completion of probation and may last up to four (4) hours in total to include an explanation of the CBA.

- 3.2 Dues Deduction - The Department shall make deductions on a regular basis from an employee's pay for the regular Union dues and initiation fees (pursuant to RCW 41.56.110); provided; however, such employee shall authorize such deductions, in writing, on a form to be filed with the Department. The Department shall remit such deduction to the Union upon receipt.

- 3.3 The Union agrees to indemnify and hold harmless the Department from any and all liability, including the cost of legal representation, resulting from the implementation of Article 3, except in the case of gross negligence by the Department.

ARTICLE 4 NON-DISCRIMINATION

- 4.1 The provisions of this Agreement shall be applied consistent with all applicable state and federal laws.

ARTICLE 5 WAGES

- 5.1 Hourly wage rate: shall be calculated by dividing the annual salary, including premiums, by the number of annual hours worked, as defined by Article 7.
 - a) Salary schedules are set forth in Appendix "A" to this Agreement as it relates to classifications held, and by this reference incorporated herein.

- 5.2 Effective annually on the first pay period in January of, all employees shall receive an annual cost-of-living-allowance (COLA) increase to their salary. The COLA shall be based on 100% of the first-half to first-half Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Seattle-Tacoma-Bellevue metropolitan area, using the latest index base published by the Department of Labor (e.g., using the index base published by the Department of Labor (e.g., the 2024 COLA is the percentage increase associated with the change in the CPI-W index from the first half of the year 2022 to the first half of the year 2023). COLA adjustments shall be no lower than 0%.

- 5.3 Step increases shall be granted annually, on the employee's anniversary date of hire.
 - a) Exception: In the event of an initial probation extension due to substandard performance, the employee's first step increase shall be granted upon successful

completion of probation.

5.4 **Longevity:** Employees shall receive a longevity premium, based on completed years of service with the Department, using the following calculations:

5 years - - - - 3.0%
10 years - - - - 5.0%
15 years - - - - 7.0%
20 years+ - - - - 9.0%

5.5 **Education:** Education premium pay shall be received for an earned college degree from any accredited college or university that the Department deems eligible, as well as any college or university that is part of a State educational system. Degrees eligible for education premium pay shall not extend to degrees granted in whole or in part based upon "life experience". Education premium pay shall be added to an employee's monthly wage based upon the percentages listed below:

- a) Associate Degree - 2% of monthly salary
- b) Bachelor Degree -4% of monthly salary
- c) Masters Degree – 6% of monthly salary: (The Masters Degree premium is only available to the Community Risk Reduction Coordinator and Fire Marshal Positions)
 - i) Fire Administration
 - ii) Public Administration
 - iii) Business Administration
 - iv) Emergency Management
 - v) Organizational Leadership
 - vi) Public Health
- d) It shall be the responsibility of the employee requesting education premium pay to provide copies of official transcripts and diplomas to the Fire Chief as documentation of their level of degree. Education premium pay will begin the month following receipt and approval of educational achievement documentation. Retroactivity is not available for education premium pay.
- e) In the event an employee possesses multiple degrees, the employee shall receive only one education premium. The premium applied shall be based on the highest approved degree.
- f) All employees shall have successfully completed their initial probationary period to be eligible for education premium pay.

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- g) At the Fire Chief's discretion, courses taken for vocational positions (currently the Emergency Vehicle Technician only) that provide a certification for the individual can be used in lieu of college credits for the educational premium. On a case-by-case basis, the Fire Chief and Union will come to mutual agreement on fair and equitable requirements to receive the educational premium pay.

ARTICLE 6 OVERTIME

- 6.1 Employees who work outside their regular schedule shall receive payment at the overtime rate as defined in Article 6.2. Exception: If the Department and the employee have mutually agreed on a temporary exception to the assigned weekly work schedule (as defined in Article 7) then the temporary schedule effectively becomes the regular schedule for that week and no overtime obligation shall be incurred by the Department, unless the employee works more than 40 hours during the week.
- 6.2 Overtime Rate: The overtime rate is calculated by multiplying the hourly wage rate as defined in Article 5.1 by 1.5.
- 6.3 Reporting: All overtime shall be reported in increments of 15 minutes with a minimum of 15 minutes, unless specifically stated otherwise in this Agreement.
- 6.4 In the event an employee works for the Department while on approved vacation or holiday leave, the employee may select to either return the hours worked to the appropriate leave bank or charge the hours to the leave bank and receive overtime compensation for the hours worked consistent with this Article. In the event the employee works for the Department in a pre-approved capacity while on sick leave, the employee may return hours worked to their sick leave bank.

ARTICLE 7 PAID LEAVE

7.1 Sick Leave

- a) Employees must earn sick leave before it is used. The monthly accrual of sick leave shall be ten (10) hours. Sick leave shall be credited to an employee's bank on the first (1st) day of the month.
 - i) New Hires: Upon hire, new employees shall receive a sick leave bank equal to eight (8) months of earned sick leave. The employee shall not start accruing sick leave until the ninth (9th) month of employment.
- b) A sick leave maximum of 850 hours may roll over from year to year.
 - i) All hours in excess of 850 on December 31st of each year shall be paid out to an employee's HRA at the employee's hourly rate.

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- c) The employee's sick leave hours used and paid out shall be deducted from the employee's most recently earned bank prior to being deducted from the previously earned bank.
- d) The following is a list of acceptable uses of sick leave:
- i) Employee's own health condition (illness, injury, physical or mental disability, including disability due to pregnancy or childbirth).
 - ii) The need to care for the employee's spouse, parent, parent-in-law, or grandparent who has a serious health condition or an emergency condition.
 - iii) The need to care for the employee's child with a health condition that requires treatment or supervision. Child is defined as a biological, adopted, foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is: under eighteen years of age; or eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.
 - iv) The birth of a child and to care for the newborn child; or the placement of a child with the employee for adoption or foster care.
 - v) Medical or dental appointments for the employee or dependent child, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the workday if it is not feasible for the employee to schedule such appointments during off-duty hours.
 - vi) Use of prescription medication that impairs job performance or safety.
 - vii) Additional leave beyond bereavement leave for a death of an immediate family member, to be authorized by the Fire Chief or designee.
 - viii) Exposure to a contagious disease where on the job presence of the employee would jeopardize the health of others.
 - ix) Other circumstances as allowed by the Fire Chief.
- e) In the event an employee is absent for a period in excess of three (3) days, the Department may require, prior to the employee returning to work, an evaluation by a Doctor. The purpose of the evaluation is to confirm the employee's physical ability to return to duty. The evaluation shall be scheduled as soon as possible at the Department's expense. In the event the Department requires an evaluation, the employee shall be placed on administrative leave, with pay, pending the results of the evaluation. The Department may also request the opinion of a second doctor at the Department's expense.
- f) **Family Leave:** Available to employees as provided for under RCW 49.12 (Family Care); 29 CFR Part 825 (Federal Family and Medical Leave Act).

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- i) Washington State Paid Family Medical Leave: The Employer will comply with the Washington State Paid Family and Medical Leave (PFML) program. Premiums are established by the State of Washington. Employees will pay the designated employee share of premiums via payroll deductions and the Employer will pay the designated employer share.
- g) On a case-by-case basis as determined by the Fire Chief, members shall be allowed to donate sick leave to other Union members who may have exhausted their leave due to extenuating circumstances. Donated sick leave hours must be used for sick time and not as a payout of benefits upon separation.

7.2 **Annual Vacation Leave** — Each employee, shall be entitled to vacation with pay as outlined in Appendix B. Vacation leave accruals shall be credited to the employee's leave bank on the first (1st) day of the month.

- a) Requests for vacation leave must be pre-approved in writing by the employee's supervisor.
- b) Vacation leave may be used as it is earned or on a case-by-case basis as determined by the Fire Chief (or designee). The maximum amount of vacation leave that may be carried over from one year to the next is equal to one (1) years' worth of the employee's vacation accrual rate. After October 1st of each year, the Department may schedule the employee for leave for any projected hours in excess of the projected carry over hours from that year. At the end of the year, any unused hours accrued in excess of the maximum annual carry over shall be paid out at the employee's regular hourly wage rate.

7.3 **Holidays** The following are recognized as paid holidays and shall be observed by all employees.

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|----------------------------------|---------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Jr's Birthday | Veteran's Day |
| President's Birthday | Thanksgiving Day |
| Memorial Day | Day After Thanksgiving |
| Independence Day | Christmas Day |
| | Two (2) Floating Holidays |

- a) Represented employees shall receive the above listed holidays as paid time off for the number of hours worked in a normal, scheduled day. If the holiday falls on a non-workday, the day off will be observed on the preceding or following workday within the same workweek.
 - i) If the Department recognizes additional federal holidays during the term of this contract, they shall automatically be included in the list of approved paid holidays detailed in Article 7.3.
- b) Holiday leave use shall be pre-approved and scheduled in accordance with the terms set forth for vacation leave in Article 7.2.a.

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- 7.4 **Witness Leave** If an employee is subpoenaed by a court of competent jurisdiction to appear in court on his/her days off arising as a result of his lawful activities as an employee of the Department, the employee will be compensated at one-and-one-half (1½) the employee's straight time hourly rate of pay for the actual hours he/she is required present by the court, including travel times. If the employee is compensated by the court system for their appearance, this compensation will be turned over to the Department. Mileage shall be paid at the current Department approved rate to the employee if a POV is used.
- 7.5 **Jury Duty** An employee that is required to be available for jury selection or service shall receive his/her wage for normal on-duty hours spent for such jury participation. Should the employee be assigned to jury duty during a normal workday, such employee shall return to work after the day of jury duty. If the employee is released by the Court, the employee has an obligation to call his/her supervisor and be available for work assignment. If the employee is compensated by the court system for his appearance, this compensation will be turned over to the Department (with the exception of mileage reimbursement) for those days in which the Department compensated the employee.
- 7.6 **Bereavement Leave** Employees are entitled to three days off with pay for impending death and/or funeral services for deaths of immediate family members. Additional days of absence due to a death in the family may be charged to annual leave or sick leave. Immediate family members include: spouse, legal domestic partner, children, parents, parents-in-law, siblings, siblings-in-law, grandparents, grandparents-in-law, grandchildren, and other persons as determined on a case-by-case basis by the Fire Chief
- 7.7 **Military Leave** The Department agrees to provide military leave in compliance with all applicable state and federal laws, including but not limited to USERRA and RCW 38.40.060. The Department also agrees that RCW 38.40.060 requires the Department to provide the Local's members with twenty-one (21) shifts of paid military leave between October 1st and September 30th of the following year, regardless of the length of those shifts.
- a) When military obligations that are eligible under USERRA and RCW 38.40.06 require a member to be absent from work beyond the provided military leave in 10.8(a), the Department will work with Labor and the employee to address the following potential items:
 - i) Providing adequate supplemental pay to ensure the member receives a total amount, between the military and the Department, equal to the employee's rate of pay through the use of leave;
 - ii) Continuity of benefits detailed under USERRA, those included in this agreement, and those detailed in Department policies and procedures.

ARTICLE 8 BENEFITS

8.1 The following benefit plans shall be agreed upon by the Department and the Union.

8.2 **Medical Insurance:** The Department shall pay one hundred percent (100%) of the premium for the employee for the LEOFF Trust plan B beginning on the date of hire.

- a) For the duration of this contract; the Department shall pay ninety-five percent (95%) of the premium for eligible dependents for the LEOFF Trust Plan B; the remaining 5% shall be paid by the employee.
- b) In the event the LEOFF Trust plan B pool rates or benefits become unacceptable, as mutually determined, both parties agree to work toward a resolution to provide equal levels of coverage during the remaining term of the contract.
- c) Medical insurance shall remain in effect through the last day of the month of employment.

8.3 **Health Reimbursement Arrangement (HRA):** The Department shall establish an HRA-VEBA for each employee with the following conditions:

- a) The HRA-VEBA shall include funds at least equal to the amount of the chosen plan's deductible and out-of-pocket maximum for the employee and eligible dependents respectively.
- b) The HRA-VEBA shall be funded for each employee on January 2nd of each year of this contract with the following amounts:
 - i) Employee only \$3,500.00
 - ii) Employee + 1(+) \$7,000.00
- c) The HRA-VEBA shall be available January 2nd for the employee to use for any expenses defined by IRC 213(d).
- d) Any remaining balance at the end of the year shall rollover in the employee's HRA-VEBA account to be used in subsequent years.
- e) In the event of an employee's status change to add a newly eligible dependent(s) during the year, the employee's HRA-VEBA shall be increased to the applicable level necessary to include the additional dependent(s).

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- f) Upon retirement or termination, the funds remaining in the HRA-VEBA shall be available to the employee to use for expenses as allowed pursuant to IRC 213(d) until the fund is depleted.
 - g) In the event of an employee's death prior to depletion of the fund, the remaining balance shall be available for the employee's dependents or beneficiary until the fund is depleted, as allowed under IRC 213.
 - h) The Department reserves the right to adjust a separation date once notice of separation is provided by an employee to not incur HRA funding or insurance costs for partial months.

8.4 **Department HRA (Dept-HRA) and Flexible Spending account (FSA):** The Department shall establish an additional HRA titled the Department HRA (Dept-HRA) account for each employee with the following conditions:

- a) The Dept-HRA shall be funded for each employee on January 2nd of each year of this contract with the following amounts:
 - i) Employee only \$450.00
 - ii) Employee + 1(+) \$900.00
- b) The Dept-HRA shall be available January 2nd for the employee to use for any expenses as allowed pursuant to IRC 213(d).
- c) In the event of an employee's status change to add a newly eligible dependent(s) during the year, the employee's Dept-HRA shall be increased to the applicable level necessary to include the additional dependent(s).
- d) The Department shall also make available to the employee a Flexible Spending Account (FSA). The employee may elect to make contributions to the FSA. Elections must be made during the open enrollment period for the upcoming year. Employee contributions shall be deducted from the employee's monthly paycheck. The total amount of allocated funds shall be made available to the employee beginning January 1st to use for expenses allowed pursuant to IRC 213(d).
- e) Any remaining balance in an employee's FSA and Dept-HRA at the end of the year shall be forfeited back to the Department.

8.5 In the event of a change to the IRC affecting HRAs and FSAs, either party may reopen this article to negotiate any impacts to the intent of this Agreement.

8.6 **Dental Insurance**: The Department shall pay 100 percent of the premium for the employee and dependents for a dental insurance plan that is agreed upon by the Department and the Union. The plan shall include agreed upon orthodontia coverage.

8.7 **Disability Insurance**

- a) **On-the-job injury or illness**: When an employee is injured while at work or becomes ill due to an at-work exposure, Labor and Industries (L&I) will be applied for by the attending medical provider or directly by the employee. When an employee receives time loss disability benefits he/she shall deposit the check into his/her personal bank account. Upon notification by L&I that a payment of lost wages has been made, the Department will reduce the employee's payroll by the exact amount of the lost wages payment. If the lost wages payment exceeds the employee's monthly wage minus predetermined deductions, the employee and the Department shall agree on a salary reduction/recapture plan for subsequent paychecks until the remainder of the lost wages payment is reclaimed. The intent of the agreement is to maintain non-base wage payments to the employee (including predetermined deductions), not create a financial loss to the employee's wages or retirement, and to not create an undue liability for the Department.
- i) For the purpose of reporting to the Department of Retirement System (DRS); the Department shall determine the monthly hours worked during the disability by subtracting the hours equivalent to the L&I payment from the employee's normal monthly work hours.
 - ii) Sick leave will not be utilized for L&I approved, on-the-job injury or illness.
 - iii) The Department shall provide third party supplemental on-duty disability insurance that is intended to reimburse the Department for employee wages not covered by L&I. These benefits are required to be signed over to the Department upon receipt by the employee.
 - iv) The employee shall submit and maintain all required documentation to receive supplemental insurance benefits during the term of the disability.
 - v) In the event the sum of the Labor and Industries time loss benefit and the supplemental insurance benefit is greater than the employee's pre-disability wage, the Department shall refund the difference to the employee. (ie if the Supplemental insurance payment includes overtime for average gross wages lost.)
 - vi) Consistent with Washington State RCW 41.26.470 and RCW 41.26.473, the employee may elect to buy back any service credit months during the disability that were reported as less than wage salary and/or less than 1.0 service credits. The employee shall contact DRS to determine the buyback amount and whether the buyback will affect the employee's Final Average Salary or just restore service credits that were reported as less than 1.0 during the disability. (Note: per current RCW; the employee may buy back up to 24 months per disability by paying the remaining employee

contribution for the month(s) of the disability, the first 6 months are interest free, and the employee must pay interest on the remaining months compounded monthly.)

- vii) Consistent with Washington State RCW 41.26.470 and 41.26.473, in the event the employee elects to buy back any service credits, the Department shall pay the remaining Employer portion to DRS upon notification from DRS.
- viii) In the event of future legislation changes regarding Department of Labor and Industries Insurance benefits or Temporary Duty Disability service credit buyback, the parties shall reopen this Article to address any deviations from the original intent as it is stated above.

b) Off-the-Job injury or illness: If an employee is injured while off the job or becomes ill and unable to work for an extended amount of time, the Department and the State provide disability insurance. Any benefits received from these programs by the employee, including Family Leave, must be reported to the employer and are subject to sick leave recapture/repayment unless unpaid leave is utilized. Sick leave recapture will follow the same process as outlined in 16.8.a.

- i) The department shall pay the premiums of an agreed upon short and long term disability program for off-the-job injuries that shall provide a minimum of 66% wage replacement during STD/LTD periods. Should rate increases become such that the Department cannot maintain minimum wage replacement amounts, both parties shall discuss options, which may include increasing annual sick leave accrual limits.
- ii) The Washington State Paid Family and Medical Leave (WAPFML) benefits and premiums are established by the State of Washington. Employees will pay the designated employee share of premiums via payroll deductions and the employer will pay the designated employer share.
- iii) The employee's sick leave bank shall be utilized to cover the remaining hours that make up the employee's regular hours worked for the disability period. On a case-by-case basis as determined by the Fire Chief, the Department may allow a temporary sick leave negative balance.
- iv) For the purposes of reporting to DRS; the Department shall determine the monthly hours worked during the disability by subtracting the hours equivalent to the disability payment from the employee's normal monthly work hours.
- v) Consistent with Washington State RCW 41.26.470 and RCW 41.26.473, the employee may elect to buy back any service credit months during the disability that were reported as less than wage salary and/or less than 1.0 service credits. The employee shall contact DRS to determine the buyback amount and whether the buyback will affect the employee's Final Average Salary or just restore service credits that were reported as less than 1.0 during the disability. (Note: per current RCW; the employee may buy back

up to 24 months per disability by paying the remaining employee contribution for the month(s) of the disability, the first 6 months are interest free, and the employee must pay interest on the remaining months compounded monthly.)

- c) Consistent with Washington State RCW 41.26.470 and 41.26.473, in the event the employee elects to buy back any service credits, the Department shall pay the remaining Employer portion to DRS upon notification from DRS.

- 8.8 **Life Insurance:** The Department will pay the premiums for a \$50,000.00 face value group term life insurance policy for each employee.
- 8.9 **AD&D / Supplemental Disability:** The Department shall pay 100% of the premiums for each employee to be covered by the AD&D/Supplemental Disability plan that is offered to the members of the Department outside the bargaining unit. The Department reserves the right to change the carrier(s) of this program with the majority vote of the participating employees.
- 8.10 **Medical Coverage Opt Out:** An employee may elect to opt out of medical insurance coverage provided by the Department for the employee's spouse and/or dependents, if the employee provides credible evidence during the open enrollment period that he/she has qualifying-medical insurance coverage from another source. In such event, the employee shall be entitled to receive 50% of the total premiums, FSA, and HRA-VEBA contributions that would have been paid by the Department for the employee's spouse and/or dependents, contributed to their HRA-VEBA account.
- 8.11 **Retirement Plan:** Beginning January 1, 2019, eligible members of this agreement shall be enrolled in the Public Employee's Retirement System (PERS).
- 8.12 **Tuition Reimbursement:** Provided that there are sufficient budget resources to support tuition reimbursement, it shall be made available to members for the following degree programs.
- a. Approved degree programs:
- i. Associate/Bachelor Degree
 - 1. Fire Science
 - 2. Fire Administration
 - 3. Emergency Management
 - 4. Emergency Medical Services
 - ii. Master's Degree
 - 1. Fire Administration
 - 2. Public Administration

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3. Business Administration
 4. Emergency Management
 5. Organizational Leadership
 6. Public Health

- b. The Annual reimbursement limit shall be \$5,000 for any one member.
- c. The Lifetime tuition reimbursement limit is \$15,000 for any one member.
- d. In the event the employee voluntarily separates or is terminated for the Department for reasons other than disability or retirement, any tuition assistance received during the previous 365 days will be paid back to the Department by the employee upon separation.

ARTICLE 9 DEFERRED COMPENSATION

- 9.1 Participation in the Department-sponsored Deferred Compensation Program is available to eligible employees. The Department or the Union may propose to change the carrier(s) of this program. The change can occur with mutual agreement of the parties.
- 9.2 The Department's matching contribution for the selected program shall be \$1 per \$1 contributed, capped for each employee who participates in the program as five percent (5%) of the employee's wage as defined in Article 5.1.
- 9.3 At the request of the employee, the Department will establish a 401(a) account that the employee may choose to use for the Department's matching contribution as detailed in 9.2. This will allow for full funding of the employee's 457 Deferred Compensation account by the employee if the employee so chooses.

ARTICLE 10 COMPENSATION UPON SEPARATION

- 10.1 Compensation under this Article will be calculated as follows: eligible hours shall be multiplied by the employee's hourly wage rate as defined in Article 5.
- 10.2 An employee who resigns, retires, is dismissed, or laid off shall be compensated for all their accrued vacation time.
- 10.3 In the event an employee's separation from the Department is due to at least one of the below listed circumstances, the employee, or beneficiary, shall receive the employee's sick leave bank converted per hour at the employees current hourly wage rate as defined by Article 5. The balance of the conversion shall be deposited into the

employee's HRA-VEBA account to be used for healthcare expenses after separation as allowed by IRC 213(c).

- a) Death (payable to beneficiary).
- b) An injury, illness or disability, occurring on or off duty, that leads to the employee's permanent inability to perform their current job.
- c) Other circumstances as approved by the Fire Chief and Board of Commissioners.

10.4 Upon service Retirement (defined for the purpose of this benefit as twenty (20) or more years within the Fire Service or age 55) the employee shall receive their sick leave bank converted at the employee's current hourly wage rate as defined by Article 5, with these conditions: hours earned prior to December 31, 2014 shall be compensated at 100%; hours earned after December 31, 2014 shall be compensated at 75%. The balance of the conversion shall be deposited into the employee's HRA-VEBA account to be used for healthcare expenses after separation as allowed by IRC 213(c).

10.5 In the event an excise tax is imposed on the above benefit contribution into the HRA-VEBA, the parties shall meet to mutually agree on a solution that will recognize the value of the benefit to the employee and not impose the tax burden on the Department.

ARTICLE 11 HOURS OF DUTY

11.1 Fleet Manager, Community Risk Reduction Coordinator, Fire Marshal, Fire Prevention Technician, IT Administrator: The employee is assigned to work a flexible 40 hours per week. The normal workweek schedule shall be made based on mutual agreement. Changes to the normal workweek schedule shall be made with mutual agreement. The annual hours worked shall be 2080.

11.2 **Administrative Assistant:** The employee is assigned to work Monday through Friday, 0830 to 1630. The annual hours worked shall be 2080.

11.3 The above listed hours are inclusive of a paid, thirty (30) minute lunch period.

11.4 Employees are eligible for and required to take breaks in accordance with State labor laws. Breaks should be taken so as to not disrupt emergency operations whenever possible.

11.5 **Temporary Exceptions to Assigned Work Schedule:** An exception to the assigned weekly hours may be made for any employee in order to allow the Department to temporarily meet the needs of the position and/or the Department. The affected employee(s) and the Department shall make any temporary changes based on mutual consent (e.g., the Department and the employee mutually agree to allow the employee to alter their regular schedule and work on a Saturday as part of a special project).

ARTICLE 12 CALL BACK

- 12.1 Call back time is defined as circumstances when the Department needs to call an employee into work outside their regular schedule. In the event of a callback employees shall be paid a minimum of two (2) hours at one and one half (1½) times the employee's hourly rate of pay, except when such callback occurs less than two (2) hours from the beginning of the employee's scheduled work shift or if the time worked is an extension of the work shift., the Employee will be paid in time intervals as stated in Article 9, Overtime. The Department may require the employee to work all or part of the minimum callback.
- 12.2 Emergency Callback: During times of disasters or emergencies, the Department may determine that additional personnel are needed. In this event, the Department will activate an emergency callback of personnel. Personnel may be called back and shall be compensated in accordance with Article 6.2.

ARTICLE 13 SENIORITY

- 13.1 Seniority shall mean an employee's length of continuous service with the Department from the date of hire as a career member within the Non-Suppression Bargaining Unit. Continuous service shall be broken by resignation, discharge or retirement.
- 13.2 During the period of time an employee is on authorized leave of absence without pay, suspension or on lay-off status, seniority will not accrue. Upon returning to work after such lay-off or leave, the employee shall be granted the level of seniority previously accrued.

ARTICLE 14 LIGHT DUTY

- 14.1 If an employee is unable to fully perform the duties of their job because of medical reasons and is released by his/her physician during recovery to perform restricted duty functions, the Department will determine if a temporary "light duty" assignment is available. If a "light duty" assignment is available that meets the restrictions and limitation imposed by the employee's physician, the employee is encouraged to make themselves available for such assignment for as long as the Department believes the "light duty" assignment is warranted.
- 14.2 Light duty is considered a temporary assignment and is intended to aid in an employee's recovery. If light duty is offered and is consistent with the doctor's certification, the employee may choose whether or not to accept the assignment so long as the certification continues to be valid. In the event the employee refuses to accept the light duty assignment and remains unable to return to full time active duty within one year, the employee may be released from the Department.
- 14.3 The hours of a light duty assignment shall be consistent with their regular schedule unless mutually agreed to otherwise.
- a) Flexibility shall be allowed within the schedule to aid in the employee's recovery. (i.e., rehabilitation appointments, doctor appointments, etc.)
- 14.4 Light duty refers to situations when an employee becomes ill, disabled, or injured and is allowed to perform less than the full scope of their assigned job duties. Light duty assignments are only allowed with approval of both the Fire Chief, or designee, and the Employee.

ARTICLE 15 PERSONNEL REDUCTION

- 15.1 In the event of personnel reduction, within the bargaining unit, the Department will determine the job classification(s) impacted by the reduction and the lay-off will occur within the designated job classification(s). Personnel reductions shall be completed in reverse order of seniority amongst employees who are in the designated job classification(s).
- 15.2 In the event two (2) or more employees have the same hire date, seniority will be based on the relative ranking from the employee's initial hiring process.
- 15.3 Employees in a job classification being reduced may displace or "bump" a person with less seniority who is in the bargaining unit and is in a lower job classification; provided that the person who is bumping shall receive a rate of pay that is within the established salary range of the lower job classification; and provided that the employee who is bumping has the qualifications and abilities to perform the work of the lower job classification.
- 15.4 Any employee laid-off may, at their written request, be placed on a re-employment list for a period of twenty four (24) months in the order of their lay-off. Available positions within the bargaining unit will be filled from the re-employment list before persons outside the list are hired; provided that the employee demonstrates retention of the skills and maintains the required qualifications to perform the job upon reinstatement.

ARTICLE 16 PERFORMANCE OF DUTIES

- 16.1 The parties agree that the public interest requires the efficient and uninterrupted performance of all Department services, and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. During the life of the Agreement, employees represented by the Union shall not cause or condone any work stoppage, strike or slowdown of Department programs, functions or services.
- 16.2 The Department agrees not to lock out employees.

ARTICLE 17 POSITION VACANCY

- 17.1 In the event that a vacancy occurs in a permanently staffed position, the Department shall, within ninety (90) days after the vacancy has occurred, either declare that the position has been eliminated and will not be filled, and will therefore cease staffing the position on a temporary basis and negotiate the impacts with the Union, or the Department will begin the process of filling the position on a permanent basis by posting the position and by continuing thereafter to take the necessary steps to fill the position on a permanent basis as quickly as is reasonably possible under the

circumstances presented.

- 17.2 The time frame listed above may be extended by mutual agreement on a case-by-case basis if it is deemed beneficial to both parties.

ARTICLE 18 PROBATIONARY PERIODS

- 18.1 New employees shall be subject to a probation period of twelve (12) months of continuous service commencing with their date of hire. During this period, such employees may be terminated or disciplined at the sole discretion of the Department. Discharge of an employee during the probationary period shall not be subject to the grievance procedure.
- 18.2 In the event a probationary employee is on disability or unpaid leave, for more than thirty (30) days, the Department may extend the employee's probation period. The probation extension shall begin from the date of the employee's return and be equal to the amount of time lost.
- 18.3 In the event of documented substandard performance, an employee's initial probation may be extended at the discretion of the Fire Chief, for a period not to exceed three (3) months.

ARTICLE 19 TRAINING

- 19.1 The Department will cover costs for room rent, meals, mileage (if POV is used), travel and attendance at conferences or schools for approved training, consistent with the Department's current Policies for training and travel.

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- 19.2 Employees shall utilize a Department vehicle to attend local training. In the event that a Department vehicle is not available, or at the employee's request, mileage reimbursement shall be pre-approved by the Fire Chief or designee prior to attending the training.
 - 19.3 While away from the Department for approved training, all employees will receive pay for their regularly scheduled hours.
 - 19.4 Any training time that falls outside of the employee's regularly scheduled hours will also count as hours worked and may be subject to overtime as defined in Article 6.
 - 19.5 Travel time is defined as actual time spent in transit in a vehicle or airplane to and from the approved training. Any travel time that falls outside of the employee's regular schedule shall be subject to overtime as defined in Article 6. Compensated travel time and reimbursed mileage shall not be greater than travel from Station 21.

ARTICLE 20 DEPARTMENT ISSUED CLOTHING

- 20.1 The Department shall provide at least (2) two sets of work uniforms and uniform-related accessories as prescribed by the Department's Policy & Procedure #282. Uniforms and uniform-related accessories shall be replaced by the Department on a fair wear-and-tear basis at the discretion of the Deputy Chief.
- 20.2 The Department shall reimburse employees for any personal item that is lost or damaged in the line of duty, up to a maximum limit of \$1,000 per incident (e.g., glasses, wrist watches, cell phones, etc.). Items that exceed \$1,000 may be reimbursed on case-by-case basis, as determined by the Fire Chief. The Department shall only be held liable for lost or damaged items that are not necessary for emergency response.
- 20.3 The Department shall provide protective clothing as required by applicable Washington State laws and regulations.
- 20.4 Upon separation from the Department, all protective clothing, uniforms and uniform-related accessories shall be returned to the Department prior to the employee's departure.
- 20.5 An employee who retires from the Department in good standing may retain their "Class A" uniform and related accessories. For the purpose of this article, retired is defined in Article 10.4 as service retirement. The uniform shall be altered by the Department to display "Retired" insignia consistent with the Department's Policy & Procedure #282.
- 20.6 In the event the Department elects to substantially change existing uniforms for employees, the changes shall be made based on mutual agreement by the affected employees and the Department.

ARTICLE 21 WELLNESS

- 21.1 Labor and Management will maintain collaboration in providing opportunities for members to participate in a Health and Wellness Program to include onsite blood work and audiology screening
- 21.2 A Health and Wellness Committee will be maintained and shall include at least one (1) labor representative.
- 21.3 The Health and Wellness Committee will make recommendations on the following program areas:
- a) Physical Training on duty
 - b) Health and Wellness incentives
 - c) Selection of Department Physician and/or third-party resources acting in the capacity of the Department Physician
 - d) Peer Support program & Department Mental Health provider
- 21.4 If or when changes are necessary in the above listed program areas, the Health and Wellness Committee may be requested to provide specific recommendations. Any implementation shall be made with mutual agreement between Labor and Management.
- 21.5 The Parties agree to the implementation of the following Policy and Procedures and their accompanying appendices:
- a) Fitness For Duty
 - b) Health and Wellness Program
 - c) Personnel Physicals
 - d) Hearing Conservation Program
 - e) Exercise Room Use
 - f) Peer Fitness Training Program
 - g) Critical Incident Stress Management
 - h) Peer Support Program
- 21.6 All the time spent by the employee for physicals or examinations under the P&Ps, or any additional consultations with health care professionals as referenced in the P&Ps shall be considered to be "hours worked" by the employee for the Department, and the employee shall be compensated consistent with the terms of the CBA for such.
- 21.7 In the event an employee is removed from full active duty as a result of the process outlined in the above P&Ps, the employee shall be placed on paid administrative leave during the evaluation process to determine the ability and process to return to duty. This leave shall include the time frame necessary for any appeals or additional opinions consistent with the P&Ps.

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- 21.8 The terms of this Article and referenced P&Ps are subject to the parties' contractual grievance procedure.
 - 21.9 Labor and Management will collaborate on providing opportunities for members to participate in a formal Peer Support program focusing on mental health.
 - 21.10 A Peer Support Team will be maintained in accordance with the Peer Support Policy and Procedure and shall include members from the Union.
 - 21.11 In the event an employee needs to be removed from a duty shift as a result of a Critical Incident or Crisis event, the employee shall be placed on paid administrative leave until a debriefing can be conducted by a Peer Support Team member or by another mental health care professional.

ARTICLE 22 SUBSTANCE ABUSE FREE WORKPLACE

- 22.1 The Department and the Union agree that all members of the Department are committed to a substance abuse free workplace.
- 22.2 The Parties have agreed upon the Department's Substance Abuse Policy. Any changes to the policy shall be made only with mutual agreement of the parties.
- 22.3 Informing employees about Drug and Alcohol Testing: All employees shall be informed of the Department's Substance Abuse policy. Employees will be provided with information concerning the impact of alcohol, marijuana, and controlled substances on job performance. In addition, the Department shall inform the employees on how the tests are conducted, what the test can determine and the consequence of testing positive for drug use. All newly hired employees will be provided with this information on their initial date of hire. No employee shall be tested before this information is provided to them.
- 22.4 Employees who voluntarily come forward and ask for assistance to deal with a drug or alcohol problem shall not be disciplined by the Department. No disciplinary action will be taken against an employee unless they refuse the opportunity for rehabilitation, fails to complete a rehabilitation program successfully, or again tests positive under the substance abuse policy.

ARTICLE 23 DISCIPLINE

- 23.1 No employee, after the initial probationary period, will be disciplined or discharged without just cause.
- 23.2 Oral reprimands are considered distinct and separate from verbal counseling sessions

between a supervisor and an employee, or between a management representative and an employee. Verbal counseling is not considered discipline and shall not be recorded in an employee's personnel file.

- 23.3 Oral reprimands may be written for documentation only and will be pulled from the employee's file, at the discretion of the Fire Chief, after one (1) year. Written reprimands will be pulled after two (2) years, at the discretion of the Fire Chief as long as there are no additional, similar or related offenses.
- 23.4 **Appeals to Discipline:** An employee has the right to appeal a disciplinary action (including discharge) through the following stages of the grievance procedure defined in this Agreement: (1) any disciplinary action except for oral reprimands may be appealed starting at Step 1 of the grievance procedure and moving up to outside mediation as necessary; and (2) any disciplinary actions resulting in the loss of wages, or other benefits as defined by this Agreement, may be appealed through the grievance procedure, beyond outside mediation to arbitration; provided that oral reprimands may not be appealed by any employee; and provided that an employee serving the initial Department probationary period may not appeal discharge.
- 23.5 Employees must be notified in writing about, and must be given the opportunity to review, any disciplinary action(s), or performance evaluations relating to the employee before they are placed into District's personnel files. Failure to so notify the employee will render any disciplinary action(s) and/or any negative information about the employee contained in a performance evaluation null and void. In addition to being able to access the grievance procedure with respect to such documents, employees will also, as required by State law, be entitled to place rebuttal information into their personnel files in response to any such disciplinary actions and/or performance evaluations.

ARTICLE 24 GRIEVANCE PROCEDURE

- 24.1 The purpose of this procedure is to provide an orderly method for resolving grievances. A determined effort shall be made to settle any such differences informally or at the lowest possible level of the grievance procedure, and there shall be no suspension of work or interference with the operations of the Department as a result of the filing of a grievance.
- 24.2 For the purposes of this Agreement, a grievance is defined as a dispute or complaint arising under and during the term of this Agreement, or until a successor agreement is adopted, raised by the union, and involving an alleged violation, misinterpretation, or misapplication of an express provision of this Agreement.
- 24.3 It is mutually agreed that only the Union, as the exclusive bargaining agent, can act as an aggrieved party or file a grievance on behalf of one or more of its members in the

grievance procedure.

24.4 Time limits within the grievance procedure may be waived or extended by the mutual agreement of both parties. Failure of the Union to respond within the established time limits shall result in the grievance being abandoned. If the Department fails to respond within the specified time limits, the grievance shall proceed to the next step of the grievance procedure.

24.5 **STEPS IN GRIEVANCE PROCEDURE**

- a) Step 1: All grievances must be initiated under the grievance procedure within thirty (30) calendar days from the time the Union became aware, or should have become aware, of the alleged violation, misinterpretation, or misapplication of an express provision of this Agreement. Therefore, any member or group of members of the bargaining unit that believe he/she or they have been aggrieved must, within thirty (30) calendar days of his/her or their knowledge of the alleged grievance, submit a written statement of the grievance to the Union Executive Board with all relevant facts involving the alleged grievance. Upon receipt of the grievance, the Executive Board shall determine if a grievance exists. If, in the Executive Board's opinion, no grievance exists, no further action is necessary. If the Executive Board determines that a grievance may exist, the Union shall present a written grievance to the Fire Chief. The written grievance must include detailed information about the nature of the grievance including specific times, dates, places, and members involved; a succinct statement of the grievance; and a reference to the articles of this Agreement, which apply to the grievance. The Union shall meet with the Fire Chief and/or designee within fourteen (14) calendar days of the receipt of the grievance. The Fire Chief (or designee) shall render a written reply to Union within fourteen (14) calendar days of the meeting. If the grievance remains unresolved, the Union may proceed to Step 2.
- b) Step 2: If the issue remains unresolved, following the decision from the Fire Chief, the parties have fourteen (14) calendar days to decide whether to submit the grievance to grievance mediation. If the parties do not mutually agree, the process shall continue to step 3. If the parties enter grievance mediation, mediation shall continue as long as it is deemed successful by both parties. If either party feels mediation is no longer successful, either party shall notify the other that the mediation process is unsuccessful and such notification shall act as the conclusion of step 2 of the procedure. both parties shall proceed to step 3
- c) Step 3: The Union shall give written notice to the Department of its intent to submit a grievance to arbitration within twenty-one (21) calendar days following step 2. Within fourteen (14) calendar days of the Union's request to arbitrate, a representative of the Union and a representative of the Department shall meet and attempt to agree on an Arbitrator. If unable to reach agreement the parties shall request a list of eleven (11) arbitrators from the Federal Mediation and

Conciliation Service (FMCS). The list shall be limited to arbitrators from Washington and Oregon. Upon receipt of the list, the two representatives shall meet within fourteen (14) calendar days to either agree upon an arbitrator from the list or alternately strike names until one name remains; the person striking first is the loser of a coin toss. Each party shall bear the costs of presenting its own case including attorney fees. However, the parties shall share equally the expenses of the neutral mediator, arbitrator, and stenographic expenses.

- 24.6 The arbitrator shall attempt to render a decision within thirty (30) days of the hearing. The decision shall be final and binding on both parties. The arbitrator shall not have the power to alter, amend or change the terms of this Agreement, and the arbitrator's power shall be limited to interpretation and application of the express terms of this Agreement.

ARTICLE 25 UNION BUSINESS

- 25.1 Union Negotiations Team members shall be allowed to attend negotiation meetings with management representatives during work hours as long as there is no interference with Department business or emergency operations. Off duty personnel shall not receive compensation for attending negotiation meetings outside of normal work hours.
- 25.2 Monthly Union meetings and/or executive board meetings may be held in fire stations with the consent of the Fire Chief (or designee), as long as such meetings do not result in interference with the routine or effectiveness of the involved station.
- a) Employees on duty, including those at outlying stations, shall be allowed to attend meetings of IAFF Local No. 4034 provided meetings are held in a central location, provided technology for remote attendance is considered when practical, and provided such attendance does not interfere with emergency operations or operational needs of the day.
- 25.3 The Department shall provide six (6) square feet of space on bulletin boards for the use of the Union at each of the fire stations at convenient locations accessible to Union members. Postings on the bulletin boards are limited to official Union business.
- 25.4 In order to efficiently administer the provisions of this Agreement, employees elected or appointed to represent the Union shall be allowed on duty time for the purpose of meeting with management representatives on issues related to this Agreement; these meetings shall be approved by the Fire Chief (or designee) and shall not interfere with Department business or emergency operations.

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- 25.5 Union representatives shall be granted time off for Union business, with pay, to attend seminars, conventions and conferences sponsored by the Washington State Council of Fire Fighters and/or the IAFF, or other classes mutually agreed upon in advance. The total scheduled time off for all such representatives shall not exceed one hundred twenty (120) hours per year collectively. Additionally, the Department will not incur any cost for Union Leave. The Department shall allow any unused Union leave hours to be carried over for use in the subsequent year. Unused leave hours may only be carried over a maximum of one (1) year. Time off for Union business shall not be used for political and/or lobbying activities.
- 25.6 In the event Labor and Management both attend a joint conference, Labor's representatives shall be granted time off for attending the conference, irrespective of the above listed bank. Coverage shall be provided by the Union in accordance with Article 2518.5.
- 25.7 Representatives of the Union shall be allowed to visit work locations of the employees covered by this agreement at any reasonable time and location for the purpose of administering this Agreement or investigating possible grievances; provided it is not disruptive to the daily operation, training and/or required work duties.

ARTICLE 26 PREVAILING RIGHTS

26.1 For every wage and benefit, this Agreement supersedes and takes precedent over any and all prior agreements and understandings between the parties. No amendments or modifications shall be valid unless agreed to by the Department and the Union and formally stated in writing. If the Agreement is silent on a specific issue, the Department's Policies and Procedures shall prevail. If the issue is not addressed in this Agreement or the Policies and Procedures, the historical practices, engaged with mutual knowledge and consent, that occur on a frequent basis have been universally and consistently applied, shall prevail, unless otherwise agreed upon by both parties.

ARTICLE 27 SUCCESSOR'S CLAUSE

27.1 The parties recognize in the event of a merger, consolidation or annexation of the Department affecting the tax base of the area served by the Department, either party shall have the right to reopen this Agreement for negotiation in accordance with RCW 41.56 regarding any and all articles affected by the merger, consolidation, or annexation.

ARTICLE 28 SAVINGS CLAUSE

28.1 If any provision of the Agreement or the application of such provision should be rendered or declared invalid by any court action, or by reason of any existing or subsequently enacted legislation, the remainder of this Agreement shall remain in full force and effect.

28.2 Any invalid portion of this Agreement will be reopened for immediate negotiations or clarification upon the request of either party.

ARTICLE 29 MANAGEMENT RIGHTS

29.1 The management of the Department and the direction of the workforce are vested exclusively with the Department subject to the terms of the Agreement. It is understood that the Department retains its right to manage and operate the Department. The Union agrees that its members shall comply in full with Department Policies and Procedures.

ARTICLE 30 LABOR/MANAGEMENT COMMITTEE

- 30.1 In order to improve labor and management relations, both parties recognize the benefit of labor and management cooperation in improving communication, jointly addressing operational issues and creating a positive work environment. It is the intent of both parties to maintain a Labor/Management Committee to address specific projects or areas of mutual concern as such needs are identified by the parties.
- 30.2 The Committee shall be comprised of three (3) appointed representatives of the Union and three (3) appointed representatives of the Department. Both parties agree to make an attempt to meet at least monthly. However, the Committee shall meet at the request of either party. Both parties shall set a goal to submit agenda items at least five (5) calendar days before each scheduled meeting. Meetings will be scheduled at a mutually agreed upon time and place, with the understanding that the Fire Chief may allow Union representatives to attend meetings while on-duty as long as there is no interference with Department business or emergency operations. Off duty personnel shall not receive compensation for attending meetings.
- 30.3 The Committee shall have no collective bargaining authority; however, mutual understandings reached by members of the Committee will be supported by members of the Committee.

ARTICLE 31 MEMORANDUM OF UNDERSTANDING

- 31.1 Memorandum of Understanding (MOU) shall be defined as a written agreement between the Union and the Department; made during the contract period, on an issue(s) not specifically addressed in the Agreement, or necessary clarification changes.
- 31.2 The Fire Chief shall have the authority to enter into an MOU on behalf of the Department, except for changes to wages and benefits.
- 31.3 The agreements detailed in the MOU shall remain in effect until a successor agreement to the current CBA is reached, unless otherwise mutually agreed upon.

ARTICLE 32 DURATION

32.1 This Agreement shall become effective January 1, 2024 and continue in effect through December 31, 2026.

Dated and signed this _____ day of _____, 2023.

BAINBRIDGE ISLAND FIRE
DEPARTMENT

INTERNATIONAL ASSOCIATION OF
FIREFIGHTERS – LOCAL 4034

Jared Moravec, Fire Chief – Lead Negotiator

Carol Mezen, President – Lead Negotiator

Scott R. Isenman, Commissioner

Tacey Peterson Negot. Repr.

Andrea Chymiy, Commissioner

Jay Rosenberg, Commissioner

Fritz von Ibsch, Commissioner

Tim Carey, Commissioner

APPENDIX A 2021 SALARY SCHEDULE

BAINBRIDGE ISLAND FIRE DEPARTMENT					
2024 Five-Step Salary Schedule Effective 1-1-2024					
COLA 6.5%					
2024 HOURLY RATES					
		PROBATION			
		STEP 1	STEP 2	STEP 3	TOP STEP
UNION POSITIONS	PERIOD	80%	85%	90%	100%
		43.29	46.00	48.70	54.12
COMMUNITY RISK REDUCTION COORDINATOR	MONTH	\$ 7,504.14	\$ 7,973.15	\$ 8,442.16	\$ 9,380.18
	ANNUAL	90,049.70	95,677.81	101,305.92	112,562.13
		35.40	37.61	39.82	44.25
FIRE PREVENTION TECHNICIAN	MONTH	\$ 6,135.46	\$ 6,518.93	\$ 6,902.40	\$ 7,669.33
	ANNUAL	73,625.55	78,227.15	82,828.75	92,031.94
		48.61	51.65	54.69	60.76
FIRE MARSHAL	MONTH	\$ 8,426.04	\$ 8,952.66	\$ 9,479.29	\$ 10,532.54
	ANNUAL	101,112.43	107,431.96	113,751.48	126,390.54
		25.51	27.10	28.70	31.89
ADMINISTRATIVE ASSISTANT	MONTH	\$ 4,421.67	\$ 4,698.02	\$ 4,974.37	\$ 5,527.08
	ANNUAL	53,059.99	56,376.24	59,692.49	66,324.98
		45.73	48.58	51.44	57.16
FLEET MANAGER	MONTH	\$ 7,925.92	\$ 8,421.29	\$ 8,916.66	\$ 9,907.40
	ANNUAL	95,111.03	101,055.47	106,999.91	118,888.78
		53.50	56.85	60.19	66.88
IT ADMINISTRATOR	MONTH	\$ 9,274.02	\$ 9,853.65	\$ 10,433.27	\$ 11,592.53
	ANNUAL	111,288.24	118,243.76	125,199.27	139,110.30

APPENDIX B ANNUAL LEAVE (VACATION) ACCRUAL

YEARS FROM EMPLOYEE HIRE DATE	MONTHS IN DEPARTMENT	HOURS EARNED PER MONTH	HOURS EARNED PER YEAR
less than 1	0-12	8.00	96
1	13-24	8.00	96
2	25-36	9.58	115
3	37-48	9.58	115
4	49-60	9.58	115
5	61-72	12.83	154
6	73-84	12.83	154
7	85-96	12.83	154
8	97-108	12.83	154
9	109-120	12.83	154
10	121-132	14.42	173
11	133-144	14.42	173
12	145-156	14.42	173
13	157-168	14.42	173
14	169-180	14.42	173
15	181-192	16.83	202
16	193-204	16.83	202
17	205-216	16.83	202
18	217-228	16.83	202
19	229-240	16.83	202
20 or more	241+	20.00	240