

# **AGREEMENT**

**BETWEEN**

**TRUCKEE MEADOWS FIRE  
PROTECTION DISTRICT**

**AND**

**TRUCKEE MEADOWS FIRE  
FIGHTERS ASSOCIATION,  
I.A.F.F. LOCAL 2487  
NON-SUPERVISORY UNIT**

**2024-2026**

## TABLE OF CONTENTS

ARTICLE 1 – PREAMBLE .....	1
ARTICLE 2 – RECOGNITION .....	1
ARTICLE 3 – DURATION OF AGREEMENT.....	2
ARTICLE 4 – SUCCESSORSHIP .....	2
ARTICLE 5 – MANAGEMENT RIGHTS.....	3
ARTICLE 6 – RIGHTS OF ASSOCIATION .....	3
ARTICLE 7 – STRIKES AND LOCKOUTS .....	3
ARTICLE 8 – NON-DISCRIMINATION .....	3
ARTICLE 9 – AMENDMENTS .....	4
ARTICLE 10 – GENERAL SAVINGS CLAUSE .....	4
ARTICLE 11 – PREVAILING RIGHTS.....	4
ARTICLE 12 – RULES, REGULATIONS, AND PROCEDURES MANUAL.....	4
ARTICLE 13 – SALARIES .....	5
ARTICLE 14 –PROMOTIONS.....	6
ARTICLE 15 – POLITICAL ACTIVITY .....	9
ARTICLE 16 – MINIMUM CONSTANT SAFETY STAFFING .....	10
ARTICLE 17 – WORK HOURS .....	12
ARTICLE 18 – OVERTIME .....	13
ARTICLE 19 – CALLBACK COMPENSATION .....	15
ARTICLE 20 – STANDBY COMPENSATION.....	16
ARTICLE 21 – WORKING OUT OF CLASSIFICATION .....	16
ARTICLE 23 – HOLIDAYS DEFINED .....	17
ARTICLE 24 – HOLIDAY PAY/COMPENSATORY TIME.....	17
ARTICLE 25 – VACATION .....	19
ARTICLE 27 – EMERGENCY PERSONAL LEAVE .....	23
ARTICLE 28 – COURT/JURY LEAVE .....	23
ARTICLE 29 – MILITARY LEAVE .....	24
ARTICLE 30 – LEAVE OF ABSENCE.....	24
ARTICLE 31 – DISTRIBUTION OF COMPENSATION DUE A DECEASED EMPLOYEE .....	25
ARTICLE 32 – SHIFT TRADES .....	25
ARTICLE 33 – MEDICAL PLAN .....	25

ARTICLE 34 – RETIREMENT .....	27
ARTICLE 35 – DEFERRED COMPENSATION .....	27
ARTICLE 36 – OCCUPATIONAL/JOB RELATED INJURIES.....	27
ARTICLE 37 – JOINT LABOR-MANAGEMENT SAFETY COMMITTEE .....	29
ARTICLE 38 – SAFETY TRAINING .....	30
ARTICLE 39 – SAFETY EQUIPMENT .....	30
ARTICLE 40 – REPAIR/REPLACEMENT OF PERSONAL PROPERTY .....	31
ARTICLE 41 – COMMUNICABLE DISEASE.....	31
ARTICLE 42 – EDUCATION INCENTIVE PAY.....	32
ARTICLE 43 – TRAINING COURSES AND SEMINARS.....	33
ARTICLE 44 – REIMBURSEMENT FOR MILEAGE.....	34
ARTICLE 46 – RELIEF AT INCIDENT .....	35
ARTICLE 47 – DISCIPLINE/DISCHARGE.....	35
ARTICLE 52 – PHYSICAL EXAMINATIONS.....	42
ARTICLE 53 – ASSOCIATION BUSINESS .....	43
ARTICLE 54 – ASSOCIATION DUES DEDUCTION .....	43
ARTICLE 55 – BULLETIN BOARDS .....	44
ARTICLE 56 – MAINTENANCE OF EXISTING CONDITIONS.....	44
ARTICLE 57 – PERSONNEL FILES.....	45
ARTICLE 58 – SPECIALTY PAY .....	46
ARTICLE 60 – BILINGUAL PAY .....	48
ARTICLE 61 – CONSOLIDATION .....	48
ARTICLE 62 – EXECUTION DATE.....	49
Appendix A - Salary Schedule .....	50

## **ARTICLE 1 – PREAMBLE**

A. This agreement is entered into by and between the Board of Washoe County Commissioners as ex-officio Board of Fire Commissioners for the Truckee Meadows Fire Protection District, hereinafter referred to as the “District”, and Truckee Meadows Fire Fighters Association, I.A.F.F. Local 2487 Non-Supervisory Unit, hereinafter referred to as the “Association”. This agreement sets forth the full and entire agreement between the parties.

B. It is the purpose of this agreement to achieve and maintain harmonious relations between the parties, to provide for equitable and peaceful adjustment of disputes, which may arise over the interpretation and application of this agreement, and to establish fair and equitable standards of wages, hours, and other conditions of employment.

C. The Association and District will act in good faith and with a cooperative attitude to improve the quality and efficiency of fire protection for citizens of the Truckee Meadows Fire Protection District.

## **ARTICLE 2 – RECOGNITION**

A. The District hereby recognizes the Association as the exclusive bargaining agent for all non-supervisory, supervisory, and emergency support services personnel engaged in fire prevention, suppression, and fire equipment/apparatus repair and maintenance in the Truckee Meadows Fire Protection District:

1. Firefighter/EMT
2. Firefighter/Paramedic
3. Fire Engineer
4. Fire Captain – Suppression/Training
5. Fire Captain – Prevention
6. Fire Inspector Trainee\*
7. Fire Inspector\*
8. Fire Investigator investigator\*
9. Fire Mechanic
10. EMS Coordinator
11. Logistics Coordinator

\*Upon approval by Nevada’s Public Employee Retirement System (NV PERS).

B. In the event of any new non -supervisory position(s) being established during the term of this agreement by the District, not listed above, and recognizing that that position comprises a community of interest; the position shall be included within the bargaining unit and represented within this agreement. The District reserves the right to establish new classifications, including requirements and wage rates. Upon establishing a new classification and prior to posting, the District will meet with the Union to determine whether or not the position will be represented. If the position is not represented by the Union, the District shall establish the requirements and wage rates. In the event that a

new job classification(s) is placed in the bargaining unit, the District shall immediately commence negotiations for said classification(s), wages, hours, and other terms and conditions of employment.

C. The District shall notify the Association president of all changes to existing job classifications covered by this Agreement.

### **ARTICLE 3 – DURATION OF AGREEMENT**

A. This Agreement shall become effective July 1, 2024, and shall continue until June 30, 2026, except as otherwise provided below.

B. If either party desires to negotiate changes in any Article or Section of this Agreement, it shall give written notice to the other party of the desired changes to Articles, including an overview of such changes before February 1<sup>st</sup> of each year, provided that during the term of this agreement no Article and/or Section of that Article shall be negotiated without the parties' mutual consent.

C. The parties shall promptly commence negotiations. If the parties have not reached agreement by April 10<sup>th</sup>, either party may submit the dispute to an impartial fact-finder at any time for their findings. The fact-finder shall make recommendations of the unresolved issues.

D. If the parties have not reached an agreement within ten (10) workdays after the fact-finder's report is submitted, all issues remaining in dispute shall be submitted to an arbitrator. The arbitrator shall, within ten (10) workdays after the final offers are submitted, accept one of the written statements, and shall report their decision to the parties.

E. The impartial fact-finder and the binding arbitrator shall be from the American Arbitration Association and all hearings shall be conducted by A.A.A. rules or other agreed-upon service.

F. In the event that future agreements are not reached prior to the contract expiration, all awards rendered by the final binding arbitrator shall be retroactive to the expiration date of the last contract.

### **ARTICLE 4 – SUCCESSORSHIP**

The District agrees not to sell, merge, or convey or cause to sell, merge or convey or otherwise transfer or cause to transfer its operations to a new employer without first securing the agreement of the successor to assume the District's obligations of wages, hours, terms and conditions of employment.

## **ARTICLE 5 – MANAGEMENT RIGHTS**

It is understood and agreed between the parties that nothing contained in this Agreement shall be construed or interpreted to infringe upon any management rights of the District as set forth in Nevada Revised Statutes (NRS) 288.

## **ARTICLE 6 – RIGHTS OF ASSOCIATION**

A. The District recognizes its statutory obligation to negotiate any departmental rule, policy, or procedure that is related to a mandatory subject of bargaining as enumerated under NRS 288.150. In the event there is a dispute over whether a rule, policy or procedure falls within the scope of mandatory bargaining, said dispute shall be submitted to the Local Government Employee-Management Relations Board and shall not be subject to the grievance procedure contained in this Agreement.

B. The Fire Chief, and/or their designee, shall meet as needed and/or requested by either party with representatives of the Association for the purpose of engaging in labor management meetings. The purpose of said meetings is to informally discuss matters of concern and/or interest to either party.

## **ARTICLE 7 – STRIKES AND LOCKOUTS**

A. Neither the Association nor any employee covered by this agreement will promote, sponsor, or engage in any strike against the employer; slow down; or interruption of operation; concentrated stoppage of work; absence from work upon any pretext or excuse, such as illness, which is not founded in fact; or any other intentional interruption of the operations of the District regardless of the reason for so doing.

B. The District will not lock out any employees during the term of this agreement as a result of a labor dispute with the Association.

## **ARTICLE 8 – NON-DISCRIMINATION**

A. The parties agree to not discriminate against any employee pursuant to NRS 613.330.

B. The District and the Association agree that membership, non-membership, or lawful activities on behalf of the Association shall not be used as the reason or cause for transfer, denial of any promotion, or denial of other terms and conditions of employment. Nothing contained herein is intended to abrogate the District's right to manage and to consider the operational needs of the department as set out in ARTICLE 5 – MANAGEMENT RIGHTS. Nothing contained herein is intended to abrogate the Association's right to hold meetings and engage in lawful functions.

C. Whenever any words are used in this agreement in the masculine gender, they shall be construed as though they were also in the feminine and neutral gender in all situations where they would so apply.

D. Any complaint alleging a violation of this Article shall be submitted to the appropriate administrative agency(ies) having responsibility for enforcing State and Federal laws governing non-discrimination in employment and shall not be subject to the ARTICLE 48 – GRIEVANCE PROCEDURE.

## **ARTICLE 9 – AMENDMENTS**

It is agreed that no provision of this Agreement may be amended without the written mutual agreement of the parties.

## **ARTICLE 10 – GENERAL SAVINGS CLAUSE**

This Agreement is the entire agreement of the parties terminating all prior agreements. Should any provision of this Agreement be found to be in contravention of any Federal or State Law and County Charter by a court of competent jurisdiction, such particular provision shall be null and void, but all other provisions of this Agreement shall remain in full force and effect until otherwise cancelled or amended.

## **ARTICLE 11 – PREVAILING RIGHTS**

Benefits, including present working conditions, previously existing will not be diminished by any provision or failure of any provision of this Agreement without mutual consent of the. There will be no change in any matter covered by this Agreement without the mutual consent of the parties. There will be no change in any matter within the scope of representation without negotiations as required by NRS 288.

## **ARTICLE 12 – RULES, REGULATIONS, AND PROCEDURES MANUAL**

A. The District and the Association agree that the applicable Administrative Directives (AD) and Policy's and Operating Guidelines (OG) do not change or delete the Articles of this Agreement. The District will post all OG's, Policy's and AD's on the District's designated dispensary for a minimum of 6 days before the effective date and will provide said notice of change to all employees under the same terms. Notice shall be disseminated to Fire Department personnel through Target Solutions or equivalent.

B. OG's and Policy's which involve safety will be reviewed on an annual basis. All OG's and Policy's will be reviewed and signed by the Association President and the Fire Chief prior to OG or Policy being posted. In the event the District and the Association cannot agree on a change to an OG or Policy, and discussions have not resolved the

Association's objections, the dispute shall be subject to the grievance procedure set forth in this Agreement.

C. Administrative Directive – A document to immediately create an Operating Guideline due to the nature and/or urgency of the content. The AD will generally be created by recommendations from the Health and Safety Committee and/or from the Operations Committee. Association leadership will be advised and have input prior to any Administrative Directive being distributed. If, for safety concerns, an Administrative Directive is implemented without Association review and signature, any objection raised by the Association shall be discussed with the District. If the objection cannot be resolved, the dispute shall be subject to the grievance procedure set forth in this Agreement. AD's will be implemented immediately and disseminated to Fire Department personnel through Target Solutions or equivalent.

D. The District and the Association recognize that the matters covered by AD's and OG's may include matters which are not subject to mandatory bargaining under the provisions of NRS 288. The District and the Association also recognize that these AD's, Policy's and OG's are subject to change by the Fire Chief provided, however, that subjects of mandatory bargaining are negotiated.

E. Memorandum of Understanding (MOU) - A formal document which captures changes / modifications to existing contract or agreement language between parties mid contract. The MOU shall expire at the commencement of the next agreement, unless otherwise specified.

F. Letter of Understanding (LOU) – A formal document which clarifies the intent and/or outlines the mutual understanding of contract or agreement language between parties.

## **ARTICLE 13 – SALARIES**

A. These pay rates shall be effective throughout the duration of this Agreement as stated in ARTICLE 3 - DURATION and are reflected in the salary schedule attached hereto as Appendix A and by reference incorporated herein. All posted documents shall be limited to hourly rates of compensation for all positions.

B. Classification:

C. Upon promotion, employees shall receive the beginning step or that step which provides at least a ten percent (10%) increase above the employee's base hourly rate whichever is greater. Promotions are considered to be movements into new classifications that have supervisory authority over the previous position, and do not include lateral movements between different divisions of the District. Example: Promotional movement of a Firefighter/EMT to Firefighter/Paramedic or Firefighter/EMT or Firefighter/Paramedic to Engineer, Engineer to Captain, Captain to Battalion Chief. If an employee moves between a regular PERS position and a Police/Fire PERS position, the base rates will be adjusted for comparative purposes to evaluate which step is equivalent to a ten percent (10%) pay increase. Employees in classifications having more than one (1) pay step or employees in classifications that have not reached the maximum of the



salary range may become eligible for a step or merit increase on the employee's anniversary date one (1) year after the employee's appointment, promotion, or most recent step or merit advancement based upon meeting a standard or better performance evaluation rating.

**D. Conversion of 56-Hour to 40-Hour Workweek:**

1. In computing the base hourly rate increases for employees working either a 56-hour workweek schedule or a 40-hour workweek schedule, the salary increases are to be applied to the hourly rates for the 56-hour workweek schedule and then converted to the equivalent 40-hour workweek hourly rate by using a factor of one point four (1.4).
2. The approximate annual salary for employees working a 56-hour workweek is based upon two thousand nine hundred twelve (2,912) hours per year. The actual cost to the District is based upon two thousand nine hundred twenty (2,920) hours per year [three hundred sixty-five (365) days per year times twenty-four (24) hours divided by three (3) shifts equals two thousand nine hundred twenty (2,920) hours).
3. The approximate annual salary for employees working a 40-hour workweek is based upon two thousand eighty (2,080) hours per year.
4. All hourly rates are to be rounded to the nearest penny using normal round-off rules.

E. The salaries pursuant to this Agreement are subject to change during the term of the Agreement due to increases or decreases in the retirement contribution for NV PERS in accordance with NRS 286.421.

## **ARTICLE 14 –PROMOTIONS**

**A. Eligibility**

1. The Fire District shall validate the eligibility of all applicants of the classification posting within seven (7) calendar days of closing.
2. To have the opportunity to take a promotional examination for an eligibility list, an applicant must meet the minimum qualifications at the time the job posting closes to applicants. Minimum qualifications shall be established by Human Resources or designee, Fire Chief or designee, Association President and one (1) additional Association Executive Board member.
3. District Seniority as defined within ARTICLE 50 – SENIORITY
4. All promotional vacancies for Captain and Engineer and firefighter Paramedic classifications shall be filled as follows:
  - a. Captain – Will be filled by promotion within the Fire District, and all qualified applicants who have met the following provisions shall be eligible to test for the position of Captain.
    - I. Six (6) years of District seniority
    - II. Be qualified as an Engineer or have completed Engineer Development School (EDS)
    - III. Successfully completed Officer Development School (ODS).

b. Engineer – Will be filled by promotion within the Fire District, and all qualified applicants who have met the following provisions shall be eligible to test for the position of Engineer.

I. Four (4) years of continuous District seniority.

II. Successfully completed Engineer Development School (EDS), shall be eligible to test for the position of Engineer.

c. Firefighter Paramedic – All internal candidates must meet the provisions of the Firefighter Paramedic job specification to test. This position does not have to be filled with internal candidates. The District may fill open position with external candidates.

*INTENT- Requirements will be provided by the District*

B. Employees who are promoted will be placed in their new rank, pay grade step, to be at least ten percent (10%) above their current step plus any incentive pay, if applicable.

C. Posting

1. For internal posting that requires a bibliography, they shall be posted a minimum of ninety (90) calendar days in advance of the month of testing.

2. The following is the schedule for all classification postings for promotional opportunities:

a. Firefighter/Paramedic will be posted for a minimum of three (3) weeks, with a concurrent internal/external recruitment.

b. Engineer will be posted for a minimum of three (3) weeks during the month of August on odd years.

c. Captain will be posted for a minimum of three (3) weeks during the month of August on even years.

d. Any remaining position found in ARTICLE 2 – RECOGNITION will be posted for a minimum of three (3) weeks.

*INTENT- The parties mutually agree that interim tests may need to be held to fill the District's needs.*

3. The District shall have five (5) business workdays to resolve all appeals to certify and publish a promotional list for the following dates:

a. The Engineer and Captain promotional list shall be effective from the time the promotional list is validated until the subsequent list is validated, but not to exceed twenty-five (25) months.

b. Employees remaining on the promotional list after the validation period has expired must complete the promotional process during the next available test to be placed on the list.

4. The District shall maintain and post all promotional lists that are established, and a copy shall be furnished to the Association upon publication of the list.

D. Examination Procedures

1. All applicants shall apply for the posted position through the District's designated application process by the closing of the job opening.

2. Examinations may include written, practical, assessment center, oral board, Fire Chief's or designee interview or any combination of the aforementioned at the sole discretion of the Fire District.
3. The Fire District will determine the weights (percentages) to be used for each phase and will meet and confer with the Association over any changes. The minimum passing score shall be seventy percent (70%) for each phase or section of the testing process. A candidate will not proceed in the testing process if they do not achieve at least a seventy percent (70%) on each section of the exam. Each section will be weighted with a percentage to give an overall score.
4. Captains shall be filled by the rule of three.
  - a. For the first position the Fire Chief or designee will interview the top three (3) candidates, one (1) candidate will be promoted. For the next position the Fire Chief or designee will interview the top three (3) candidates from the updated list after the first promotion. If there are less than three (3) candidates for consideration within the second year of the eligibility list, the District may open a new recruitment.
5. Engineers shall be filled based off their ranking, in order, from the current promotional list. Engineer ranking is a cumulative score inclusive of a Fire Chief's or designee interview.
6. Employees hired into the rank of Firefighter/EMT due to not passing the paramedic skills assessment process are not eligible for promotion to the position of FF/Paramedic until they have passed their initial probationary period provided, they have passed the Paramedic assessment center.

*INTENT: The District and the Union both see value in having qualified Paramedics on all apparatus, in the event the employee passes the Paramedic assessment center while on probation they will be able to utilize their Paramedic skills provided they are working with another District qualified Paramedic until eligible for promotion after their initial probationary period. The employee will be eligible for the 6% paramedic incentive.*

7. The Fire District will provide employee development opportunities for all personnel interested in testing for promotion to the rank of Engineer or Captain within the Fire District. The following will be the dates for development and testing for the positions of Firefighter/Paramedic, Engineer and Captain:
  - a. The Fire District will provide Engineer Development School (EDS) between the months of January-May in odd years. Testing for Engineer will be conducted during the month of October in odd years.
  - b. The Fire District will provide Officer Development School (ODS) between the months of January-May in even years. Testing for Captain will be conducted during the month of October in even years.
  - c. Testing for all qualified internal Firefighters/Paramedics may be conducted twice a year, occurring in September and February.
8. All other promotional examinations will occur, as needed, with the required ninety (90) calendar days in advance posting of the bibliography.
9. Any promotional examination grading panel shall consist of a minimum of two (2) evaluators from equal or greater rank than the position being evaluated. In the event two evaluators are not available, two evaluators with professional experience related to the respective examination may be used.

10. All evaluators for exams shall be from professional Fire Departments or have subject matter expertise in the respective portion of the exam. In the event that a specific fire ground knowledge and/or skill is not required for a portion of the test or evaluation an outside evaluator may be acquired for only that portion of the exam.
11. If identical scores are achieved, ranking shall be determined by Fire District seniority as outlined in ARTICLE 50 – SENIORITY within this Agreement.
12. Employees eligible for promotional examinations shall be given appropriate time off to take the examination and return to duty. Such time off shall not result in any loss of pay.
13. If changes are made, at any time, to ARTICLE 14 – PROMOTIONS, impacted eligibility list will remain in effect until the next promotional process as listed in this Agreement.

E. Confirmation

1. Subject to prior recommendation of the Fire Chief and the approval of the District's Human Resources department, anyone promoted and serving in a probationary status shall become eligible for confirmation into their respective classification upon completion of the twelve (12) month probation period. If it is determined that the employee requires additional time for evaluation due to extended absences, or additional need to improve, the probation period may be extended for an additional six (6) months or the period of time equivalent to the absence. The employee will be given a written reason for extension to include time frame and/or improvement plan if needed.
2. If the employee is unable to be confirmed into the new classification because they are unable to demonstrate the ability to perform their job or lacks the ability to progress, then they shall be returned to their previous job classification and rate of pay. There shall not be any gain in any benefits if this occurs, nor shall this result in layoffs of any position.

*INTENT: If an employee is promoted and is not confirmed during their probationary period, the employee's date in class is the original date in class time from the preceding position before promotion out of that class. All time accrued during the probationary period will count towards the Class Seniority for the prior position.*

3. A promotion made hereunder is not final until any resulting grievances have been resolved.

## **ARTICLE 15 – POLITICAL ACTIVITY**

- A. Employees may engage in political activity that is not prohibited by State laws or County code.
- B. Employees will not engage in political activity while on duty or in uniform. Political activity is activity to elect or defeat any candidate, political party, or ballot issue.
- C. Applicable State and Federal laws shall be followed when allowing employees to vote in the electoral process.

## **ARTICLE 16 – MINIMUM CONSTANT SAFETY STAFFING**

The intent of this Article is to address the mutual concerns of the parties pertaining to employee safety with regard to staffing. The District and the Association recognize the extreme hazards of the firefighting profession and therefore agree that the minimum number of full-time professional firefighting personnel on paid firefighting apparatus shall comply with the safety staffing levels listed below. The Association and the District acknowledge that four-person career Engine staffing is a preferred configuration, however, current economic challenges and revenue shortfalls do not allow for staffing levels consistent with that preference. The District agrees that once future stable and adequate revenue permits, it will make good faith efforts to apply that preference in appropriate stations in the discretion of management.

A. The Fire Chief or designee shall designate whether an apparatus is in-service and its classification. For purposes of this Article, in-service is defined as a unit to which personnel are assigned.

B. Staffing assignments outlined in this Article are to be filled only by positions covered in ARTICLE 2 – RECOGNITION. At no time shall volunteers, part-time employees, reserve employees or seasonal employees be used to satisfy the requirements outlined in this Article.

C. The District shall staff each in-service Engine with a Captain or Acting Captain, an Engineer, or Acting Engineer, and a Firefighter or Firefighter/Paramedic.

1. Staffing for all stations where fire Engines are in service shall be comprised of a minimum of three personnel: One Captain, one Engineer and one Firefighter/Paramedic or one Firefighter

D. The District shall staff each in service Ladder/Truck with a Captain or Acting Captain, an Engineer or Acting Engineer, and two Firefighters or Firefighter/Paramedic.

1. Staffing for all stations where Ladders/Trucks are in service will be comprised of a minimum of four personnel, whenever possible. The baseline staffing levels for these stations will be four (4) personnel, however, the apparatus may be operated with three personnel on a temporary basis during the course of a shift to ensure services rendered to the public are continuous.

2. Ladders/Trucks will not be required to be taken out of service due to a lack of staffing caused by a mid-shift vacancy where employees are unavailable for recall, or for short-term assignments. If a mid-shift vacancy or short-term assignment is anticipated to extend past three (3) hours in duration the callback procedure will be initiated in accordance with ARTICLE 18 – OVERTIME, and/or personnel from other four person stations will be moved to staff the Ladder/Truck.

3. In the event the mid-shift vacancy or short-term assignment is past twenty hundred hours (20:00) the Ladder/Truck may be staffed with three (3) personnel until the start of the next shift.

4. At no time will the Ladder/Truck be operated with less than three (3) personnel.

E. The District shall staff each in-service Water Tender with an Engineer or Water Tender Qualified firefighter, or Firefighter Paramedic.

*INTENT: Stations that have three (3) personnel shall cross staff Tenders.*

F. The District may staff in-service Volunteer Water Tenders or in-service Fuels Division Water Tenders with a Water Tender Qualified Fuels Division personnel

G. The District shall staff each in-service Squad with an Engineer or Acting Engineer and a Firefighter or Firefighter/Paramedic.

H. Wildland apparatus including Type V/VI Engines staffed by Fuels Division personnel will be staffed with a minimum of three (3) personnel when responding to an incident. This staffing shall include at least one (1) NWCG qualified Engine Boss, one (1) NWCG qualified Engine Operator, and one (1) NWCG qualified Firefighter. Apparatus may be staffed at lower levels when doing fuels reduction/project work

*INTENT: Fuels Division personnel shall not respond Water Tenders from Career Stations.*

I. The District shall staff each in-service Medic Unit with two Firefighters or Firefighter/Paramedics, or any combination thereof. Other higher ranks may be used as needed. The Medic Unit shall be cross staffed with Engine Personnel as necessary.

1. The District shall staff each Medic Unit in accordance with State law. If the Unit is licensed ALS it shall be staffed with at least one (1) District qualified Paramedic.

2. In service Medic Units (Dispatchable) shall be staffed with dedicated personnel beginning July 1, 2023. Reserve Medic Units may be placed in service based upon demand with any available personnel for up to two (2) hours at which point dedicated staffing will be recalled if available.

*INTENT: Medic Units will not be primarily cross staffed after July 1, 2023, however if the District needs additional Medic Units to be rapidly placed in service due to emergency incidents Station/Engine personnel may be used to staff those reserve Medic Units. If the demand lasts longer than two (2) hours, the District will attempt to recall off-duty personnel to staff the reserve Medic Units, If employees are unavailable to staff those units, the District may continue to operate them as necessary.*

J. Staffing levels for any additional station(s) or apparatus that may be placed in service shall be subject to negotiation and be placed in this Article.

K. At no time will an Engine or Ladder/Truck be operated at the scene of an emergency with less than three (3) personnel.

1. crew may be split to transport the Engine or Ladder/Truck and additional apparatus to the scene of an emergency at the discretion of the Captain. The Engine will not be considered back in service unless that additional apparatus and personnel remain together as an adjunct of the Engine or Ladder/Truck and its assignments.

2. In the event that an in-service company is reduced and is called upon to respond to an emergency incident, every effort will be made to return the crew to full staffing including immediate callback.
3. Only under emergency circumstances will the crew be divided for any reason,

L. For the purpose of out of District assistance by hire assignments in excess of twenty-four (24) hours in duration, four (4) career person staffing will be maintained on all Engines. Engines shall be staffed in the following manner:

1. Type I: Each Engine shall be staffed with a Captain or Acting Captain, Engineer or Acting Engineer and two (2) Firefighters or Firefighter/Paramedics (or any combination thereof)
2. Type III: Each Engine shall be staffed with a Captain or Acting Captain, Engineer or Acting Engineer and two (2) Firefighters, Firefighter/Paramedics (Fuels personnel may be assigned as one (1) of the Firefighters). Additionally, one (1) of the assigned personnel must be ENGB qualified and all must have NWCG FF qualifications.
3. Type V: Each Engine shall be staffed with a Captain or Acting Captain, Engineer or Acting Engineer, and two (2) Firefighters, Firefighter/Paramedics (a Fuels crewmember may be assigned as one (1) of the Firefighters). Additionally, one (1) of the assigned personnel must be ENGB qualified and all must have NWCG FF qualifications. Alternatively, Type V Engines regularly assigned to the Fuels/Wildfire Division may be deployed with all Fuels/Wildfire personnel (station personnel may be assigned as one (1) of the personnel), so long as they are all NWCG certified FF's and at least one (1) maintains ENGB qualifications.

M. Definitions:

1. 'Engine(s)' refers to Type I, Type II, and Type III Engines.
2. Absences refer to employees on any type of leave including, but not limited to annual vacation, sick, comp, workers comp, military, Association, administrative, or existing vacancies, billable incidents and all leave types shall be back-filled following ARTICLE 18 – OVERTIME.

## **ARTICLE 17 – WORK HOURS**

A. 56-Hour Personnel:

1. 48/96 Schedule:
  - a. In accordance with the Agreement executed between the parties, the regular work day and work week for line employees shall consist of three (3) shifts "A", "B", and "C" with each shift alternating on a schedule of two (2) twenty-four (24) hour work days on duty, from 8:00am to 8:00am, followed by four (4) consecutive twenty-four (24) hour days off duty. On an annual average, a 56-hour week, regardless of the actual number of hours worked or on paid leave during any biweekly pay period.
2. Upon mutual agreement between the Fire Chief and the Association, nothing herein shall prevent the establishment of a trial period for alternative schedules that the parties may adopt.

3. FLSA overtime shall be computed on a twenty-four (24) day cycle and shall be paid on the paycheck that the FLSA period ends. Employees may elect to accrue FLSA pay for compensatory time, at the rate of one and one-half (1 ½) hours of compensatory time for every one (1) hour of owed FLSA pay. Since regular time for hours worked in excess of the FLSA threshold is already paid in base pay, FLSA pay is paid at half time for each hour owed. Therefore, for every two (2) hours of owed FLSA pay, employees may accrue one (1) hour of compensatory time.

4. During the normal work day schedule for line employees, the employee will be allotted one (1) hour for lunch and two (2) fifteen (15) minute breaks, during this time employees shall respond to all incidents. Outside of the normal work day hours, the Association and the District agree to make reasonable accommodations for training and other special needs while recognizing the necessity of rest periods.

**B. 40-Hour Personnel:**

1. The normal workweek of 40-hour employees shall be forty (40) hours per week consisting of five (5) consecutive eight (8) hour days and/or four (4) consecutive ten (10) hour days. The employee will be allotted one (1) unpaid meal period and two (2) paid fifteen (15) minute breaks. The week will begin 12:01am Monday and end 12:00 midnight Sunday. Any change in the number of hours in the work day or regular work week shall be subject to negotiation, although an eight (8) hour and/or ten (10) hour employee may be subject to working shift work as necessary, at the discretion of the Fire Chief.

## **ARTICLE 18 – OVERTIME**

**A. Overtime Provisions Applicable to 48/96 hour Employees**

1. Overtime shall be deemed as any time worked in excess of the normal work period or the normal work shift.

2. Employees shall be compensated for overtime worked at one and one-half (1 ½) times their base hourly rate of pay for each hour, or major fraction thereof, worked.

3. All overtime must have the advance authorization of the Fire Chief or their designated representative.

4. Overtime will be earned in increments of one-quarter (1/4) hour.

5. Overtime will be added to the payroll for the period during which the overtime is performed. It is understood that nothing in this Article shall require payment for overtime hours not worked. All overtime must have previous authorization of the District's Fire Chief or designee if compensation therefore is to be affected.

6. Any employee who accepts a request by their supervisor to work during hours outside their regularly scheduled straight time hours on the day in question, which hours will not abut their regularly scheduled shift hours on that day, will receive a minimum of two (2) hours pay at the applicable hourly rate if the employee physically reports to work. Any compensated meetings that are attended virtually will be paid for actual time worked.

7. Any employee who reports for work on their scheduled day or for previously scheduled recall shall receive a minimum of two (2) hours pay for each such incident, at the applicable rate, where the District cannot provide work for the employee.



8. Overtime shall be filled by full-time career staff. For the purposes of overtime to fill vacancies, the Telestaff procedure, currently in effect, shall be used for filling open vacancies. In the event of a failure of the system, the District reserves the right to establish processes necessary to maintain staffing assignments. The list shall consist of all bargaining unit members who desire to work overtime/callback to fill vacancies in staffing. Vacancies shall be filled by calling back bargaining unit members. Mandatory overtime may be required in the event employees are not available to fill for shift vacancies.

9. The employee may select cash payment or compensatory time for the overtime worked, for training, District functions, or any overtime outside of station fill-in and emergency incident overtime. The maximum amount of compensatory time that may be accumulated is four hundred eighty (480) hours. Compensatory time utilized shall be limited to a maximum of four hundred eighty (480) hours per calendar year. All overtime hours in excess of this amount shall be paid for in cash. Upon termination of employment, an employee shall be compensated at their base rate for all accumulated and unused compensatory time hours.

**B. 40-Hour Personnel**

1. Overtime shall be defined as any time worked in excess of forty (40) hours per week. Such compensation shall be in the form of either cash payment or compensatory time, which the decision shall be made by the employee at the time the overtime is worked. The maximum amount of compensatory time that may be accumulated is two hundred forty (240) hours unless the employee has exceeded that amount from fifty six (56) hour conversion; In this case, the employee will be able to retain balance, but will be unable to accrue any additional time until they have less than two hundred forty (240) hours. Compensatory time utilized shall be limited to a maximum of two hundred forty (240) hours per calendar year.

2. The provisions applying to the payment for ARTICLE 24 – HOLIDAY PAY/COMPENSATORY TIME, shall apply to compensatory time under this Article. All overtime hours in excess of this amount shall be paid for in cash. Upon termination of employment, an employee shall be compensated at their base rate for all accumulated and unused compensatory time hours.

**C. Overtime as a result of all emergency incidents including out of District assignments and mutual aid, shall be paid from the moment of notification until return to the station from which dispatched and includes rest periods, standby periods, meal breaks, etc. occurring during the period of overtime.**

1. For immediate need out-of-District assignments where a response departure is within two (2) hours or less, the employees will be paid from the time of notification. For planned out-of-District assignments, employees will be paid upon returning to work for departure to the assignment.

a. For out-of-District assignments, response by personal or District vehicle exceeding two (2) hours of overtime prior to the “estimated time of departure” listed on the resource order will require pre-approval by the Fire Chief or his designee.

- b. For out-of-District assignments, response requiring commercial air travel exceeding four (4) hours of overtime prior to the “estimated time of departure” listed on the resource order will require pre-approval by the Fire Chief or his designee.

*INTENT: To provide employees an allotted time to collect necessary equipment, gear, or paperwork pertaining to subsection a or b prior to departing to an incident.*

D. Employees agree to participate in a voluntary shift transfer to minimize overtime costs. The District will identify potential overtime situations that could be avoided by the voluntary temporary exchange of shifts during the FLSA period. For example, employees may agree to take a regularly scheduled day off, and in turn, work an alternate shift that FLSA period to minimize the potential for overtime.

## **ARTICLE 19 – CALLBACK COMPENSATION**

A. Callback compensation shall be determined for this Agreement per NRS 286.025 and the NV PERS Revised Official Policies.

B. Employees shall be compensated for callback worked at one and a half (1 ½ ) times their regular rate of pay for each hour, or major fraction thereof, worked. Such compensation shall be in accordance with ARTICLE 18 – OVERTIME and respective NV PERS policies.

1. For immediate need out-of-District assignments where a response departure is within two (2) hours or less, the employees will be paid from the time of notification. For planned out-of-District assignments, employees will be paid upon returning to work for departure to the assignment

- a. For out-of-District assignments, response by personal or District vehicle exceeding two (2) hours of callback prior to the “estimated time of departure” listed on the resource order will require pre-approval by the Fire Chief or his designee.

- b. For out-of-District assignments, response requiring commercial air travel exceeding four (4) hours of callback prior to the “estimated time of departure” listed on the resource order will require pre-approval by the Fire Chief or his designee.

*INTENT: To provide employees an allotted time to collect necessary equipment, gear, or paperwork pertaining to subsection a or b prior to departing for an incident.*

C. Callback as a result of all emergency incidents, including out of District assignments and mutual aid, shall be paid from the moment of notification until return to the station from which dispatched including rest periods, stand-by periods, meal breaks, etc.

## **ARTICLE 20 – STANDBY COMPENSATION**

A. Employees may be assigned to work standby time (on-call). Standby time shall be defined as per NRS 286.025 and the PERS Revised Official Policies; 286.025 as "Standby Pay (is) compensation earned for holding oneself ready for duty while off duty", and as such is compensable to the PERS Compensation shall be in compliance with the provisions of the F.L.S.A. as clarified in WH publication 1459 dated May 1985.

B. An employee on standby shall be available for call to duty, specifically scheduled and directed by the Fire Chief or their designee. The scheduling of standby shall be fair and equitable and the procedure for such shall be contained in the Procedures Manual. While on standby, the employee shall be considered "waiting to be engaged" and as such is required to be available for call to duty within thirty (30) minutes from the time any call is received. Employees shall be considered available for call to duty by making contact with the requesting officer. An employee called back to duty shall be at the scene of the incident within a reasonable period of time.

C. Employees on standby shall be entitled to compensation at the rate of ten percent (10%) of their base rate of pay. Standby time under these criteria shall not be considered as hours worked for the purpose of computing overtime. Standby time may be utilized as compensatory time as provided in ARTICLE 18 – OVERTIME.

D. Standby pay shall cease during the time an employee is called back to duty.

## **ARTICLE 21 – WORKING OUT OF CLASSIFICATION**

A. Those employees who fill a higher classification due to the absence or incapacitation of the incumbent of the higher classified position shall be entitled to an increase of ten percent (10%) in salary for the hours assigned acting in such a higher classification in one quarter (1/4) hour increments.

B. Vacancies for all ranks shall be filled through the call-back procedure first, listed in ARTICLE 18 – OVERTIME, then shall be made consistent with the Acting Eligibility Lists in accordance with the Telestaff Operating Guideline.

## **ARTICLE 22 – CAREER INCENTIVE**

All employees covered hereunder who have completed a total of five (5) years or more of full-time service with the District shall be entitled to annual longevity pay at the rate of one-half percent (.50%) of the base pay for each year of continuous service with the District up to a maximum payment of fifteen percent (15%). An employee's eligibility for longevity pay shall be reviewed as of June 1<sup>st</sup> and December 1<sup>st</sup> of each year with payment to be affected in equal semiannual installments payable on the first payday of June and December immediately following a determination of eligibility. For qualified employees retiring or resigning before the due date of any semi-annual payment, the amount of payment shall be prorated.

## **ARTICLE 23 – HOLIDAYS DEFINED**

A. The District and the Association agree that legal holidays shall be considered to be as follows:

1. January 1 (New Year's Day)
2. Third Monday in January (Martin Luther King Jr's Birthday)
3. Third Monday in February (Washington's Birthday)
4. Last Monday in May (Memorial Day)
5. June 19 (Juneteenth)
6. July 4 (Independence Day)
7. First Monday in September (Labor Day)
8. Last Friday in October (Nevada Day)
9. November 11 (Veteran's Day)
10. Fourth Thursday in November (Thanksgiving Day)
11. Day After Thanksgiving (Family Day)
12. December 25 (Christmas Day)

B. Further, any other day declared by the President of the United States to be a legal holiday or added to NRS 236.015 shall also be a legal holiday.

## **ARTICLE 24 – HOLIDAY PAY/COMPENSATORY TIME**

A. 56-Hour Personnel

1. All 56-hour employees in positions that are manned on a twenty-four (24) hour basis who work on a legal holiday [as listed in ARTICLE 23 – HOLIDAYS DEFINED as part of their regular work schedule, or whose regularly scheduled day off falls on a legal holiday, shall receive twelve (12) hours pay at their base hourly rate of pay, or twelve (12) hours of compensatory time. Holiday credit shall not accrue until after the holiday has occurred
2. All 56-hour employees, in order to be entitled to a legal holiday or holiday pay/comp time, must be in full pay status on their scheduled workday immediately preceding and immediately following such holiday.
3. Employees who are hired on or before June 30, 2024.
  - a. Employees can maintain balances over 1456/1040 but not accrue above: If current balances are below 1456/1040, new accruals are capped at 1456/1040
  - b. Payout upon termination or promotion at the employee's current base rate.
4. Employees who are hired on or after July 1, 2024
  - a. All holiday compensation time above four hundred eight (480) hours will be cashed out at the employee's base hourly rate before the promotion.
  - b. Holiday compensatory time accrued will be limited to four hundred eighty (480) hours.
5. The parties agree that based on available district funds, the Fire Chief can approve an employees request to be paid out fir accrued holiday compensatory time at the employees base hourly rate.
6. Upon termination of employment, each employee shall be compensated at their base hourly rate for all holiday compensatory time accrued.

**B. 40-Hour Personnel**

1. All 40-hour employees shall be paid eight (8) hours at their premium hourly rate for employees who regularly work an eight (8) hour shift or to be paid ten (10) hours at their premium hourly rate if the employee works a ten (10) hour shift for each of the holidays listed in ARTICLE 23 – HOLIDAYS DEFINED. In order to be entitled to holiday pay, an employee must be in a full pay status both the day before and the day after the holiday. If the holiday falls on a regularly scheduled workday, the employee shall be paid holiday pay at their premium hourly rate and given the day off. If the employee is requested to come into work on a holiday for duties assigned, they may elect to receive pay at their premium hourly rate or regular comp time to their equivalent work hours. If a holiday falls on an employee's regular day off, the employee will select another day off during that work week, with the approval of his/her supervisor.
2. If a holiday falls on a Sunday, the Monday following shall be observed as the legal holiday; if a holiday falls on a Saturday, the Friday preceding shall be observed as the legal holiday.
3. Employees who transition from a 56-hour to a 40-hour position may carry over their existing accrued balance of holiday compensatory time.
4. 40-hour employees shall not accrue holiday compensatory time while assigned to a 40-hour position.
5. The parties agree that, based on available district funds, the fire chief may approve an employee's request to be paid for accrued holiday compensatory time at the employee's base hourly rate.
6. If a holiday is observed while the employee is on sick leave, annual leave, or other paid leave status, the employee will receive their holiday pay and the day will not be charged against sick, annual, or other paid leave credits.
7. Upon termination of employment, each employee shall be compensated at their base hourly rate for all holiday compensatory time accrued.
8. If an employee is required to work on any of the above-named holidays and if eligible for holiday pay, they shall receive, in addition to their holiday pay, at their premium hourly rate, one and a half (1-1/2) times their premium hourly rate of pay for each hour or major fraction worked, up to a maximum number of hours equal to the number of hours they are regularly scheduled for a normal work day.

**C. Utilization - Any employee who has accrued holiday compensatory time may utilize holiday compensatory time off by submitting a request for leave form. Utilization shall be in accordance with the following procedure:**

1. Employee may trade their holiday compensatory time with another qualified employee. Holiday compensatory time trade shall be in accordance with ARTICLE 32 – SHIFT TRADES. An employee electing to utilize holiday compensatory time trade with another qualified employee shall have their holiday compensatory time hours transferred to the employee accepting the trade.
2. Holiday compensatory time trade, as with a shift trade, is solely at the option of the employees involved and with the approval of the District. Holiday compensatory time trades shall not incur any overtime cost to the District. The hours worked in the holiday compensatory time trade shall be excluded in the calculation of the hours for which the substituting employee would otherwise be entitled to overtime

compensation. Where one employee trades holiday compensatory time with another, and except for the actual recording of hours traded, each employee will be credited as if they had worked their normal work schedule for that shift.

**D. Conversion of Workweek**

1. 56-Hour Employee: If an employee is reassigned from a 56-hour workweek schedule to a 40-hour workweek schedule and any accumulated holiday compensatory time hours at the time of reassignment, shall be converted to an equivalent number of hours for a 40-hour workweek schedule by dividing the number of hours by a factor of one point four (1.4).

2. 40-Hour Employee: If an employee is reassigned from a 40-hour workweek schedule to a 56-hour workweek schedule and any accumulated holiday compensatory time hours at the time of reassignment, shall be converted to an equivalent number of hours for a 56-hour workweek schedule by multiplying the number of hours by a factor of one point four (1.4).

**ARTICLE 25 – VACATION**

**A. General**

1. Vacation credits shall accrue only while the employee is in a pay status. All times during which a vacation may be taken require the advance approval of the Fire Chief or their designated representative.

2. An employee shall be paid at their premium hourly rate (including incentives) for each hour of vacation taken. Vacation shall be charged on the basis of one (1) hour for each full hour or major portion of an hour of vacation taken. Vacation taken during a bi-weekly period shall be charged before vacation earned during that pay period is credited.

3. Upon termination of employment, each employee shall be compensated at their base hourly rate for their total vacation accrued.

B. A minimum of one (1) 56-hour (line) employee shall be allowed to be on vacation or comp leave, holiday comp leave, personal leave, or other accrued leave besides sick leave any given day, for every twenty-five (25) 56-hour (line) employees that the District employs, or fraction thereof; this number shall also be the maximum allowed, except by authorization of the Chief or their designee. For example, if the District employed sixty-five (65) 56-hour employees, no more than three (3) employees would be allowed on vacation or comp time on any given day, but at least three (3) would be allowed, except by authorization of the Chief or their designee. 40-hour employees will not be included as part of this minimum and shall be approved separately. Vacation requests must be made with a minimum of twenty-four (24) hours advanced notice, unless authorized by the Fire Chief or their designee.

C. 56-Hour Personnel

1. On the first day of the pay period following the completion of twelve (12) months of continuous service with the District, each employee working a 56-hour workweek and who is employed full-time shall be entitled to one hundred seventeen (117) hours of vacation leave credit. Thereafter, line employees working a 56-hour workweek shall accrue vacation leave benefits at the rates established below:

<b>Continuous Service</b>	<b>Bi-Weekly Earning Rate (hrs)</b>	<b>Annual Hours Earned</b>
Less than one (1) year	4.5	117
One (1) year but less than three (3) years	5.5	143
Three (3) years but less than five (5) years	6.75	175.50
Five (5) years but less than ten (10) years	8.0	208
Ten (10) years or more	11	286

2. Vacation may be accumulated from year to year not to exceed three hundred thirty-six (336) hours as of the last full pay period encompassing December 31<sup>st</sup>. If an eligible Employee has accumulated three hundred thirty-six (336) hours of vacation leave at the conclusion of the pay period encompassing December 31<sup>st</sup>, the District shall pay out one hundred percent (100%) of that eligible Employee's vacation leave in excess of three hundred thirty-six (336) at their hourly base rate.

D. 40-Hour Personnel

1. On the first day of the pay period following the completion of twelve (12) months of continuous service with the District, each full-time employee working a 40-hour workweek shall be entitled to eighty (80) hours of vacation leave credit. Thereafter, these employees shall accrue vacation leave benefits at the rates established below:

<b>Continuous Service</b>	<b>Bi-Weekly Earning Rate (hrs)</b>	<b>Annual Hours Earned</b>
Less than one (1) year	3.21	83
One (1) year but less than three (3) years	3.93	102
Three (3) years but less than five (5) years	4.82	125
Five (5) years but less than ten (10) years	5.71	148
Ten (10) years or more	7.86	204

2. Vacation may be accumulated from year to year not to exceed two hundred forty (240) hours as of the last full pay period encompassing December 31<sup>st</sup>. If an eligible Employee has accumulated two hundred forty (240) hours of vacation leave at the conclusion of the pay period encompassing December 31<sup>st</sup>, the District shall pay out one hundred percent (100%) of that eligible Employee's vacation leave in excess of two hundred forty (240) at their hourly base rate.

C. Workweek Conversion

1. If an employee is reassigned from a 56-hour workweek schedule to a 40-hour workweek schedule, any vacation leave balance shall be converted to an equivalent amount for a 40-hour workweek by dividing the number of vacation hours by a factor of one point four (1.4).

2. If an employee is reassigned from a 40-hour workweek schedule to a 56-hour workweek schedule, any vacation leave balance shall be converted to an equivalent amount for a 56-hour workweek by multiplying the number of vacation hours by a factor of one point four (1.4).

## **ARTICLE 26 – SICK LEAVE**

- A. An employee is entitled to use accrued sick leave only:
1. When incapacitated to perform the duties of their position due to sickness, injury, pregnancy, or the birth of a child by the employee or spouse.
  2. When quarantined.
  3. When receiving required medical or dental service or examination.
  4. For adoption of a child if the Welfare Division of the Department of Human Services or any other appropriate public agency requires the employee to remain at home with the child.
  5. Upon illness in the employee's immediate family where such illness requires their attendance. For this purpose, immediate family' means the employee's spouse, parents (including step), children (including step), and, if living in the employee's household, includes corresponding relations by affinity to the above, foster children, foster parents, brothers or sisters.
  6. Upon the death of the employee's spouse, child (including adopted child, stepchild, or foster child), parents, brother, sister, grandchildren, grandparents, or corresponding relation by affinity, or approved use by the Fire Chief or their designee. For this purpose, sick leave shall not exceed forty (40) continuous working hours per death for a 40-hour employee and forty-eight (48) continuous working hours per death for a 56-hour employee. Additional time using sick leave, vacation, and/or compensatory leave may be granted upon approval of the Fire Chief or their designee.
- B. Accrual Rates
1. Each employee working a 56-hour week shall accrue sick leave benefits at a rate of seven (7) hours per bi-weekly pay period [one hundred eighty-two (182) hours annually], which is cumulative from year to year.
  2. Each employee working a 40-hour week shall accrue sick leave benefits at the rate of five (5) hours per bi-weekly pay period [one hundred thirty (130) hours annually], which is cumulative from year to year.
- C. An employee requiring sick leave must, if required, provide the Fire Chief with evidence of such need. For absences in excess of three (3) days, or in cases where there is reasonable suspicion of abuse, the Fire Chief may require the employee to submit substantiating evidence, including, but not limited to, a physician's certificate.
- D. If any employee does not have adequate accrued sick leave time, the Fire Chief may grant the use of accrued vacation time, compensatory leave, and/or personal leave in lieu thereof. In no case, however, will sick leave be granted in lieu of vacation time.



E. Sick leave shall be charged on an hourly basis for each full hour or major portion of an hour of sick leave taken. Holidays occurring during a sick leave period shall not be counted as sick leave time. Sick leave taken during a biweekly pay period shall be charged before sick leave earned that pay period is credited.

F. Sick Leave Conversion Benefits

1. For employees retiring with ten (10) years of District Seniority and a minimum of twenty (20) years of total service with NV PERS, the District will pay out base rate to the employee the following percentages if the employee's accumulated sick leave balance as follows:

Years of Service	Conversion Percentage
20	75%
21	80%
22	85%
23	90%
24	95%
25 or more	100%

2. In the event of a line of duty death, the District will convert the employees sick leave at a conversion rate of one hundred percent (100%) of the employees premium rate.

G. As long as an employee is in a paid status, they shall earn sick and vacation leave during the time they are on such leave. If the employee is on leave without pay, they shall not earn sick or vacation leave during the time they are on such leave.

H. 56-hour employees who use zero (0) to forty-eight (48) hours of sick leave as of the end of the twenty-sixth (26<sup>th</sup>) pay period, or in the event of a twenty-seventh (27<sup>th</sup>) payroll period in a calendar year shall receive twenty-four (24) hours of Personal Leave credit at the end of the first full pay period the following January. Employees working a 56-hour workweek who use forty-nine (49) to fifty-six (56) hours of sick leave as of the end of the twenty-sixth (26<sup>th</sup>) pay period, or in the event of a twenty-seventh (27<sup>th</sup>) payroll period, in a calendar year shall receive twelve (12) hours of Personal Leave credit at the end of the first full pay period the following January.

I. 40-hour employees who use zero (0) to thirty-two (32) hours of sick leave as of the end of the twenty-sixth (26<sup>th</sup>) pay period, or in the event of a twenty-seventh (27<sup>th</sup>) pay period, in a calendar year shall receive sixteen (16) hours of Personal Leave credit at the end of the first full pay period the following January. Employees working a 40-hour workweek who use thirty-three (33) to forty (40) hours of sick leave as of the end of the twenty-sixth (26<sup>th</sup>) pay period, or in the event of a twenty-seventh (27<sup>th</sup>) payroll period, in a calendar year shall receive eight (8) or ten (10) hours, based on the employee's normal work shift, of Personal Leave credit at the end of the first full pay period the following January.

J. Personal leave must be used by the end of pay period twenty-six (26), or in the event of a twenty-seventh (27<sup>th</sup>) payroll period by pay period twenty-seven (27), and if not used will be forfeited. Under no circumstances will there be any cash payment for Personal

Leave credit that is not used. In order to receive this Personal Leave benefit, an employee must be in a pay status (either working or on paid leave) for all of the pay periods within a calendar year.

K. Employees shall be allowed to voluntarily transfer up to a maximum of one hundred twelve (112) hours of their accumulated vacation leave or compensatory leave during any calendar year to another employee who has no accumulated sick leave hours, but who is otherwise eligible to take paid sick leave. Donated leave must be converted into money at the hourly rate of the donor and the money must be converted into sick leave at the hourly rate of the recipient. The maximum amount of accumulated leave transferred to any employee under the terms of this Article shall be six hundred seventy-two (672) hours per calendar year. Once leave has been donated and transferred, such leave hours shall not be refundable to the donor making the transfer.

L. **Workweek Conversion**

1. If an employee is reassigned from a 56-hour workweek schedule to a 40-hour workweek schedule, any sick leave balance shall be converted to an equivalent amount for a 40-hour workweek by dividing the number of sick leave hours by a factor of one point four (1.4).

2. If an employee is reassigned from a 40-hour workweek schedule to a 56-hour workweek schedule, any sick leave balance shall be converted to an equivalent amount for a 56-hour workweek by multiplying the number of hours by a factor of one point four (1.4).

## **ARTICLE 27 – EMERGENCY PERSONAL LEAVE**

The Fire Chief, or their designee, may approve up to forty-eight (48) hours leave to an employee for emergency leave, to be used in increments of no less than one (1) hour. If approved, such leave shall be charged to either the employees accrued vacation leave, compensatory leave, or personal leave, whichever the employee chooses.

## **ARTICLE 28 – COURT/JURY LEAVE**

A. Any employee who is required by law to appear and/or serve as a witness or juror for the Federal Government, the State of Nevada, or a political subdivision thereof, shall be granted administrative leave and shall remain in full-pay status during such leave.

B. The employee shall claim any fees to which he may be entitled by reason of appearance and pay the same over to the Fire District for those days they were scheduled to be on duty, except that the employee shall retain any and all mileage allowance.

C. Employees shall report back to work immediately upon being excused.

## **ARTICLE 29 – MILITARY LEAVE**

Military leave is an administrative leave type as recognized by both Federal and State statutes. Approval for military leave shall be granted upon receipt by the District of a validated copy of orders to report for military duty. Any employee of the District who is required to report for military duty with one of the military services of the United States or the State of Nevada shall be relieved of their District duties, upon their request, to meet their military service obligations without loss in premium compensation for a period not to exceed fifteen (15) working days in any one (1) calendar year. Employees on military leave, for these fifteen (15) working days shall remain in full-pay status.

## **ARTICLE 30 – LEAVE OF ABSENCE**

A. A leave of absence without pay may be granted to any permanent employee provided the employee desires to return to the District and who at the time the leave is requested has a satisfactory service record.

B. Leaves of absence for thirty (30) calendar days or less in any calendar year may be granted upon the approval of the Fire Chief or designee. Leaves for a longer period may be granted upon the recommendation of the Fire Chief and the approval of the Board of Fire Commissioners.

C. A leave of absence may be granted to an employee who desires to attend school or college or to enter training to improve the quality of their service, who is temporarily incapacitated by illness, injury, pregnancy or childbirth, who is loaned to another governmental agency for the performance of a specific assignment, or for some other equally satisfactory reason. A leave of absence shall not be granted to an employee who is leaving the District service to accept other employment, except as provided in this subsection.

D. The period of time an employee is on leave without pay for thirty (30) calendar days or less in any twelve (12) consecutive month period shall not cause any adjustment to the employee's anniversary date for determining eligibility for longevity pay, vacation, sick leave and any other benefit that is based upon years of service with the District. If an employee is on leave without pay in excess of thirty (30) calendar days in any twelve (12) consecutive month period, the employee's anniversary date for earning benefits shall be adjusted by the number of days in excess of thirty (30) calendar days.

E. The Fire Chief or designee may place an employee on administrative leave with or without pay during an investigation of a complaint or incident relating to their employment with the District.

F. When an employee is deployed on an out of district assignment for a minimum of fourteen (14) days and returns on their regularly scheduled shift, the employee will be given one or two days off on administrative leave with pay if reimbursable. If the employee returns on the first day of their regular scheduled shift, they will be provided the remaining hours of their first shift off and the second shift off on administrative leave

with pay. If the employee returns on the second day of their regular scheduled shift they will be provided the remaining hours of the shift off with administrative leave with pay. For the employee to qualify for administrative leave with pay, the leave hours must be reimbursable back to the district from the assignment the employee was deployed.

G. Section F does not preclude the district from considering the release of an employee on administrative leave with pay for the remainder of the shift upon return from any assignment no matter the duration of the assignment.

H. Section F does not preclude the employee from using vacation, holiday comp, personal leave, or comp time if the employee returns from an out of district assignment and is scheduled to return on their regularly scheduled shift, even if the maximum number of allowable employees are off, if authorized by the Fire Chief or designee.

### **ARTICLE 31 – DISTRIBUTION OF COMPENSATION DUE A DECEASED EMPLOYEE**

If an employee dies while owed compensation by the District, the parties recognize and agree that such compensation, to include wages, payment for accrued vacation leave, payment for accrued compensatory hours, payment for sick leave cash out, payment for pro-rata longevity pay, and payment for any reimbursable expenses due the employee, shall be distributed in an expedient and legal fashion pursuant to NRS 281.155.

### **ARTICLE 32 – SHIFT TRADES**

A. Within this Agreement, shift trades shall be considered to be 'trade time' as reflected in the F.L.S.A. Employees may exchange or trade work hours or shifts provided it does not interfere with the operation of the District, subject to prior approval of the Fire Chief or designee. Any employee(s) who agree(s) to such trading shall hold the employer harmless for the failure of the other employee(s) to pay back traded time.

B. Three-way trades are permissible and must be rank for rank except where the employee(s) filling in for the shift trade is/are qualified per ARTICLE 21 – WORKING OUT OF CLASSIFICATION to perform all of the duties and responsibilities of the position being manned either by being designated to serve in an 'acting' capacity in that position or otherwise certified as being so qualified.

C. Firefighter/paramedic positions maybe traded with Firefighters provided that the apparatus remains in ALS status with another qualified crewmember.

### **ARTICLE 33 – MEDICAL PLAN**

A. The District agrees to provide a group medical plan, including health, dental and vision coverage, to full-time employees and shall pay one hundred percent (100%) of the premium attributable to employee coverage under this plan during the life of this Agreement. In the event an employee elects dependent coverage, the District shall pay

fifty percent (50%) of the premium for such coverage. The provider of such insurance shall be mutually agreed upon by the parties. In the event there are changes in a specific benefit or if there are inclusions or deletions of benefits, said changes shall be negotiated.

B. Unless otherwise negotiated, the Employer agrees to provide both a High Deductible Health Plan which will include a Health Savings Account (HSA) and a PPO Health Plan option.

1. HSA option: The District will make deposits to the HSA at the beginning of the health plan year.

C. Retiree Health Insurance: To be eligible for any retiree health benefits, an employee's retirement date and the District must be within one (1) day of each other, while still meeting eligible year requirements as listed within this agreement.

1. Employees who retire under NV PERS with a minimum of ten (10) years' service with the District on or after July 1, 2024 will receive coverage where the District shall pay sixty percent (60%) of the premium for employee only health insurance described in Paragraph A, above.
2. Employees hired on or before June 30, 2024, retiring with a total of twenty (20) years of consecutive District service on or after July 1, 2024, will receive eighty percent (80%) of the premium for employee-only health insurance described in Paragraph A, above.
  - a. Employees hired on or before July 1, 2014, will be eligible for eighty percent (80%) retiree-only health insurance with less than twenty years of service with the District.
3. Under these plans, Medicare will be the primary insurer once the covered employee becomes Medicare-eligible.

D. Life Insurance: The District agrees to provide twenty-five thousand (\$25,000) of life insurance to full-time employees.

E. The parties recognize that the cost of retiree health insurance should be considered a current benefit earned and paid for during an individual's employment, with the benefit simply being deferred until retirement. Based upon this, the parties further recognize that the funding of the retiree's other post-employment benefits (OPEB) must be addressed during the period of employment of active employees in order to try and ensure the fiscal integrity of the program in the future and in order to try and ensure that the benefit upon retirement can be provided. With those mutual recognitions and understandings, the parties herein agree to pre-fund the program annually at the actuarially determined contribution (ADC) amount attributable to this bargaining unit. For the year beginning July 1, 2024, the annual contribution will be determined using the most recent actuarial report, increased by the same percentage as the increase in the benefit provided in this agreement over the previous agreement. Future contributions will be based on the ADC provided by the actuary and based on the updated benefits within this agreement

*NOTE: Retiree Health benefits over sixty (60%) were negotiated and agreed upon by both parties, with the stipulation that employees hired before July 1, 2024 can maintain balances, but not accrue over 1456/1040 and employees hired or promoted after June*

*30, 2024, will be subject to a Holiday Comp Accrual limit of 480/343 as outlined in ARTICLE 24 – HOLIDAY PAY/COMPENSATORY TIME.*

## **ARTICLE 34 – RETIREMENT**

A. For the purpose of Service Retirement, for this Agreement, the definition of retirement and the time periods for vesting shall comply with NRS 286.025 and NV PERS regulation 286.025.

B. The District shall continue to pay one hundred percent (100%) of the cost of the retirement contribution for the State of Nevada Public Employee's Retirement System, in accordance with NRS Chapter 286, of up to a three percent (3%) increase for police/fire PERS and two percent (2%) increase in regular PERS. The District will pay the employee portion of a PERS contribution rate increase of up to a three percent (3%) increase to police/fire PERS and two percent (2%) for regular PERS in lieu of a raise during the term of the agreement. In the event that the Nevada Public Employee's Retirement System rate increases above three percent (3%) for police/fire PERS or two percent (2%) for regular PERS, the District and the Employee will split equally the remaining increase above three percent 3% for police/fire or two percent (2%) for regular PERS..

## **ARTICLE 35 – DEFERRED COMPENSATION**

A. Employees are eligible to participate in the deferred compensation program that the employer has implemented and in which the employee participates.

B. Employees are also eligible to participate in the Nevada Public Employees Deferred Compensation program. The District shall not contribute any additional funds to this program but shall only contribute those funds that the employee requests, in writing, to be deducted from their paycheck. This option shall be provided so long as there are no additional administrative requirements placed on the District to create a deferred compensation committee pursuant to Federal statutes.

## **ARTICLE 36 – OCCUPATIONAL/JOB RELATED INJURIES**

### **Workers Compensation**

A. All employees shall receive all benefits in accordance with Nevada State Industrial Insurance Act (NRS 616A to 616D), the Nevada Occupational Diseases Act (NRS Chapter 617).

#### **1. Occupational Injury – Modified Duty**

a. An employee injured on the job and determined by the treating physician to be Temporarily Totally Disabled (TTD), for the minimum incapacity period required by statute to qualify for disability benefits and who has a claim accepted by the workers compensation provider shall be placed on industrial insurance

consistent with the applicable NRS statutes and regulations on TTD benefits. Commencing on the first day following eligibility for TTD benefits, the District will pay the employee an amount equal to the difference between the workers compensation received and one hundred percent (100%) of the employee's premium wages for up to 180 days until the employee is released to the Return to Work Program (Modified Duty) or the treating physician gives permanent restrictions (whichever comes sooner). During this time, the employee shall be placed on a 40-hour workweek schedule. If an employee remains unable to return to full duty after one hundred eighty (180) days, the employee will receive workers compensation pay in accordance with the NRS statutes on TTD benefits and minimum pay required only. Commencing at one hundred eighty one (181) days post injury and if on TTD, the employee will no longer accrue any vacation time until released to full or modified duty. The employee shall utilize additional accrued leave hours to make up any deficit between workers compensation pay and the employee's normal hourly compensation. If an employee exhausts all accrued leave balances, the employee will continue to receive workers compensation pay in accordance with NRS minimums pay required for TTD benefits. If an employee remains unable to return to full duty and has exhausted all leave balances, the employee will be placed on a leave of absence while continuing to receive any workers compensation until the employee is able to return to full duty or is deemed permanently disabled. If the employee is permanently disabled and unable to return to their previous position, the District will work with the employee to expedite retirement through NV PERS or find an alternative available position within the District when possible

b. For claims that are closed by the worker's compensation provider and reopened at a later date, requiring additional time off, the process as outlined in Paragraph A above will reapply as if it were a new occurrence.

c. Employees without adequate leave balances may be "loaned" sick leave for a period necessary to ensure pay for one (1) year. Upon return to work, the "loan" will be repaid through future accruals. Repayments will be made at a rate of fifty percent (50%) of accruals going to repayment, and fifty percent (50%) continuing to leave banks. In the event the employee does not return to work, the cost of the advanced leave will be repaid by the employee.

d. Return to Work Program (Modified Duty) – An employee injured on the job may be employed in Temporary Work Assignments with the District. The treating physician in concert with the primary physician shall determine the duties and number of hours per day the employee is able to perform. The number of hours specified shall be considered a "workday" and the employee shall be paid one hundred percent (100%) of the employees premium wages to include hours in ARTICLE 17 – WORK HOURS for each day worked.

## 2. Non-Occupational Injuries – Light Duty

a. An employee incapacitated due to an injury that is not work-related may, at the discretion of the Fire Chief or designee, and with the treating physician's statement of work restriction(s), be placed on light duty assignment within the District for a period up to ninety (90) days unless extended by the Fire Chief or their designee. If the Fire Chief plans to deny an employee light duty status, the

Association President will be notified and consulted. The employee shall meet the expectations of the light duty assignment.

I. If the employee is not meeting the expectations of the light duty assignment, the employee, the Association, and the District shall meet and discuss the expectations. If the employee continues to not meet the expectations of the assignment, then light duty will be denied.

II. The employee shall be paid at their premium hourly rate for hours worked in a 40-hour workweek.

III. When an employee is assigned to light duty, time accrued and charged shall be subject to the conversion factor between 40-hour and 56-hour personnel.

IV. While on light duty, the employee shall participate in department level training or classes that other fire personnel are undergoing, as long as the class activities do not pose any risk to the employee.

## **ARTICLE 37 – JOINT LABOR-MANAGEMENT SAFETY COMMITTEE**

A. In order to address the mutual concerns of the parties on safety matters, the Association and District agree to form a Joint Labor-Management Safety Committee. The Committee is an important link in the TMFPD Occupational Safety and Health Program. It provides a vital connection in the "top-down, bottom-up" approach to developing and maintaining a safe working environment. The Committee is hereby empowered and responsible for providing the following support:

1. Drafting new and revised safety policies and procedures.
2. Consider the concerns of and formally recommend corrective action toward personnel safety inquiries.
3. Evaluate the root cause of accidents or injuries, based upon completed reports and investigations, and propose formal conclusions and corrective actions.

B. Composition – The Committee shall be composed of a minimum of one (1) Firefighter/Paramedic, one (1) Engineer, one (1) Captain and one (1) Battalion Chief. The TMFPD Chief or Designee shall appoint the Chair. All members shall have at least two (2) years' experience with the District.

C. Voting – The members should be considered the voting body. While consensus should be the primary goal of the Committee, decisions on the recommendations, or a tie, shall be submitted to the Fire Chief for final determination.

D. Meeting – The Committee shall meet at least quarterly, or as needed, to effectively conduct the business at hand. Agendas for each meeting shall be given to the Health and Safety Officer no later than one (1) week prior to the meeting.



## **ARTICLE 38 – SAFETY TRAINING**

The District agrees to provide training for all employees on the safety aspects of fire suppression and on the use and maintenance of protective equipment, protective clothing, respiratory apparatus, and any other protective devices that are required or selected for use by the District at no cost to the employee.

## **ARTICLE 39 – SAFETY EQUIPMENT**

Protective clothing and personal safety equipment required by the District for employees in the performance of their duties shall be furnished by the District, without cost to the employee, pursuant to the following:

A. Protective clothing shall be defined to include, but not limited to, the following protective garments as well as any other items of protective clothing and personal safety equipment which may subsequently be required by the District, by State or Federal law, Safety Manual, and/or other items mutually agreed to by the parties:

### **Operations/Training**

- Wildland fire clothing
- Structural fire protective coat and pants with liner and vapor barrier
- Structural and wildland fire helmets
- Structural fire boots
- Goggles/clear-lens or sunglasses ANSI Z.87.1 Approved
- Individual SCBA Mask
- Neck shroud
- Gloves
- Suspenders, as appropriate
- Wildland Hot Shield
- Web gear
- OSHA approved HEPA filter mask
- PPE gear bag

### **Fleet**

- Wildland fire clothing
- Goggles/clear-lens or sunglasses ANSI Z.87.1 Approved
- Welding PPE including gloves, helmet, jacket and apron
- Fire equipment mechanics and technician boots
- PPE gear bag

### **Fire Prevention**

- Wildland fire clothing
- Structural fire protective coat and pants with liner and vapor barrier
- Structural and wildland helmets
- Structural fire boots
- Goggles/clear-lens or sunglasses ANSI Z.87.1 Approved

- Individual SCBA Mask or appropriate respirator as needed
- Neck Shroud
- Gloves
- Suspenders as appropriate
- Wildland Hot Shield
- Web gear
- OSHA approved HEPA filter mask
- PPE gear bag

B. Protective clothing for purposes of purchase and replacement shall not include clothing or uniforms as addressed in ARTICLE 45 – CLOTHING ALLOWANCE.

C. The District will promptly repair and/or replace such protective clothing damaged or destroyed as a result of wear and tear in the line of duty.

#### **ARTICLE 40 – REPAIR/REPLACEMENT OF PERSONAL PROPERTY**

A. The District shall reimburse the employee for the cost of repairing or replacing authorized personal property which is damaged or destroyed if such personal property is lost at fires or related emergencies in the performance of their duties. The reimbursement shall be made within thirty (30) days from approval of the claim. The list of authorized personal property shall include and be limited to eyeglasses, watches, contact lenses, and any other personal items approved by the Chief.

B. Reimbursement amounts shall be limited to two hundred dollars (\$200) per claim and five thousand dollars (\$5,000) in total for all District claims within the contract year.

#### **ARTICLE 41 – COMMUNICABLE DISEASE**

A. In the event an employee covered under this Agreement or their supervisor suspects that, as a result of the course of duty, they have been exposed to or is the carrier of a serious communicable disease; the employee may be relieved of duty without the loss of any pay or sick leave and shall be taken immediately to a local emergency hospital for diagnosis and treatment. It shall be the responsibility of the supervisor to determine if or when the employee is permitted to leave duty for this purpose.

B. Employees shall be provided with preventive measures designed to protect the employee against communicable diseases. These measures shall include, but are not limited to, medical procedures such as vaccines for Hepatitis, Flu, etc., blood tests, and Bodily Substance Isolation (BSI) such as, gloves, masks, and other products, equipment, and procedures that are intended to detect, prevent, or impede communicable disease. Participation in any medical procedures, such as vaccination and testing, shall be at the discretion of the employee and the Employer shall not be held responsible for any consequences to the employee as a result of the employee

having or not having received any vaccinations or tests or their refusal to use BSI. This does not waive the employee's rights under Workers' Compensation.

## **ARTICLE 42 – EDUCATION INCENTIVE PAY**

In order to receive these education incentives, employees must be full-time and have successfully completed the initial probation period required at the time the employee was hired or rehired by the District. An employee shall receive payment for education as outlined below:

A. The maximum education compensation paid to employees pursuant to this Article shall not exceed seven percent (7%) of base hourly rate.

1. Education incentive will not be paid until a certified transcript and proof of completion of degree is provided to Human Resources and will not be retroactive.

B. Any employee who has achieved an associate degree in Fire Science or Emergency Management related field from an accredited college shall receive an additional one and one half percent (1 ½%) of their base hourly rate.

C. Any employee who has achieved a bachelor's degree in Fire Science, Emergency Management, Education, Engineering, Business Management, Public Administration, Medical Care Services related degree, or Environmental Sciences related degree from an accredited college shall receive an additional two and one half percent (2 ½%) of their base hourly rate. All bachelor degrees will qualify and will be effective on the date proof of completion/degree is submitted to Human Resources effective July 1, 2023.

D. Any Operations, Training employee who has achieved certification (to include completed task book and qualification to function at full capacity) as a National Wildfire Coordinating Group (NWCG) Strike Team Leader/Task Force Leader or Division Supervisor shall receive an additional three percent (3%) of their base hourly rate.

E. Any Operations or Training employee who has achieved certification as a Fire Officer II or National Fire Academy Manager Officer (MO) or Executive Fire Office (EFO) shall receive an additional three percent (3%) of their base hourly rate.

F. Any Fire Prevention employee who has achieved certification as an ICC Building Plans Examiner or Fire Code Specialist shall receive an additional three percent (3%) of their base hourly rate.

G. Any Fire Prevention employee who has achieved certification as an ICC Certified Fire Marshall or Certified Building Official shall receive an additional three percent (3%) of their base hourly rate.

H. Any Fleet employee who has achieved certification as an ASE Master Technician shall receive an additional three percent (3%) of their base hourly rate.

I. Any Fleet employee who has achieved certification as an EVT Master Level for Fire Apparatus Technician or Ambulance Technician ASE Master Technician shall receive an additional three percent (3%) of their base hourly rate.

### **ARTICLE 43 – TRAINING COURSES AND SEMINARS**

Employees will be reimbursed for seminars and training programs pursuant to the following:

A. To be eligible for reimbursement, the seminar or training program must be approved fourteen (14) days in advance by the Fire Chief or their designee. If the training request is submitted less than fourteen days in advance, the Fire Chief or their designee has the authority to approve the training reimbursement request.

B. The training program must be directly related to improving the employees' proficiency in performing the assigned duties of their current position with the Truckee Meadows Fire Protection District; or otherwise directly related to the employees' career advancement within the Truckee Meadows Fire Protection District.

C. The employee shall, prior to enrollment in any seminar or training program for which reimbursement is sought, provide information to the Fire Chief. The information shall include location of course, seminar, or training program; dates; total costs; sponsor; and content of the educational course or seminar; together with reasonable information as may be required by the Fire Chief.

1. Only full-time employees, who have completed their initial probation with the Fire District, shall be eligible for reimbursement.
2. Unless approved otherwise by the Fire Chief, or their designee, such seminars or training programs shall be taken on the employee's own time.
3. No employee shall be reimbursed for more than seven hundred fifty dollars (\$750) per fiscal year for costs incurred within that fiscal year, unless otherwise approved by the Fire Chief or their designee.

D. Reimbursable expenses shall include the following: any fees for seminars or training programs, reasonable costs for required course materials, lodging, meals, and transportation. The employee shall pay all of the above costs in advance. Upon completion of the seminar or training program, the employee shall submit proof of satisfactory completion of the seminar or training or other evidence of attendance and detailed receipts of all costs incurred. Upon approval of the Fire Chief, the employee shall be reimbursed for costs up to seven hundred fifty dollars (\$750), unless otherwise approved by the Fire Chief or their designee.

E. Costs for classes or training that are required to maintain an employee's current job classification will not be counted toward the seven hundred fifty dollars (\$750) annual allotment.

F. All new hire employees will be required to receive no less than eighty (80) hours of training related to all applicable job functions of that employee's classification prior to being made eligible to respond to emergency calls.

G. Minimum training requirements of all firefighters eligible to respond to emergency calls within the District shall include the following:

1. All firefighters will maintain valid certification as a NV Firefighter II (or equivalent if changes are made to certification requirements after the agreement of this contract) in order to respond to any type of fire related incident. NV Firefighter II required by end of probation.
2. All firefighters must maintain current NWCG qualifications for the respective position being filled in order to be eligible for response to wildland fire incidents. Qualified personnel shall be issued a red card upon satisfactory completion of their annual physical.
3. All personnel who respond to medical incidents within the District shall maintain no less than an EMT-B certification.
4. All personnel shall receive a minimum of two hundred forty (240) hours of annual documented training in areas that comply with NFPA, NWCG, ISO, and OSHA guidelines in addition to position specific training above the firefighter level.

#### **ARTICLE 44 – REIMBURSEMENT FOR MILEAGE**

A. In the event an employee is required by the Fire Chief or their designated representative to use a personal vehicle for the conduct of District business, the employee shall be reimbursed for each mile traveled at the current rate established by the current applicable IRS rate or the Board of Fire Commissioners, whichever is greater.

B. In the event an employee is contacted while off-duty and is required by the Fire Chief or their designated representative to report to a station which is not their regularly assigned station to work their regularly scheduled shift and if he needs to pick up their personal equipment at their regular station, said employee shall be paid mileage from their regular station to their newly assigned station. Retrieving personal equipment from their regularly assigned duty station is not to be considered hours worked.

#### **ARTICLE 45 – CLOTHING ALLOWANCE**

A. Each employee shall receive a clothing or uniform allowance in the amount of one thousand dollars (\$1,000) annually, payable in two (2) equal semi-annual installments on the first payday in July and the first payday in January.

B. Both parties further agree that a special emphasis will be placed on a "one uniform" concept. Any uniform changes are to be discussed between the Association and the District and must be mutually agreed on before being implemented.

C. In the event of a uniform change, all Fire District members who are required to wear a uniform will, within a one (1) year period from the effective date of the change, convert to the new type uniform.

## **ARTICLE 46 – RELIEF AT INCIDENT**

It is the intent and desire of the District and the Association to avoid accidents and injuries on the emergency scene. Therefore, when an emergency incident requires the provision of proper relief personnel, facilities, and/or equipment (i.e. food, sanitation, and shelter), the District shall make reasonable efforts to obtain same to facilitate a safe and effective environment for those employees involved.

## **ARTICLE 47 – DISCIPLINE/DISCHARGE**

A. The District shall not reprimand, demote, suspend, or discharge an employee without just cause. The term “just cause” includes the concept of progressive discipline, where appropriate. Progressive and corrective disciplinary action is designed to provide a fair and structured way for Employees to improve their job performance and/or behavior which do not meet the standards or demands of their position and to provide a system for fair and equitable treatment of those Employees who will not or cannot bring their performance up to expected standards.

1. It is the policy of the District, through a progressive and corrective discipline system, to give Employees an opportunity to improve their job performance and/or behavior which does not meet the standards or demands of their position. An Employee may be summarily dismissed only in the event of gross misconduct.

2. Progressive and corrective disciplinary action may begin at any of the steps defined below, depending on the seriousness of the offense committed, the frequency of occurrence, or the cumulative effect of multiple minor infractions. Verbal warnings or written reprimands may be administered by the employee’s immediate supervisor, or the Fire Chief. A demotion, suspension or discharge shall be administered by the Fire Chief.

- a. Verbal Warning/Reprimand – A verbal warning or reprimand is given to the Employee for the first instance of a minor offense. A copy of the verbal warning is placed in the Employee’s personnel file, but it is removed eighteen (18) months following the date on which it was given if the intervening service has been satisfactory. The Employee is required to read and sign the verbal warning and has the right to appeal if the Employee thinks the warning is unjustified.

- b. Written Warning/Reprimand – A written or formal warning is given to the Employee in the first instance of more serious offenses or after repeated instances of minor offenses. The warning states the nature of the offense and specifies any future disciplinary action which may be taken against the Employee if the offense is repeated. A copy of the written warning is placed in the Employee’s personnel file, but it is removed eighteen (18) months following the date on which it was given if the intervening service has been satisfactory. The Employee is required to read and sign the formal warning and has the right to appeal if the Employee thinks the warning is unjustified.

- c. Suspension Without pay –
  - I. If, despite previous warnings, an Employee fails to reach the required standards in the specified time frame, the Employee may be suspended without pay. An employee may be suspended without pay without prior infractions for serious offenses. Under suspension, the Employee is barred from working for a period of time and their salary is docked accordingly. Suspension without pay actions could range from one (1) to five (5) shifts for line personnel and one (1) to ten (10) workdays for eight (8) or ten (10) hour personnel.
  - II. An Employee may also be placed on suspension without pay pending discharge. A decision to suspend pending discharge is made based on the reasons for the discharge and is generally utilized when the Employee is suspected of gross misconduct or when their continued presence during the investigation period would be a disruption to normal District business.
  - III. If the Employee is found to have been suspended inappropriately, pay and benefits for the period of suspension will be reinstated (except that if insurance has lapsed, coverage for time passed cannot be reinstated).
- d. Discharge – An Employee who fails to correct unsatisfactory performance/behavior during previous steps in the progressive discipline procedure will be discharged. In the case of a serious infraction (gross misconduct), an Employee may be summarily discharged without benefit of the progressive and corrective discipline's sequence of lesser actions.
- e. Notice of Intent – Before taking action to discharge, demote or suspend an Employee having permanent status, i.e., Employees who have successfully completed an initial probationary period of twelve months, the District shall serve on the Employee and the Association, (unless the Employee requests in writing that the Association not be notified), either personally or by certified mail, a "Notice of Intent" which shall contain the following:
  - I. A statement of the District's intention.
  - II. A statement of the cause or causes upon which the action is based.
  - III. A statement that the Employee may review and shall receive upon request, copies of material upon which the action is based.
  - IV. A statement that the Employee has seven (7) calendar days to respond to the charges, either orally or in writing.
- f. The Employee or the Association, upon whom "Notice of Intent" has been served, shall have seven (7) calendar days to respond or protest to the District either orally or in writing before the proposed action may be taken.

**B. Protest of Action:**

- 1. The Association may protest any disciplinary action taken under this Article which shall be an appeal considered and processed in accordance with ARTICLE 48 – GRIEVANCE PROCEDURE, commencing at step three (3), except as provided below.
- 2. A rejection of an Employee during a probationary period is not considered disciplinary action. Probationary Employees who are rejected during their probationary period (new hire & promotional probationary periods) are not subject to the grievance procedure if ARTICLE 14 – PROMOTIONS is followed.
- 3. An Employee who is promoted and subsequently rejected during their promotional probationary period shall be returned to the lower classification from which he was promoted.

C. The parties recognize for the purpose of progressive discipline, nothing shall be used against an employee in a demotion, suspension or discharge action unless the employee has been notified in writing. In the event that there has been such notification, written reprimands shall not be used against an employee if it has been in the employee's file for a period of eighteen (18) months, discounting periods of leaves of absence, provided that there has been no notification for the same or similar conduct during that eighteen (18) month period. This eighteen (18) month limitation does not apply 1) to any discipline rising to the level of a suspension or demotion, or 2) to any disciplinary action taken against an employee arising out of a matter covered under Title VII of the Civil Rights Act of 1964. The purpose of the second exception is to allow consideration of both the seriousness of the employee's proven offense and the record of the employee with the County in determining the degree of discipline administered, given the County's specific legal obligations under Title VII.

D. Upon written request of an employee to the Fire Chief, disciplinary material that has been in the employee's file for a period of eighteen (18) months may be removed from the employee's personnel file at the discretion of the Chief, excluding those materials relating to Title VII referred to in Section C above.

E. Disciplinary materials removed from an employee's personnel file shall be maintained by the Human Resources Department as historical records of discipline imposed and for the purpose of providing a defense in any future employment litigation involving the District.

## **ARTICLE 48 – GRIEVANCE PROCEDURE**

### **A. GENERAL**

#### **2. Definitions**

a. Grievance: A grievance is a disagreement between an individual, or the Association, and the Employer concerning interpretation, application, or enforcement of the terms of this Agreement.

b. Grievant:

I. A District employee who is covered by the provisions of this Agreement and who is adversely affected by the matter being grieved, or the Association on behalf of an employee(s).

II. The Association may file a grievance alleging a violation of the provisions of this Agreement on matters impacting the bargaining unit, as a whole, such as conflicting interpretations of contractual provisions.

III. An employee covered by the terms of this Agreement is not precluded from acting for their self with respect to any condition of their employment, but any action taken on a request or in adjustment of a grievance shall be consistent with the terms of this Agreement.

c. Day: For purposes of this procedure, a day is defined as a calendar day.



## B. PROCEDURE

1. Informal: The aggrieved employee shall take up the grievance with their immediate supervisor and/or Battalion Chief within fourteen (14) days of its occurrence. The Battalion Chief shall attempt to adjust the matter at the time.
2. If the decision of the Battalion Chief does not resolve the grievance, the Association shall proceed as follows:
  - Step One (1): Within fourteen (14) days of knowledge of the occurrence, the Association may submit a signed written grievance to the Fire Chief. Within five (5) days from the date the written grievance is received, the Fire Chief shall schedule a meeting with the Association to review and discuss the grievance for attempted resolution. The above may occur with or without the presence of the grievant. If the grievance is not settled, the Fire Chief shall respond in writing to the grievance within five (5) days of the date the meeting was conducted.
  - Step Two (2): Within ten (10) days following failure to settle the grievance under Step One (1), the Association may submit it to the Washoe County Labor Relations Manager. Within five (5) days from the date the written grievance is received, the Washoe County Labor Relations Manager or their designee shall schedule a meeting with the Association to review and discuss the grievance for attempted resolution. If the grievance is not resolved, the Labor Relations Manager shall provide a written response to the grievance.
  - Step Three (3): Within ten (10) days following failure to settle the grievance under Step two (2), the Association may submit it to arbitration.
3. The Arbitrator shall be selected in the manner prescribed by the Voluntary Labor Arbitration rule of the American Arbitration Association. The arbitration shall be conducted under the rules of the American Arbitration Association. The list of arbitrators, seven (7) names, may be obtained from the American Arbitration Association Fresno office. The parties shall select the arbitrator from the list by alternately striking one name until the name of only one arbitrator remains, which will be the arbitrator to hear the dispute. For the first grievance hearing the Association shall strike the first name. From that point forward, the parties shall alternate striking first. With the mutual consent of the parties, expedited arbitration may be used.
4. The findings of this Arbitrator shall be final and binding on all parties concerned.
5. The costs of arbitration shall be borne as follows:
  - a. The expenses, wages, and other compensation of any witness called before the arbitrator shall be borne by the party calling such witness. Other expenses incurred such as professional services, consultations, preparation of briefs, and data to be presented to the Arbitrator shall be borne separately by the respective parties.
  - b. The Arbitrator's fees and expenses, and the cost of any hearing room, shall be borne equally by both parties to the arbitration.
  - c. If either party requests a court reporter, the requesting party will pay the costs of the reporter. If the record is transcribed, the requesting party will pay the transcription costs unless mutually agreed to share the cost. Any other party desiring a copy will pay for the copy. If the Arbitrator requires a reporter and transcript, the parties will share the cost equally.
6. Failure to Act: If the management response to a grievant at any level of the procedure is not appealed within the prescribed time limits, said grievance shall be considered settled on the basis of the last answer provided and there shall be no

further appeal, review, or re-submission of said grievance. Should management not respond within the prescribed time limits, the grievance shall proceed to the next level.

7. Waiver of Time Limits: Any of the time limits contained in this procedure may be waived upon the mutual written agreement of both parties, except that the waiver of any of the time limits contained in Step one (1) of this procedure can only be agreed to on the part of the District by the Fire Chief or their Chief Deputy.

8. Settlement of Grievance Outside of Arbitration: The District shall accept no grievance settled by an employee in a classification represented by the International Association of Fire Fighters (I.A.F.F.), Local 2487, unless said employee has received the concurrence of the Fire Chief or their Chief Deputy on the settlement.

## **ARTICLE 49 – REDUCTION IN FORCE**

A. District retains the right described in NRS 288.150(3)(b) to reduce in force or layoff any employee because of a lack of work or lack of money, as determined by the District, subject to the procedures described in this Article.

B. In the case of a personnel reduction and/or a reduction of services, due to the lack of work or lack of money, the employee with the least seniority shall be laid off first. All reduction in force shall be established by seniority in the Department. Departmental seniority shall be established from ARTICLE 50 – SENIORITY. Employees shall be recalled in the order of their seniority. No new employee shall be hired until all laid-off employees have been given opportunity to return to work.

1. The District shall notify the Association of the need to reduce the number of employees who are on payroll within the bargaining unit at least ninety (90) days before the effective date of a layoff. Such notice shall be given in writing addressed to the Association by certified mail. The notice shall disclose the number of positions affected, the rank or classification of each position so affected, and the division or divisions, if any, which are to be affected. Immediately after issuing the notice, the District shall give the Association a reasonable period of time, of no less than thirty (30) days, within which it shall meet and negotiate. The District shall respond to any proposals, which the Association may make in response to the subject matter of notice.

2. Each employee who is to be reduced in rank or laid off as a consequence of a reduction in force or the disbandment of any division shall be given written notice, at least sixty (60) days before such action is to occur, of the date, purpose and nature of the action that is to be taken with regard to them. The notice shall state the reasons for the action, and any rights, which the employee may have under the Department Policies and Procedures or this agreement with regard to their employment. A copy of the notice also shall be delivered to the Association.

3. In the event that a reduction in force results in the need for a redistribution of employees from superior ranks to lesser ranks, such reductions in ranks shall be accomplished by reducing in rank those employees with the least tenure in the affected rank counting from the employee's date of promotion.

4. An employee who is laid off shall be paid for all accrued time in accordance with this agreement.

5. All employees who are reduced in rank or laid off shall not suffer any loss in benefit or entitlement accrued proper to the date of the action, e.g., holidays, vacation, personal leave, pension, and overtime, earned, accumulated and unused at the time of reduction in rank or layoff.
6. Each employee who is bumped out of rank or classification shall, in turn, be reduced only one rank, to the rank or classification immediately junior. This shall not pertain to layoffs, which shall be consistent with District seniority rights.
7. The employee shall receive the maximum salary for the lower grade. If the current salary is less than the maximum of the lower grade, the employee shall receive the closest salary rate of the lower grade.
8. No employee shall be promoted in a class where a demotion occurred due to a Reduction in Force until those who were demoted are offered positions in that Class.
9. For the purpose of this Article, employee is representative of those non-supervisory, supervisory, and emergency support personnel covered under ARTICLE 2 – RECOGNITION of this agreement.
10. In the event the District determines that it will offer employees incentives for voluntary, early separations of service or retirement, the District shall establish the criteria for eligibility and the amount of such incentive. Employees who elect to accept such offers may accept the incentive as a lump sum payment, and/or apply the incentive towards NV PERS credit purchases.
11. In the event a management level position such as Battalion Chief or other position outside of the positions represented by Local 2487 is eliminated and results in a layoff of those personnel, the affected person shall have the right to return to their previously held position provided they were promoted out of Local 2487 and not hired from the outside. Upon returning to said position, the class seniority shall be set at the same amount of time that existed upon last occupying such position. Any seniority that was accumulated in a management level position shall be excluded from the class seniority for the re-occupied position. In no event shall this provision be utilized to circumvent a disciplinary demotion or voluntary demotion.

## **ARTICLE 50 – SENIORITY**

### **A. Seniority Defined**

1. Seniority shall be based upon all continuous employment with the State of Nevada Division of Forestry for employees hired by the District prior to July 1, 2006, in addition to employment accrued with the District.
2. For employees formerly employed by the City of Reno Fire Department who transitioned employment to the District in June 2012, seniority shall be based upon all continuous employment with the City of Reno Fire Department in addition to employment accrued with the District.
3. For employees hired on or after July 1, 2006, seniority will be solely based on continuous employment with the District.
4. Periods of separation may not be bridged to extend such service unless the separation was the result of a layoff.

**B. District Seniority**

1. District seniority shall be determined by the following means:
  - a. Date of Employment.
  - b. Entrance examination grade.
2. In the event Factor (a) is not conclusive, Factor (b) shall govern. In the event Factor (b) is not conclusive, seniority shall be determined by the drawing of lots.

**C. Class Seniority**

1. Seniority within a class shall be determined by the following means:
  - a. Date of promotion or appointment to the class, or in the case of an employee displacing to a lower class in which he has not held an appointment, the date in the lower class shall be the date of appointment or promotion in the higher class from which the employee is being reduced.
  - b. Examination score for that class.
  - c. Continuous District seniority.
2. In the event Factor (a) is not conclusive, Factor (b) shall govern and, in the event Factor (b) is not conclusive, Factor (c) shall govern.

**D. Seniority List** – The District and the Association agree that a seniority list showing the date of hire and the date of last promotion (when such is applicable) shall be established and brought up to date on September 1<sup>st</sup> of each year and posted on the Fire District bulletin boards. If no employee or the Association protests seniority shown on their behalf within forty-five (45) days of such posting, the seniority list shall stand as conclusive evidence of each person's seniority until the establishment of the new seniority list.

**E. Seniority Station Bidding** – Seniority for station bidding shall be determined by Class Seniority in accordance with the District's Station Bidding Policy (C. of this section) for that position and shall not be determined by total District employment, except in the event of a tie.

**F. Seniority Broken** – Seniority shall only be broken by leave without pay in excess of 30 days as outlined in ARTICLE 30 (D) – LEAVE OF ABSENCE.

## **ARTICLE 51 – POLYGRAPH EXAMINATIONS**

No member shall be compelled to submit to a polygraph examination against their will. No disciplinary action or other recrimination shall be taken against a member for refusing to submit to polygraph examinations. Testimony regarding whether an employee refused to submit to a polygraph examination shall be confined to the fact that, "Truckee Meadows Fire Protection District does not compel fire safety personnel to submit to polygraph examinations".

## **ARTICLE 52 – PHYSICAL EXAMINATIONS**

A. Any and all examinations required by the Nevada Revised Statutes relating to District employment which are performed by a District designated physician shall be paid by the District at no cost to the employee.

B. It is the responsibility of the employee to schedule any and all examinations with a District designated physician pursuant to NRS 616, 617 and applicable Employees' Insurance of Nevada regulations, including Hazardous Materials exams as required by O.S.H.A, on or before the birthday month of the employee.

1. The District shall ensure the employee schedules such examinations while the employee is scheduled to be on or off duty. The District shall pay a minimum of two (2) hours overtime for each occurrence (scheduled physical examination) not to exceed six (6) hours, and shall be paid in accordance with ARTICLE 18 – OVERTIME.
2. All time requests of two (2) hours for each occurrence shall require that documentation be provided to the District by the District designated physician.
3. There shall be no loss of pay or any accrued leave to the employee.
4. If, as a result of the physical examination, further testing is required, any additional costs for testing shall be paid by the District.
5. Employees will be required to have their TB test read by a District Paramedic within the required time, no compensation will be provided for this.

C. An employee may elect to utilize their own personal physician to obtain an annual physical to comply with NRS 616 and 617. If an employee makes such an election, the employee shall be responsible for scheduling the examination, and such examination shall be administered while the employee is off duty. The time spent taking the examination shall be considered as hours worked, not to exceed six (6) hours.

1. The employee shall provide the District with the required information from such examination on or before their birthday month of each year.
2. The District shall pay for the cost of the examination with the employee's personal physician up to an amount equal to the cost of the examination with a District designated physician.
3. If as a result of the physical examination further testing is required, any additional costs for testing shall be paid by the District up to an amount equal to the cost of the examination with a District designated physician.

D. It is the responsibility of the employee to obtain an annual physical examination for the "Heart and Lung Bill" (NRS 616 and 617). The employee shall endeavor to schedule their examination during their birthday month. If this does not occur, pursuant to NRS, the District shall schedule said appointment. The District shall not schedule any appointments that interfere with previously scheduled leave times. Employees who cannot successfully pass their physical exam shall be placed on appropriate work restrictions if work related. For non-work related conditions that cause an employee to be not fit for duty, the employee will utilize any accrued leave balances, or placed on a leave of absence if without leave, until the employee is able to successfully pass the physical examination.

## **ARTICLE 53 – ASSOCIATION BUSINESS**

A. Any members of the Association Executive Board or Association Committee members shall have access to a 'pool' of man-hours donated by individual Association members. Each of these members may draw upon this 'pool' as needed or required to conduct Association business. The District agrees to annually contribute seventy two (72) hours to this pool on July 1<sup>st</sup> of each year.

B. It shall be the responsibility of the Association president to control the maintenance, usage, and records for 'pool' time.

C. Safety Committee and/or Joint Labor-Management meetings will not require use of said 'pool' hours.

1. Safety Committee Meetings - Members and Authorized participants for the Committee shall be considered as performing the normal work duties and responsibilities for their positions when on Committee business. Up to two (2) members appointed by the Association shall be allowed time off, with no loss of pay or any accrued leave, for all Safety Committee meetings when such members are scheduled to be on duty.

2. Labor Management Meetings - Association representatives shall be allowed time off, with no loss of pay or any accrued leave for up to three (3) Association representatives and may be increased if both parties mutually agree.

D. Subject to scheduling conflicts, the District agrees to allow the Association to use Employer property for Association meetings.

E. Release Time for Negotiations:

Two (2) members of the Association Negotiating Committee shall be allowed time off, with no loss of pay or any accrued leave, for any and all meetings between the District and the Association for the purpose of contract negotiations when such members are scheduled to be on duty.

F. Release Time for Grievances:

The District shall provide time off, with no loss of pay or any accrued leave, to the grievant and up to one (1) Association representative for any and all meetings between the District and the Association for the purpose of processing grievances when such members are scheduled to be on duty.

## **ARTICLE 54 – ASSOCIATION DUES DEDUCTION**

A. The District shall cause dues to be deducted from the salaries of Association Members and promptly pay over to the proper officers of the Association the money so collected.

B. No deduction shall be made, except in accordance with a deduction authorization form individually and voluntarily executed by the employee for whom the deduction is made.

C. There shall be no restriction on the right of an employee to terminate their dues deduction authorization.

D. The Association shall certify to the District in writing the current rate of membership dues. The District will be notified of any change in the rate of membership dues thirty (30) days prior to the effective date of such change.

E. Upon written authorization to Payroll from an employee, either directly or through a limited power of attorney, the District agrees to deduct on a bi-weekly basis from the wages of said employee such sums as necessary for any other payroll deduction types authorized by the District. Each employee shall have the right to terminate such payroll deductions at any time upon written request to Payroll.

F. The employee's earnings must be regularly sufficient after other legal and required deductions are made to cover the amount of the appropriate Association dues. When a member in good standing of the Association is in non-pay status for an entire pay period, no withholding will be made to cover that pay period from future earnings. In the case of an employee who is in non-pay status during only part of the pay period, and the wages are not sufficient to cover the full withholding, no deductions shall be made. In this connection, all other legal and required deductions have priority over Association dues.

## **ARTICLE 55 – BULLETIN BOARDS**

A. The District will furnish and maintain, in good repair, suitable bulletin boards in each fire station for use by the Association in posting Association notices and other information. There shall also be a Association bulletin board located in the Fire Prevention offices, the Fire Equipment Mechanic's shop, and the Fire Training office. Additionally, the District will furnish a working area for the Association computer and desk at each station.

B. It will be the responsibility of the Association to identify such boards as the I.A.F.F. board.

C. The Association agrees to hold the District harmless for all materials posted upon the Association bulletin boards.

D. The material posted on bulletin boards shall not be obscene, defamatory, or of a partisan political nature. All posted material shall bear the identity of the sponsor, shall be neatly displayed, and shall be removed as soon as no longer timely.

## **ARTICLE 56 – MAINTENANCE OF EXISTING CONDITIONS**

A. The District agrees to maintain the following for the duration of this Agreement:

1. The use of all public utilities in the fire station.
2. Recreational time and exercise periods subject to the approval of the immediate supervisor.

3. The right to work on personal projects and use station facilities after normal working hours, subject to approval of the immediate supervisor.
4. The provision of personal lockers with a serviceable locking mechanism.
5. The provision of kitchen appliances and cooking utensils and the prompt replacement of those items as needed.
6. The initial provision of shield and nametag.
7. The provision of release time at no loss of pay for voting privileges in any state, national, or local election.
8. The provision of potable water where applicable.
9. The District shall provide all employees a copy of the Agreement presently in effect. The District and the Association agree to share equally the cost of printing and reproduction of the Agreement.

B. The District shall at all times maintain the stations in a habitable condition. A station is not habitable if it substantially lacks one or more of the following:

1. Effective waterproofing and weather protection of roof and exterior walls and doors.
2. Plumbing facilities that conform to applicable law when installed and which are maintained in good working order.
3. A water supply approved under the law and capable of producing hot and cold running water, furnished with appropriate fixtures and connected to a sewage disposal system approved under applicable law and maintained in good working order to the extent that the system can be controlled by the District.
4. Adequate heating facilities that conform to applicable law when installed and are maintained in good working order.
5. Electrical lighting, outlets, wiring, and electrical equipment that conformed to applicable law when installed and are maintained in good working order.
6. Floors, walls, ceilings, stairways, and railings maintained in good repair.
7. Ventilating, air conditioning, and other facilities and appliances maintained in good repair.
8. Stoves for meal preparation and dishwashers for sanitation purposes. Said appliances shall be maintained in good repair.
9. Washer and dryer for washing station towels, rags, etc.

C. In the event that repairs and/or maintenance beyond that which is commonly performed by employees becomes necessary, the District shall perform or otherwise arrange for the performance of such repairs and/or maintenance. The District shall perform or arrange for the performance of remodeling as needed to maintain station in good repair and in habitable condition.

## **ARTICLE 57 – PERSONNEL FILES**

A. The District will maintain a personnel and health file on each employee.

B. Any employee has the right to review their personnel file and/or health file upon request to Human Resources and by appointment. This right is limited to the individual employee to review their own personnel file and/or health file. However, an employee may,



with proper release forms, permit their personnel file and/or health file to be reviewed by a party so authorized upon presentation of properly executed forms to Human Resources.

C. Employees are encouraged to place in their files any educational or other accomplishments that serve to recognize an achievement bearing on both the employee and the District.

D. Only those people working in Human Resources, those people in the immediate chain of command of the employee, and the Fire Chief shall have access to an employee's files. In addition, the District's authorized attorney(s) shall have the right to access an employee's files for legitimate personnel purposes related to discipline, complaints, grievances, arbitrations, and lawsuits involving the employee.

E. Any derogatory materials placed in an employee's files shall be copied to the employee. The time, date, and name of the individual responsible for placing derogatory information into a file shall also be given to the employee.

F. Any employee under this policy, upon reviewing their personnel file and/or health file who finds inaccurate or misleading material, may prepare and present to Human Resources a clarifying statement pertaining to the document in question requesting removal of said document from their personnel file and/or health file.

G. No information from any employee personnel file and/or health file may be given to a for-profit business without the written permission of the employee.

H. Unless otherwise directed by the employee, the Association shall be notified within five (5) working days of any disciplinary materials placed in an employee's files.

## **ARTICLE 58 – SPECIALTY PAY**

A. Employees who are certified as Hazardous Materials Technicians in accordance with CFR-29, SARA Title 3 and a member of the Triad HazMat team shall be paid an additional three percent (3%) assignment differential pay. Eligibility for this incentive will be dependent upon meeting the guidelines set forth in Policy to include, but not limited to, allocation among the ranks, station assignment, and current standards for training. The maximum number of employees eligible to receive this incentive shall be thirty (30).

B. Employees who meet all requirements of training and are certified as Swift Water Rescue Technicians and a member of the Water Entry Team shall be paid an additional three percent (3%) assignment differential pay. Eligibility for this incentive will be dependent upon meeting the guidelines set forth in Policy to include, but not limited to, allocation among the ranks, station assignment, and current standards for training. The maximum number of employees eligible to receive this incentive shall be thirty (30).

C. Captains assigned to a Training Captain Position:

1. Shall receive additional assignment differential pay as described below:

- a. 40-hour Training Captain shall receive an additional ten percent (10%) assignment differential pay
- b. 56-hour Training Captain shall receive an additional five percent (5%) assignment differential pay
- c. Personnel assigned to academy cadre positions (regardless of rank) shall receive a ten percent (10%) assignment differential, unless already receiving Training Captain differential. Academy cadre personnel will only receive the 10% differential, and not the five percent (5%) incentive listed below for teaching assignments.

D. Employees not assigned to training who are teaching approved specialty classes and/or special assignments may receive an additional five percent (5%) premium pay during the hours they teach or are otherwise engaged in the assignment with the approval of the Chief or their designee.

## **ARTICLE 59 – EMS PAY**

A. The District will provide additional compensation to all employees who maintain EMT-Advanced or Paramedic certifications through the District only as described herein. Personnel assigned to the rank of Firefighter/Paramedic will not qualify for additional compensation. Personnel who maintain EMT-Advanced or Paramedic certifications outside the rank of Firefighter/Paramedic shall be entitled to receive compensation for the highest of the two certifications, but not both. Qualified Paramedics outside of the rank of Firefighter/Paramedic shall be expected to perform ALS functions AS NEEDED and maintain apparatus ALS licensure.

B. Any change in requirements for certification by the State and District shall cause this section to be renegotiated.

- 1. EMT-Advanced: All personnel maintaining current EMT-Advanced certification with the District shall receive an additional three percent (3%) of their base hourly rate, included in each bi-weekly payroll.
- 2. Paramedics: All personnel maintaining current Paramedic certification with the District shall receive an additional six percent (6%) of their base hourly rate, included in each bi-weekly payroll.
  - a. Any positions that are created with the six percent (6%) Paramedic certification calculated into the base hourly rate are not eligible for the incentive.

C. Being the sole ALS Provider without a Firefighter/Paramedic

- 1. Any employee employed at the rank of Captain or Engineer who works as the sole ALS provider on an apparatus for one (1) or more full shifts in a pay period shall receive the differential of pay between a Firefighter and Firefighter/Paramedic for full shifts worked as the sole ALS provider during those shifts.
- 2. (a) A full shift is defined as a twenty-four (24) hour period. Only one employee shall receive the differential pay. It is mutually understood by the parties that the lower ranking employee who is performing the duty will receive the differential pay.
- 3. For every full shift for which the employee is entitled to the additional differential of their base hourly rate as described above they shall be paid at the hourly rate and at the differential in effect on the day the employee worked.

D. Those employees who fill a position on an in-service Medic Unit shall be entitled to an additional five percent (5%) of their base hourly rate for the hours assigned in quarter hour increments.

#### **ARTICLE 60 – BILINGUAL PAY**

A. Employees who are identified and utilized by the District to provide bilingual language skills in any language other than English, that has been identified as a need with any District service or program area, and which is not a minimum qualification for an employee's job classification, shall on the approval of the Fire Chief or designee, be tested for certification during the employee's regular work schedule by an approved testing provider at the District's expense.

1. The District will pay for two opportunities for an employee to become certified; all other attempts will be on the employee's own time and expense.

B. The certification exam will test the employee's language competency in listening, speaking, reading, writing, and overall comprehension. The examination process will meet all applicable state statutes. Upon proof of certification, the employee shall receive an additional two percent (2%) of the base hourly rate as bilingual differential pay. This differential pay will become effective in the first full pay period after the Employee's qualification for bilingual pay.

#### **ARTICLE 61 – CONSOLIDATION**

A. The District agrees to negotiate, including all provisions provided by NRS 288 and this contract within the scope of representation of Local 2487 I.A.F.F., with the Association over the impact and effects on represented employees of any decision to consolidate, merge, contract, subcontract, or any other form of transfer or placement to another entity, of any function which Local 2487 I.A.F.F. has a legal interest.

B. For the purpose of this Article, 'employee' is representative of those non-supervisory, supervisory, and emergency support personnel covered under ARTICLE 2 – RECOGNITION of this Agreement.

## ARTICLE 62 – EXECUTION DATE

This Agreement was mutually agreed upon by the parties, ratified by the Association, and adopted by the Board of Fire Commissioners. The parties hereto through their duly authorized officers or representatives and intending to be legally bound hereby have hereunto set their hands and seals this sixth (6<sup>th</sup>) day of June, 2022.

District

\_\_\_\_\_  
Alexis Hill, Chair

TMFPD Board of Fire Commissioners

\_\_\_\_\_  
Date

Association

\_\_\_\_\_  
Jim Clouser -President

IAFF Local 2487

\_\_\_\_\_  
Date

**Appendix A - Salary Schedule**  
**Effective July 1, 2024**

		8.75% Pay Adj. 7/1/2024	0% 7/1/2025	PERS Adj. 7/14/2025
<u>Classification</u>	<u>Step</u>	FY 24/25	FY 25/26	FY25/26
Fire Captain (2912 Hours) Police/Fire PERS	1	31.37	31.37	30.47
	2	33.51	33.51	32.54
	3	35.79	35.79	34.76
	4	38.18	38.18	37.08
	5	40.80	40.80	39.63
Fire Captain (2080 Hours) Police/Fire PERS	1	43.94	43.94	42.67
	2	46.92	46.92	45.57
	3	50.08	50.08	48.64
	4	53.45	53.45	51.91
	5	57.12	57.12	55.47
Fire Captain Prevention (2080 Hours) Regular PERS	1	46.73	46.73	45.39
	2	49.90	49.90	48.46
	3	53.24	53.24	51.71
	4	56.83	56.83	55.20
	5	60.74	60.74	58.99
Fire Engineer (2912 Hours) Police/Fire PERS	1	27.94	27.94	27.14
	2	29.84	29.84	28.98
	3	31.85	31.85	30.94
	4	34.01	34.01	33.03
	5	36.36	36.36	35.31
Fire Engineer (2080 Hours) Police/Fire PERS	1	39.13	39.13	38.00
	2	41.79	41.79	40.59
	3	44.62	44.62	43.34
	4	47.62	47.62	46.25
	5	50.91	50.91	49.44
Firefighter/Paramedic (2912 Hours) Police/Fire PERS	1	27.94	27.94	27.14
	2	29.84	29.84	28.98
	3	31.85	31.85	30.94
	4	34.01	34.01	33.03
	5	36.36	36.36	35.31

<u>Classification</u>	<u>Step</u>	8.75% Pay Adj.	0%	PERS Adj.
		7/1/2024 FY 24/25	7/1/2025 FY 25/26	7/14/2025 FY25/26
Firefighter/Paramedic	1	39.13	39.13	38.00
(2080 Hours)	2	41.79	41.79	40.59
Police/Fire PERS	3	44.62	44.62	43.34
	4	47.62	47.62	46.25
	5	50.91	50.91	49.44
Firefighter/EMT	1	24.43	24.43	23.72
(2912 Hours)	2	26.09	26.09	25.34
Police/Fire PERS	3	27.87	27.87	27.07
	4	29.74	29.74	28.89
	5	31.74	31.74	30.83
Firefighter/EMT	1	34.20	34.20	33.22
(2080 Hours)	2	36.52	36.52	35.47
Police/Fire PERS	3	39.02	39.02	37.90
	4	41.66	41.66	40.46
	5	44.44	44.44	43.16
EMS Coordinator	1	43.94	43.94	42.67
(2080 Hours)	2	46.92	46.92	45.57
Regular PERS	3	50.08	50.08	48.64
	4	53.45	53.45	51.91
	5	57.12	57.12	55.47
Logistics Coordinator	1	29.95	29.95	29.09
(2080 Hours)	2	32.19	32.19	31.27
Regular PERS	3	34.42	34.42	33.43
	4	36.66	36.66	35.61
	5	38.89	38.89	37.77
Fire Inspector Trainee	1	36.95	36.95	35.89
(2080 Hours)	2	39.46	39.46	38.32
Regular PERS	3	42.16	42.16	40.95
Fire Inspector	1	38.16	38.16	37.06
(2080 Hours)	2	40.29	40.29	39.13
Regular PERS	3	42.55	42.55	41.33
	4	44.94	44.94	43.64
	5	47.39	47.39	46.03

<u>Classification</u>	<u>Step</u>	8.75% Pay Adj.	0%	PERS Adj.
		7/1/2024	7/1/2025	7/14/2025
		FY 24/25	FY 25/26	FY25/26
Fire Inspector	1	36.02	36.02	34.98
(2080 Hours)	2	38.03	38.03	36.94
Police/Fire PERS	3	40.16	40.16	39.01
Promotional	4	42.41	42.41	41.19
	5	44.75	44.75	43.46
Fire Inspector/Investigator	1	43.91	43.91	42.65
(2080 Hours)	2	46.33	46.33	45.00
Regular PERS	3	48.87	48.87	47.47
	4	51.56	51.56	50.08
	5	54.52	54.52	52.95
Fire Inspector/Investigator	1	41.43	41.43	40.24
(2080 Hours)	2	43.76	43.76	42.50
Police/Fire PERS	3	46.23	46.23	44.90
Promotional	4	48.81	48.81	47.40
	5	51.48	51.48	50.00
Fire Mechanic	1	37.65	37.65	36.57
(2080 Hours)	2	40.19	40.19	39.04
Regular PERS	3	42.91	42.91	41.68
	4	45.82	45.82	44.50
	5	48.95	48.95	47.54