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Collective Bargaining Agreement

by and between

The City of Streetsboro

and the

Streetsboro Professional Firefighters Association

IAFF Local #4281

January 1, 2012 through December 31, 2014

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ARTICLE 1-PREAMBLE

- 1.01 This Agreement is hereby entered into by and between the City of Streetsboro, Ohio, hereinafter referred to as "the Employer" and the International Association of fire Fighters, Local 4281, Streetsboro, AFL-CIO, hereinafter referred to as "the Union."

ARTICLE 2 – RECOGNITION

- 2.01 The Employer hereby recognized the Union as the sole and exclusive bargaining agent for all full-time uniformed employees of the City of Streetsboro Fire Department excluding the rank of Chief, an administrative assistant chief (who does not work a 24/48 shift) part-time fire department employees and all other City employees.

ARTICLE 3 – NEGOTIATION PROCEDURE

- 3.01 The Collective Bargaining Law of Ohio, Chapter 4117 of the Ohio Revised Code, is hereby incorporated into this agreement, except as shall not conflict with the provisions herein.

ARTICLE 4 – UNION MEMBERSHIP, MEETINGS AND DUES

- 4.01 The employer agrees to deduct from each payroll, dues, fees and assessments, in an amount certified by the Secretary/Treasurer of the Local Union, from the pay of those employees who individually authorize in writing that such deductions be made. The Employer shall remit the total amount of deductions within fourteen (14) days of the deduction to the Secretary/Treasurer of the Union in the full amount deducted.
- 4.02 There shall be no discrimination, interference, restraint, or coercion by the Employer against any employee for their activity on behalf of, or membership in, the Union.
- 4.03 All members of the bargaining unit after sixty (60) days from the date of hire shall become I. A. F. F. members or pay a fair share fee to the I. A. F. F., Local 4281.

ARTICLE 5 – WORK RULES

- 5.01 The City has the right to promulgate and enforce reasonable Work Rules and Regulations which are not in conflict with this Agreement
- 5.02 The City will provide the Union with ten (10) day's notice prior to implementing a new work rule, unless conditions require that the work rule be implemented immediately. The work rule will be considered consistent with the contract if the Union does not notify the City of any conflict within the ten (10) day rule.

- 5.03 It is the Employer's intention that work rules, where applicable, policies and procedures, and directives are normally to be interpreted and applied uniformly to all fire department Employees covered by this Agreement.

ARTICLE 6 – MANAGEMENT RIGHTS

- 6.01 The conduct and grading of civil service examinations, the rating of candidates, the establishment of eligible list from the examination, and the original appointment from the eligible list are not appropriate subjects for collective bargaining.
- 6.02 Unless the City agrees otherwise in this collective bargaining agreement, nothing in Chapter 4117 of the Revised Code impairs the right and responsibility of each public employer to:
1. Determine matters of inherent managerial policy, which include, but are not limited to areas of discretion or policy such as functions and programs of the public employer, standards of service, its overall budget, utilization of technology, and organizational structure;
 2. Direct, supervise, evaluate or hire employees;
 3. Maintain and improve the efficiency and effectiveness of governmental operations;
 4. Determine the overall methods, process, means or personnel by which governmental operations are to be conducted;
 5. Suspend, discipline, demote or discharge for just cause, or lay-off; transfer, assign, schedule promote or retain employees;
 6. Determine the adequacy of the work force;
 7. Determine the overall mission of the employer as a unit of government;
 8. Effectively manage the workforce;
 9. Determine the starting and quitting time and the number of hours to be worked by its employees; and
 10. Take action to carry out the mission of the public employer as a governmental unit.

ARTICLE 7 – GRIEVANCE PROCEDURE

Step 1 The employee or the employees concerned shall submit in writing a grievance to the Fire Chief within ten (10) days of the time the grievant knew or should have known of the alleged violation of this agreement. Said grievance shall include the specific violation. The Fire Chief shall convene a hearing within ten (10) working days and render a written decision within ten (10) working days of the hearing.

Step 2 If the grievance is not settled in Step 1, the grievance shall be submitted to the Safety Director within five (5) working days of the Fire Chief's decision being received, who shall convene a hearing within fifteen (15) working days and render a written decision within ten (10) working days of the hearing.

Prior to proceeding to Arbitration, the Union and Employer may mutually agree to submit to grievance mediation as agreed to between the parties. Either party may request a list of mediators from FMCS from which to select a mediator, or the parties may mutually agree upon a mediator.

All grievances that have been appealed to arbitration may be referred to mediation unless either party determines not to mediate a particular grievance. Referral to mediation automatically stays the arbitration procedure.

1. Cases will be scheduled in a manner which assures that the mediator will be able to handle multiple cases on each date unless otherwise mutually agreed. The parties agree not to hear more than five (5) cases a day.
2. The Union may select the Bargaining Unit members that it wants at mediation. Each party may have no more than three (3) representatives present at the mediation. The grievant will have the right to be present at the Mediation session.
3. Mediation efforts will be informal in nature and shall not include the taking of oaths, written opinions and the proceedings may not be recorded. Written material presented to the mediator will be returned to the party at the conclusion of the mediation meeting. In the event that a mediated grievance is appealed to arbitration, no reference may be made in the arbitration proceeding to the fact that a mediation conference was or was not held, or in the event the parties do not mediate a grievance, then no reference may be made to the fact the parties did or did not agree to mediate a grievance. Nothing said or done by the mediator nor any settlement offer put forth by either party may be referenced or introduced into evidence at the arbitration hearing.

4. At the mediation conference, the mediator shall first seek to assist the parties in reaching a mutually satisfactory settlement of the grievance within the parameters of the collective bargaining agreement. The mediator may employ all of the techniques commonly associated with mediation, including private caucuses with the parties. If a settlement is reached, a settlement agreement will be entered into at the mediation conference. The mediator shall not have authority to compel the resolution of a grievance. If a grievance remains unresolved at the end of the mediation meeting, the mediator will provide an oral statement regarding how he/she would rule in the case based on the facts presented to him/her.
5. The dates, times, and places of mediation sessions will be determined by mutual agreements of the parties. Each party shall designate a representative responsible for scheduling a mediation session.
6. The fees and expenses to be charged by mediation panel members shall be negotiated between the panel participants and the parties. The parties shall share fees and expenses for grievance mediation equally.

ARTICLE 8 – ARBITRATION PROCEDURE

- 8.01 If the grievance is not settled in Step 2, within thirty (30) days from the date that the party receives its decision at Step 2, unless the parties mutually agree in writing to extend this time period, the grievance shall be submitted to arbitration by either party, and the following procedures shall be followed.
- 8.02 An impartial arbitrator shall be selected from a list of seven (7) qualified arbitrators supplied by the FMCS (National Academy Members who reside in Ohio) upon request by either party.
- 8.03 Within five (5) working days of the receipt of the list, the parties shall make a mutual selection of an arbitrator in the event the parties cannot agree; the parties will alternately strike names until one is left.
- 8.04 The arbitrator will convene a hearing and render a written decision within thirty (30) business days.
- 8.05 The arbitrator shall have no power to add to, subtract from, change, modify or amend any of the provisions of this agreement, and he shall decide the issues presented on the basis of the preponderance of the reliable and substantial evidence in the record of proceedings and the express terms of the agreement.
- 8.06 The arbitrator's decision will be binding.

- 8.07 The arbitrator's expenses and compensation shall be paid for by the party losing the arbitration.
- 8.08 These time periods referred to above may only be extended by mutual agreement of the parties in writing.
- 8.09 The Employer, Union member employees have the right to be represented by or accompanied by legal counsel during early steps of these procedures.

ARTICLE 9 – DISCIPLINARY PROCEDURES

- 9.01 No non-probationary employee shall be disciplined except for just cause.
- 9.02 Discipline will be applied in a corrective, progressive and uniform manner in accordance with the Employer's policy. Verbal and written reprimands are not subject to arbitration. The employee may comment on the reprimand prior to it being placed in the personnel file. The employee may also place a rebuttal letter in his/her file on said charge. The employee shall have ten (10) days from the date of issuance to comment.
- 9.03 Any employee who has been accused of misconduct or a violation of the departmental and/or City Rules & Regulations, and in the accusations are the basis of an investigation by the department, shall have a written statement of the accusations made against them.
- 9.04 Whenever the Employer or his designee charges an Employee with a violation of department or City rules, or other misconduct, a pre-disciplinary conference will be scheduled to give the employee an opportunity to offer an explanation of the alleged conduct. This conference shall be scheduled during the employee's regular work hours, if scheduling permits. Not less than twenty-four (24) hours prior to the scheduled starting time of the conference, the Employer will provide to the Employee a written outline of the charges, which may be the basis of disciplinary action. The Employee must choose to:
- A. Appear at the conference and present an oral or written statement in their defense;
 - B. Appear at the conference and have a chosen representative present an oral or written statement in defense of the Employee; or
 - C. Elect in writing to waive the opportunity to have a pre-disciplinary conference. At the pre-disciplinary conference, the Employer may require the Employee to respond to the allegations of misconduct, which were outlined to the Employee. The Employee or his representative may present any testimony, witnesses or documents, which explain whether or not the alleged conduct occurred.
- 9.05 If the employee fails to attend the pre-disciplinary conference, or to otherwise provide information or an explanation of his alleged misconduct, the city shall make its decision

regarding just cause for discipline based on the facts and circumstances (including inferences drawn from them) known at the time of its decision.

- 9.06 Appeals of discipline, time off suspension, reduction in pay or removal, (except for probationary employees) shall only be appealed through the grievance procedure contained in this Agreement. An appeal of discipline may be submitted directly to Step 2 of the grievance procedure within ten (10) days of the alleged violation of the Agreement.
- 9.07 The Employer agrees that all disciplinary procedures shall be carried out in a business-like manner.
- 9.08 Records of disciplinary action shall have no force and effect in future disciplinary actions according to the following schedule provided there have been no intervening disciplinary action taken during the same time period:
- | | | |
|---|---|-----------|
| Verbal warning or written reprimand | - | 12 months |
| Short term suspensions (3 days or less) | - | 18 months |
| Term suspensions (more than 3 days) | - | 24 months |
- 9.09 Whenever a suspension is given to a bargaining unit member it is understood that it shall be recommended and implemented in hourly increments.

ARTICLE 10 – HOURS OF WORK

- 10.01 The regular work week shall be forty-eight (48) hours per week on the traditional twenty-four (24) hours on and forty-eighth (48) hours off schedule for employees assigned to Fire Suppression duties. The starting time of the shift on Fire Suppression will be 0800 hours. The regular work week of the employee assigned to Fire Prevention bureau shall be forty (40) hours per week, with shifts consistent with Article 11.
- 10.02 For those employees assigned to Fire Suppression duties, in accordance with the Fair Labor Standards Act, the Fire Suppression work cycle shall be twenty-one (21) days with employees receiving one (1) twenty-four (24) hour “Kelly Day” per cycle. Employees shall select their Kelly Day by December 1st of the preceding year. Kelly Day selection shall be made by employee seniority.
- 10.03 Members of the respective platoons of the Fire Department may voluntarily trade time for personal reason(s) conditioned upon approval of the Fire Chief or his designee. The Chief shall be given seventy two (72) hours advance written notice of such trade. Trading of time will not result in any overtime pay to any employee.

ARTICLE 11 – FIRE PREVENTION BUREAU

- 11.01 The City reserves the right to continue to assign employees to Fire Prevention Bureau under emergency conditions. This would be a temporary assignment until the position or positions can be permanently. No employee assigned to Fire Prevention will exceed six (6) months duration unless requested by said employee. All employees will serve on a rotation in Fire Prevention before any employee will be mandated to serve a second term unless requested by said employee.
- 11.02 Emergency filling of the Fire Prevention Bureau shall be by reverse seniority order. Reverse seniority order will be from the least senior to the most senior Firefighter. This order will be followed unless a senior member requests the appointment to said position.
- 11.03 The positions for Fire Prevention shall be bid with the following criteria:
- A. Fire Suppression employees may request a transfer to Prevention in writing.
 - B. Any employee bidding for a Fire Prevention position will be required to have an active Inspector's Certification.
 - C. Any employee bidding for a Fire Prevention position will be interviewed by the Fire Chief and/or his Designee.
 - D. In the event multiple employees bid for a Fire Prevention position the Fire Chief will have full discretion in the selection.
- 11.04 Employees in the Fire Prevention Bureau shall work a 40 hour work week. The overtime rate will be based upon all hours worked over forty (40) hours per week. When working a 24 hour shift on and 48 hours off, the overtime rate will be paid as outlined in Article 14.
- 11.05 When openings exists, all full-time employees covered by this agreement may bid for a permanent transfer from Fire Suppression (24/48 schedule) to Fire Prevention (5 day 40 hours or 4 day 10 hour), or vice-versa. Openings shall be filled from bids submitted.

ARTICLE 12- PROBATION

- 12.01 Every newly appointed full-time Firefighter will be required to successfully complete a probationary period. The probationary period for new employees shall begin on the first day which the Employee received compensation for the fulltime position, and shall continue for a period of one calendar year. During the probationary period the Employee will be evaluated at least once during the period. The probationary Employee may be removed at any time during his probationary period without recourse to the grievance/arbitration or other dispute resolution procedure.

ARTICLE 13 – COMPENSATION

13.01 Standard rate of pay for Fire Suppression personnel (24 hr shifts) shall be based upon annual hours of 2,496. Standard hourly rate of pay for Fire Prevention personnel (40 hours per week) shall be based upon annual hours of 2,080.

13.02 All full-time members of the Fire Department shall receive compensation and appropriate overtime based on the following schedule.

Effective the pay period beginning December 25, 2011 - 1%

Step Level	2496 Hour Rate	40 Hour Rate	Yearly Rate
Step 1	\$19.59	\$23.51	\$48,895.13
Step 2	\$20.36	\$24.43	\$50,820.72
Step 3	\$21.13	\$25.36	\$52,746.29
Step 4	\$21.90	\$26.28	\$54,671.89

Effective January 1, 2013 - 1%

Step Level	2496 Hour Rate	40 Hour Rate	Yearly Rate
Step 1	\$19.79	\$23.74	\$49,384.08
Step 2	\$20.56	\$24.68	\$51,328.93
Step 3	\$21.34	\$25.61	\$53,273.75
Step 4	\$22.12	\$26.55	\$55,218.61

Effective January 1, 2014 - 2%

Step Level	2496 Hour Rate	40 Hour Rate	Yearly Rate
Step 1	\$20.18	\$24.22	\$50,371.76
Step 2	\$20.98	\$25.17	\$52,355.51
Step 3	\$21.77	\$26.12	\$54,339.23
Step 4	\$22.57	\$27.08	\$56,322.98

A bargaining unit member increases Steps on an annual basis, upon their date of hire.

13.03 Differentials:

- A. Fire Inspector's wage reflects an 8% differential of their current pay step
- B. For the first twelve (12) months of his/her promotion, a Lieutenant's wages reflect an 8% differential of their current pay step. Thereafter, a Lieutenant's wages reflect an 10% Officer differential of Step 4 of the current pay step.
- C. Captain's wages shall reflect an 8% differential of their current Lieutenant wage.

13.04 Uniform Allowance:

- A. Members shall receive an annual uniform allowance in the following amount:

Effective January 1, 2012	-	\$800.00
Effective January 1, 2013	-	\$800.00
Effective January 1, 2014	-	\$800.00

Members must submit receipts as proof of purchase in order to receive the following year's uniform allowance.

- B. The City at no cost to the member shall replace any clothing damaged or contaminated by exposure to hazardous material, chemicals, or bodily fluid in the line of duty.
- C. A newly hired employee hired in January shall receive eight hundred dollars (\$800.00) for uniform, for his/her first year of employment. Also, newly hired employee will not have to purchase their "Class A" uniform until they have successfully completed their probationary period, In the event the new employee is hired in February or later of a year, the \$800.00 shall be prorated except that the new hire may receive an advancement of the next calendar year's uniform allowance not to exceed \$800.00 for the new hire amount. Any advanced sums to the new hire shall be deducted the next year.
- D. An employee will be allowed to rollover Two Hundred Dollars (\$200.00) of their unused annual uniform allowance into the next calendar year.

13.05 Officer-in-Charge Pay:

- A. Effective upon the date of the signing of this agreement, any full-time Firefighter assigned by the Fire Chief to work in the capacity of a supervisor shall receive additional compensation of \$1.00 per hour to the Firefighters' hourly rate for each hour the Firefighter serves in the capacity of a supervisor.

- B. The most senior full-time Firefighter assigned to the shift shall be provided the opportunity to serve as Officer-in-Charge (OIC). If the most senior full-time Firefighter declines, the next most senior full-time Firefighter shall be offered the assignment and so on. In the even no full-time Firefighter accepts the OIC assignment, the OIC may be assigned at the discretion of the Fire Chief.
- 13.06 All bargaining unit members who, during the calendar year, successfully complete 16 hours or more of certified training from a certified instructor in ACLS, PALS, and/or BTLS or the equivalent or any other mutually agreed to and approved training, above the State minimum requirements for Paramedic, shall be paid an annual, lump sum payment of \$1,000.00 upon the first pay period in December.

ARTICLE 14 – OVERTIME

- 14.01 When a member works any more than their scheduled hours, they will be compensated 1.5 times their basic rate of pay for those hours worked. The rates used to calculate the amount of overtime due shall be as follows:
- A. For Fire Suppression (24/48 hour) employees: two thousand for hundred ninety-six (2,496) hours per year;
 - B. For Fire Prevention (40 hours per week) employees: two thousand eighty (2,080) hours per year.
- 14.02 The term “hours worked” shall include vacation days, Kelly days, compensatory time-off, holidays and sick days.
- 14.03 A record will be maintained up to date of all full-time members eligible for overtime. There shall be two (2) lists established. A six (6) hour list will be used for overtime up to six (6) hours, and a twelve (12) hour list used for any overtime greater than six (6) hours.
- 14.04 When a full time member of the Fire Department, not on duty, is called in, they shall be compensated at their overtime rate of pay for all hours worked, but they shall not receive less than three (3) hours of pay.
- 14.05 In order for a member to receive the full credit for overtime at one and one half (1.5) their regular rate of pay, the member must work the complete shift or day following the shift or day in which they used sick leave. In the event that the member does not work a full shift or day following the shift or day in which they used sick leave, the sick leave shall not be considered as “hours worked” for the purposes of calculating overtime at one and one half (1.5).

ARTICLE 15 – COMPENSATORY TIME

- 15.01 At the conclusion of the overtime worked each Employee shall indicate, on a form provided by the City, his preference of paid overtime for compensatory time.
- 15.02 Record of compensatory time shall be submitted to the Chief or his designee with the payroll at the conclusion of the work period in which the overtime is worked. The Fire Chief or designee's record regarding accumulation of accrued compensatory time and overtime, and the use of compensatory time shall be the official record.
- 15.03 Approval of compensatory time will be signed by the Fire Chief or his designee and a copy given to the Employee. The use of accrued compensatory time off shall be approved by the Fire Chief or his designee. Compensatory time can be accumulated up to one hundred twenty four (124) hours and must be taken in no less than one (1) hour increments. One hundred and twenty (120) hours of compensatory time may be carried over to the next calendar year. Unpaid, non-carried over compensatory time shall be cashed out by December 31 of each calendar year.
- 15.04 Should one or more Employees request compensatory time-off at the same time (same calendar day), priority of preference will be given to the most senior employee. The use of compensatory time as time off will be reasonably governed – by scheduling considerations. The Fire Chief or his designee shall normally respond to request for compensatory time within seventy-two (72) hours.
- 15.05 Compensation at resignation, dismissal, retirement or layoff a member who resigns, retires or is laid off, dismissed or upon death is eligible and shall be compensated accordingly for all their accumulated overtime, holiday time and vacation time. In the event of a member's death, the member's beneficiary shall receive all the employee's owed benefits under this Paragraph.
- 15.06 Longevity: Each member of the bargaining unit shall be eligible for longevity pay benefits:

Upon completion of Anniversary Date:	Amount per Month:
3 years of full-time service	\$35.00
4 years of full-time service	\$50.00
5 years of full-time service	\$65.00
6 years of full-time service	\$80.00
7 years of full-time service	\$95.00

8 years of full time service

\$105.00

- 15.07 Longevity shall be paid in December of each year after the applicable anniversary dates outlined above.
- 15.08 Prior service with the City, County, State of Ohio or any other political entity shall not be included for purposes of computing longevity pay. For purposes of longevity payment, the employee's date of hire shall be treated as indicated on Exhibit A attached hereto.

ARTICLE 16 – MILEAGE AND MEAL ALLOWANCE

- 16.01 All full-time members of this bargaining unit shall receive mileage reimbursement for trips made on city business in their own automobile as per City ordinance at the City designated rate.
- 16.02 All full time members of this bargaining unit-making trips on City business, where overnight lodging is required, shall be entitled to reimbursement for meals, as per City ordinance.

ARTICLE 17 – EMS STATE CERTIFICATION AND CERTIFICATES OF EDUCATION

- 17.01 Certification Maintenance: Continuing Education

All employees will maintain certifications or professional designations currently in effect at the time of execution of this contract. The certifications are as follows:

- A. Emergency Medical Technician – Advanced (EMT-E or EMT-I)
- B. Emergency Medical Technician – Paramedic (EMT-P)
- C. Firefighter Class I
- D. Firefighter Class II
- E. Fire Safety Inspector
- F. Fire Instructor
- G. EMS Instructor

The employee will attend all Continuing education or training necessary for the maintenance of the above certifications. It will be the responsibility of the employee to maintain certification levels and provide proof of such certification annually or semi-annually, or at the request of the Fire Chief or his designee. The employee will enroll in City offered courses, at no cost to the employee, when such courses are made available. Employees shall receive their regular rate of compensation for all time spent in City offered courses or training. Employees who do not enroll or choose not to attend City offered courses or training required maintaining certifications, such employee shall be held responsible for payment and expense of the training.

Mandatory continuing education or training not offered by the City and necessary to maintain the above certification will be paid by the City. In such circumstances, the City shall be responsible for only the payment of the tuition/cost of the course, books, and materials and for the employee's regular rate of pay for time actually spent in the course of training that fall within his/or her scheduled hours of work. The employee required to attend these types of courses while off duty shall receive their overtime rate of pay.

17.02 New Training:

An employee may request to obtain new or enhanced training, not required by the City and not held at the time of the execution of this contract. Such requests must be submitted to the Safety Director. The Safety Director has the sole discretion approving or denying new training. Denials of employee requests shall be non-grievable and not subject to any grievance or appeal procedure.

In the event the Safety Director approves new training, the City shall be responsible only for the payment of the tuition/course and for the employee's regular rate of pay for time actually spent in the course of training. The City shall not be responsible for travel time, mileage, or any other expense, unless authorized and agreed to advance.

Any current employee hired after the effective date of this Agreement shall maintain any certifications or professional designation the employee has at the time of hire and any certifications or designations thereafter obtained. Failure by the employee to maintain certification or professional designation they have at the time of hire or thereafter obtained, without approval of the Chief, shall be grounds for dismissal.

17.03 The City will provide sufficient continuing educational training (CE) hours to maintain said certifications. If sufficient hours are not provided, the effected employee will not be considered for discipline for failure to maintain that/those certifications.

17.04 The City will provide sufficient continuing educational hours and specialty training needed to maintain any specialty team accreditation. This will include but not be limited to the County HAZMAT Team, Water Rescue and Dive Team, Trot Team, USAR and any newly formed County based of Department based teams of the near future.

ARTICLE 18 - SENIORITY

18.01 Seniority shall be determined by continuous service in the fulltime Fire Department, regardless of classification or position, calculated from the date of full time employment. Only resignation, discharge or retirement shall break continuous service. Employees with the same employment date shall be assigned to the seniority list in order of their ranking eligible on the civil service list. Prior service with a City, County, or State of Ohio, or any other political entity shall not be included for purposes of calculating

seniority. Exhibit A attached hereto sets forth the seniority order of all employees currently part of the bargaining unit.

ARTICLE 19 - LAYOFF AND RECALL

- 19.01 Whenever a reduction in force is necessary, first part-time Firefighters, and then full-time shall be laid off in the following order: any and all voluntarily accepted lay-offs will occur first, then the full-time employee with the least seniority shall be laid off next. Seniority in the full-time service shall be determined from the date of promotion to the full-time service. No new employee shall be hired until those fulltime employees laid off have been given the ample opportunity to return to work.
- 19.02 Employees shall be recalled in order of their full-time seniority, regardless of classification or position. Until the employee(s) are recalled, they shall be granted a position in the part-time service with no change in their seniority from their original date of hire into the Fire Department.
- 19.03 All fulltime employees will be given a fourteen (14) day notice in writing prior to any lay-off being instituted whenever practicable under the circumstances.
- 19.04 Employees shall have a recall period of thirty-six (36) months.
- 19.05 If any laid-off employee is called in for work for any amount of time, all benefits will be paid that month.

ARTICLE 20 – VACATIONS

- 20.01 All regular full-time Fire Suppression employees shall be granted the following vacation leave with full pay based on their length of service with the City, 1-2 years of full-time service 72 hours; 2-5 years of full-time service 120 hours; 6-10 years of full-time Service 168 hours; 11-20 years of full-time service 240 hours; over 20 years of full time service 288 hours.
- 20.02 Vacation leave shall be taken during the calendar year earned, except the Mayor/Safety Director or their designee may allow the carryover of fifty percent (50%) of leave to the following calendar year, which if not used is the following year will be paid in cash by December 31 of that year.
- 20.03 An employee shall become eligible for vacation leave on his 1st anniversary date as a full-time fire fighter.
- 20.04 Vacation requests may be made during the months of November and December of the year proceeding the year during which the vacation request shall be taken. Seniority shall be the basis for all vacation requests. Vacation requests made after December shall be granted only with the Chiefs or his designee's approval based on first request made.

Emergency vacation leave will not be unreasonably withheld despite any notice; however, suppression employees must take their leave in a minimum of six (6) hour increments, prevention employees may take their leave in a minimum of two (2) hour increments.

20.05 Forty hour staff employees will follow the vacation schedule listed below, January 1st through December 31st is considered year two (2) and full-time bargaining unit employees shall earn eighty (80) hours of vacation time each year until their fifth year. Beginning the fifth (5th) year of employment, time bargaining unit employees shall earn the following amounts of vacation for each calendar year of service:

Year	Hours	Year	Hours
5	120	11	168
6	128	12	176
7	136	13	184
8	144	14	192
9	152	15	200
10	160		

20.06 Earned vacation time shall be taken in the calendar year following the year in which it was earned. Employees will be credited with vacation hours earned in the previous calendar year every January first (1st) of the following year.

20.07 Vacation time shall be taken at a time approved of in advance by the Fire Chief.

20.08 If an employee with at least one (1) year of service voluntarily terminates their employment or is involuntarily terminated by the City, they shall be eligible and entitled to receive payment for earned and accrued but unused vacation time. In the case of death of the employee, said vacation time shall be paid to the employee's beneficiary.

20.09 If the employee is laid off, they shall receive payment for their vacation time as though he had been terminated pursuant to paragraph E above.

20.10 Only full-time service in the full-time bargaining unit shall be used to calculate a Firefighter's hours of vacation eligibility. This Article is intended to supersede any statutory or other legal provision allowing a Firefighter to credit his prior service with any State, County, Municipality, or other public entity for the purpose of calculating vacation time.

20.11 All vacation time shall be paid only after the vacation days for which payment is being made have occurred.

20.12 For the purpose of vacation selections among the bargaining unit members, selection slots will be based on full-time Firefighter, seniority. Members are limited to selecting a maximum of one-third (1/3) of their vacation, with the selection opportunity then passing to the next most senior member. Once each unit member has had the opportunity to select up to one-third (1/3) of their vacation, the process shall repeat itself for the selection of the remaining thirds of each member's vacation entitlement.

ARTICLE 21 – HOLIDAYS

21.01 All forty (40) hour bargaining unit employees shall be paid for the holidays declared in this section and shall not be required to work on such holidays, unless in the opinion of the employee's responsible administrative supervisor, that failure to work on such holiday would impair the public service. Such Holidays shall be:

- | | |
|--------------------------|---------------------------|
| New Year's Day | Veteran's Day |
| Martin Luther King's Day | Thanksgiving Day |
| President's Day | Friday after Thanksgiving |
| Good Friday | Christmas Eve |
| Memorial Day | Christmas Day |
| Independence Day | Floating Holiday |
| Labor Day | Floating Holiday |

21.02 In order to be eligible for the above Holidays, the 40 hour employee must work the scheduled day before and the scheduled day after the holiday to receive compensation for the said holiday. Exceptions will be given for vacations and compensatory time which are approved in advance, and sick leave with medical documentation.

21.03 For the forty (40) hour per week employees. If any of the above fixed holidays fall on a Saturday, the proceeding Friday shall be observed as the holiday. If any of the above fixed holidays fall on a Sunday, the following Monday shall be observed as the holiday, unless otherwise agreed by both parties. Forty (40) hour personnel may reserve and convert into paid compensation sixteen (16) hours of holiday time at the regular rate of pay. The request shall be made thirty (30) days prior to the payment, and such payment shall be made the first payday in December. All shift personnel will receive compensation at the applicable overtime rate for scheduled holidays worked in Section 21.02 above. All personnel called in for overtime to work the Holidays in Section 21.02 will be compensated at two (2) times their hourly rate of pay.

21.04 Floating holiday may be taken at the discretion of the employee, provided the employee receives advanced approval from the Fire Chief.

21.05 For Fire Suppression employees, in lieu of actual holidays' time, each Employee shall be entitled to four (4) twenty-four (24) hour tours of duty Holiday credit throughout the

year, ninety-six (96) hours to be scheduled during the vacation selection period. Shift personnel may reserve and convert into paid compensation at the regular rate of pay up to forty eight (48) hours of Holiday credit. The request shall be made thirty (30) days prior to the payment, and such payment shall be made the first payday in December.

ARTICLE 22 EDUCATION LEAVE

- 22.01 Employees shall be granted leave with pay for education purposes to attend conferences, seminars, briefing sessions, or other functions of a similar nature that are intended to improve, maintain or upgrade the individual's certification, skill and professional ability with prior approval of the Safety Director.

ARTICLE 23 – SICK LEAVE

- 23.01 Sick leave shall be defined as an absence with pay necessitated by: 1) illness, pregnancy or injury to the employee; 2) exposure by the employee to a contagious disease communicable to other employees; 3) illness, injury or death in the employee's immediate family and or 4) time off for doctor and dental appointments.
- 23.02 Fire Prevention personnel shall earn sick leave at a rate of ten (10) hours per month, and may accumulate sick leave to an unlimited amount. Fire Suppression personnel shall earn sick leave at the rate of twelve (12) hours per month.
- 23.03 Any employee absent for more than three (3) consecutive tours on sick leave shall be required to supply a physician's report to be eligible for paid sick leave. Failure to submit adequate proof of illness, injury or death upon request, or in the event that such proof is submitted or upon the report of a medical examination, the Fire Chief, at his discretion, finds there is not satisfactory evidence of illness, injury or death sufficient to justify the employee's absence, such leave may, at the Fire Chief's discretion, be considered and unauthorized absence and shall be without pay and subject to discipline.
- 23.04 The Fire Chief may require an employee who has been absent due to personal illness or injury, prior to and as a condition of his return to duty, to be examined by a physician designated and paid by the Employer, to establish that they are not disabled from the performance of their duties and that their return to duty will not jeopardize the health and safety of other employees.
- 23.05 Employees shall have the right to trade twenty-four (24) hours of sick time for twenty-four (24) hours of personal time, available in each calendar year. Such time shall be deducted from the employee's sick leave hours.
- 23.06 Any abuse or patterned use of sick leave shall be just and sufficient cause for disciplinary action.

23.07 When the use of sick leave is due to illness or injury in the immediate family “immediate family” shall be defined as husband, wife, mother, father, mother-in-law, father-in-law, brother, sister, son, daughter, grandchild, brother-in-law, sister-in-law, grandparents or the employee and or the employee’s spouse. When the use of sick leave is due to death in the immediate family, “immediate family” shall be defined only to include the employee’s parents, grandparents, spouse, spouse’s parent, child, grandchild, brother, sister, brother-in-law, sister-in-law, or person in loco parentis. In addition to chargeable sick leave referred to herein, the Fire Chief shall grant three (3) days paid leave for absence due to death in the immediate family of such employee. This time shall not be chargeable to sick leave

23.08 Sick Leave Retirement Bonus

A. Upon the retirement of a full-time employee who has not less than ten (10) years of continuous full time employment with the City of Streetsboro and who has qualified for retirement benefits, such employee shall be entitled to receive a cash payment equal to the employee’s hourly rate of pay at the time of retirement, multiplied by one-third (1/3) the total number of accumulated but unused sick hours by the employee, as certified by the Finance Director providing that such resulting hours to be paid do not exceed nine hundred sixty (960) hours.

ARTICLE 24 – COURT LEAVE

24.01 The City shall grant court leave with full pay to a bargaining unit member who is summoned for jury duty by any court of competent jurisdiction or if the employee is subpoenaed to court and required to testify about a matter resulting from their duties as a City employee.

24.02 Any compensation or reimbursement for jury duty received by the employee from the court when such duty is performed during the employee’s normal working hours shall be turned over to the City.

ARTICLE 25 HEALTH INSURANCE

25.01 The employer shall provide group insurance. Effective January 1, 2010, the Employer will provide two insurance program options (Program A and Program B) and employees have the right to choose which insurance program they wish to enroll in during any open event. Switching between programs is not available during any other time of the contract. Additions to and/or subtractions from an insurance program is permitted throughout the year within thirty (30) days of a qualifying even (as defined by the insurance carrier).

- 25.02 The employer retains the right to change health care and life insurance providers during the term of the contract in as much that bargaining unit employees shall receive comparable coverage that existed at the time of the modification.
- 25.03 Employee contributions: Employees are responsible for paying their specific portion of the insurance programs and said portion will not change for the duration of this agreement. Employee contributions will be automatically deducted from employee paychecks through the Finance Department. Employee contributions will be split between the first two paychecks of each month. Specific contributions are as follows:

Effective June 1, 2012

Program A - 11%

Program B - 5%

Effective June 1, 2013

Program A - 13%

Program B - 7%

Effective June 1, 2014

Program A - 15%

Program B - 9%

No member shall pay more than 15% of the fully insured healthcare premiums.

- 25.04 When both spouses are employed by the City of Streetsboro, only one will be eligible for health insurance coverage that being the family plan.
- 25.05 A full-time employee eligible for health insurance coverage may elect not to be covered under the City provided health insurance plan and receive a payment in accordance with City policy.
- 25.06 The Bargaining Unit retains the right to form a Health Insurance Committee. This Committee will represent the Union during any renewals or changes of insurance programs and will have the right to assist the Employer in choosing the insurance programs offered to employees. The Employer retains the final decision on insurance programs contracts.
- 25.07 The City will make available a Section 125 premium only plan effective June 1, 2010. This plan will offer payment of qualified premiums at pre-taxed dollars.

ARTICLE 26 – LEAVE WITHOUT PAY

- 26.01 The Mayor may, at his discretion, place an employee on Administrative Leave, without pay, for a period not to exceed ninety (90) calendar days.

ARTICLE 27 – FAMILY MEDICAL LEAVE

- 27.01 Any employee may request leave pursuant to the Family Medical Leave Act. Such time off will be consistent with the Federal Act and the City Policy. Leave under this provision shall be computed when first approved. During such leave, the employee shall continue to receive health care insurance and be responsible for their portion of the premium contributions.
- 27.02 The City shall require an Employee to use compensated accumulated time, which shall be inclusive of the twelve (12) weeks for Family Medical Leave, in the following order, sick leave, compensatory time, vacation, any remaining accumulated leave.

ARTICLE 28 – SUBSTANCE TESTING DRUG AND ALCOHOL TESTING

- 28.01 Drug, and alcohol screening/testing shall be conducted randomly and /or upon reasonable suspicion which means that the Employer possesses facts that give rise to reasonable suspicion that an employee is currently or had recently been engaging in the use of illegal drugs or improper use of alcohol. Drug screening/testing shall be conducted solely for administrative purposes and the results obtained shall not be used in any criminal proceedings under no circumstances may the results of drug screening or testing be released to a third party. The following procedure shall not preclude the Employer from other administrative action but such actions shall not be based solely upon the test results.
- 28.02 All drug and alcohol screening tests shall be conducted by medical laboratories licensed by the State of Ohio. The procedure utilized by the test shall include a chain of custody procedure and mass spectroscopy confirmation of any positive initial screening. The employer shall also have the right to conduct testing under this Article by use of the “Breathalyzer” methodology.
- 28.03 Drug screening tests shall be given to employees to detect the illegal use of controlled substances as defined by the Ohio Revised Code. If the screening is positive, the employee shall be ordered to undergo a confirmatory test of blood by the gas chromatography-mass spectrophotometer method, which shall be administered by a medical laboratory licensed by the State of Ohio. The employee may have a second confirmatory test done at a medical laboratory’ licensed by the State of Ohio of his or her choosing, at his or her expense. The test shall be given the same evidentiary value of the two (2) previous tests. If at any point the results of the drug testing procedures conducted by the City specified in this article are negative, (Employee confirmatory tests not applicable) all further testing and administrative actions related to drug/alcohol testing shall be discontinued. Negative test results shall not be used against an employee in any future disciplinary action or in any employment considerations decision.

- 28.04 Upon the findings of positive test results for an illegal controlled substance by the chemical tests, the Employer shall conduct an internal investigation to determine if facts exist to support the conclusion that the employee knowingly used illegal controlled substance. Upon the conclusion of such investigation, an employee who has tested positive for the presence of illegal drugs pursuant to this section shall be subject to disciplinary action, up to and including discharge. If the investigation reveals the employee has tested positive for drugs which the employee has been medically prescribed, such employee may be referred to an employee assistance program or detoxification program as determined by appropriate medical personnel on drug and alcohol counseling unless the employee has previously tested positive for the use of drugs, refuses to participate in the EAP or counseling, or some other unusual and or exceptional facts exist so as to bypass the EAP, in which case the Employer shall have the right to disciplinary action.
- 28.05 An employee who participates in a rehabilitation or detoxification program under this provision due to abuse of prescription drugs or alcohol addiction may be allowed to use sick leave, vacation leave, personal days, holiday time or compensatory time for the period of the assistance program. If no such leave credits are available, such employee may be placed on a medical leave of absence without pay for the period of the rehabilitation or detoxification program. Such employee may be subject to periodic retesting at the discretion of the Employer upon his return to his or her position. Any employee in the above mentioned rehabilitation or detoxification programs will not lose any seniority or benefits should it be necessary that he or she be required to take a medical leave Of absence without pay for a period not to exceed ninety (90) days.
- 28.06 If the employee refuses to undergo rehabilitation or detoxification, or if he or she fails to complete a-program of rehabilitation, or if he or she tests positive it any time within eighteen (18) months after his or her return to work upon completion of the program of rehabilitation, such employee shall be subject to disciplinary action. Except as otherwise provided herein; costs of all drug screening and confirmatory tests shall be borne by the Employer. For the purposes of this Article "periodic" shall mean not more than three (3) times per year, except that drug tests may be performed at any time upon "reasonable suspicion" of drug use. For the purposes of this Article, "random" shall mean not more than two (2) times per year; except that drug tests may be performed at any time upon reasonable suspicion of drug use.
- 28.07 No drug testing shall be conducted without the authorization of the Fire Chief. If the Fire Chief orders, the employees shall submit to a toxicology test in accordance with the procedure set forth above. Refusal to submit to toxicology testing after being ordered to do so may result in disciplinary action. Records of drug and alcohol testing shall be kept in the office of the Fire Chief and shall be kept confidential except provided by the Ohio

Public Records laws, however, test results and records may be used in future disciplinary actions as set forth in the article.

- 28.08 The employee shall be given a copy of the laboratory report of both specimens before any discipline is imposed.
- 28.09 Employees that purposely make false accusations pursuant to this section shall be subject to discipline including but not limited to discharge. Records of disciplinary action or rehabilitation resulting from positive test results may be used in subsequent disciplinary actions for a period of four (4) years from the date of the last positive test or instance of discipline, whichever is later.
- 28.10 The City shall comply with the Americans with Disabilities Act concerning Drug or alcohol dependency.
- 28.11 Any bargaining unit member who voluntarily acknowledges drug and/or alcohol use will be offered counseling, treatment, and rehabilitation.
- 28.12 No random testing of this unit may proceed until a program of random drug testing is implemented City-wide including among the non-bargaining employees.

ARTICLE 29 – PROMOTIONS

- 29.01 Candidates for promotion to Lieutenant shall have a minimum of five (5) years full-time service with the Streetsboro Fire Department. Part-time years of service shall be credited as three (3) years of continual part-time service are equal to one (1) year of full-time. Only full-time firefighters with at least two (2) years of actual continual full-time service are eligible for the Lieutenant's promotional examination.
- 29.02 Candidates for Captain shall have a minimum of two (2) years of continual full-time service with the Streetsboro Fire Department as a Lieutenant. Only full-time Lieutenants are eligible to take a Captain's promotional test. A promotional examination will take place to fill the position of Captain.
- 29.03 Appointment to said officer's position shall be by competitive civil service examination. Promotional candidates must pass the minimum score as determined by the Employers which will be set forth in the examination notice. The top three (3) scoring promotional candidates will proceed through an assessment center/assessment process. The competitive examination shall constitute forty percent (40%) of the employee's composite score. The assessment center evaluation shall constitute sixty percent (60%) of the employee's composite score. The City may, at its discretion, send more than the top three (3) scorers for the assessment process provided the promotional candidate passed the written examination; however, those additional assessment candidates will be rated

but shall not be part of the grouping of the top three (3) candidates. The Civil Service Commission will certify the results of the competitive examination and assessment.

- 29.04 Based upon and in consideration of the recommendation of the Fire Chief, the Mayor/Safety Director shall select one (1) of the top three (3) composite scoring candidates within thirty (30) days of the completion of the assessment process for promotional candidates "Rule 1 of 3". Newly promoted candidates shall serve a promotional probationary period of one (1) year. In the event the Employer is to make multiple promotions to a classification, the Employer shall employ a rule of "2 of 6" if there are two (2) promotional opportunities and a rule of "3 of 9" if there are three (3) promotional opportunities.

ARTICLE 30 – TRANSITIONAL WORK PROGRAM

- 30.01 A bargaining unit member assigned to Fire Suppression or Fire Prevention Bureau who is not physically capable of performing full duty tasks as a result of a work related illness or injury to that member which is a certified claim through the Bureau of Worker's Compensation, or non-work related injury or illness, with approval of a physician and the Fire Chief, may be assigned to light duty tasks on a temporary basis (not to exceed 720 hours per incident). Employees assigned to light duty shall be offered any available Fire Division work assignments. If no Fire Division work assignments are available, the employee may accept to other departments or divisions to perform work within the employee's medical restrictions. Said employee shall receive all compensation and benefits attached to his or her normally assigned position. Members who have sustained a work related injury or illness shall have priority to light duty assignments over members with non work related injuries or illnesses.
- 30.02 Members placed on light duty shall be required to present an attending physician's statement listing specific job restrictions for the employee, which shall be reviewed by the Employer before light duty is assigned.
- 30.03 Requests for light duty must be filed in writing and submitted to the Employer with accompanying physician's statement listing the employee's job restrictions.
- 30.04 The work schedule, duties performed and hours to be worked while on light duty is Monday through Friday, 8:00 am to 4:30 pm. No employee shall be required to perform any duty that may cause aggravation of their injury. If the employee is unable to perform light or limited duty, then they shall remain on sick leave until they have been cleared by their attending physician to perform either light or limited duties or their full job-related duties. The program provides flexibility for doctor's appointment and physical therapy appointments.

- 30.05 The employee may be assigned to job related training classes under a light duty assignment, provided the training is consistent with the work restrictions described by the physician.
- 30.06 Any 40 hour employee who is assigned to restricted duty shall not be assigned Fire Suppression duties while on restricted duty.

ARTICLE 31 – PHYSICAL PROFICIENCY

- 31.01 Effective January 1, 2010, all bargaining unit members shall be eligible for a physical proficiency allowance in the amount of nine hundred (\$900.00) upon successful completion of the voluntary physical fitness program, payable each year in the last pay period of December.
- 31.02 In order to qualify for the physical proficiency allowance, a bargaining unit member must:
1. Complete a minimum of thirty (30) minutes of aerobic exercise per duty day; and
 2. Suppression shall complete at least eighty (80%) percent on duty workout sessions.
 3. Prevention shall complete at least sixty (60%) on duty workout sessions to meet the requirements.
- 31.03 Any of the City purchased cardio equipment qualifies as aerobic equipment. Workout sessions away from the fire station do not count towards the minimum workout sessions. Member participation in the program is voluntary.
- 31.04 Employee will notify the Shift OIC at the start and completion of each session. The shift OIC will document all participation for their shift on the approved form. Completed forms will be maintained by the Shift OIC for review by the Fire Chief. At no time will exercise delay any response or interfere with the work assignments. Failure to comply with the above requirements will disqualify the employee from participating in the proficiency allowance program.

ARTICLE 32 – SAVINGS CLAUSE

- 32.01 Should any court hold any article or portion of this Agreement unlawful and unenforceable, legislative or administrative tribunal of competent jurisdiction, then such decision or legislation shall apply only to the specific article, section or portion of the Agreement. The parties will discuss the abrogated provision. The remainder of this Agreement shall remain in full force and effect.

- 32.02 The City and the Union agree that with the exception of original employment agreement, the terms and provisions contained in this written Agreement constitute the entire Agreement between the parties and supersede all previous communication, understandings or memoranda of understanding pertaining to any matters set forth in this Agreement or to any other matter. The City and the Union agree that during the negotiations which preceded this Agreement, each party had the unlimited right to make any demands or proposals and to bargain about each and every proposal made. The parties further agree that during the term of this Agreement, each voluntarily and unqualifiedly agrees to waive its right to bargain with respect to any matter whatsoever whether or not such matter is contained in this Agreement.

The provisions contained in the Agreement shall during the time this Agreement is in effect, be binding upon the City and the Union and their respective successors and assigns.

ARTICLE 33 – SUCCESSOR AGREEMENT

- 33.01 This agreement shall be binding upon the successor and assigns of the parties hereto, and no provision, term, or obligation herein contained, shall be affected, modified, altered, or changed in any respect whatsoever by the consolidation, merger, annexation, transfer, or assignment of either party hereto, or by any change geographically or otherwise in location, or place of business of either party hereto.

ARTICLE 34 – MISCELLANEOUS

- 34.01 **GENDER**: Whenever a male gender is used in this agreement, it shall be construed to include male and female members of the department.
- 34.02 **BULLETIN BOARD SPACE**: The employer shall provide adequate space for a bulletin board for the use of the Union in the fire station, at a convenient location accessible to all employees.
- 34.03 **APPENDIXES AND AMENDMENTS**: All appendices and amendments of this agreement shall be numbered, dated, and signed by the responsible parties and shall be subject to all provisions of this Agreement. Nothing in this provision shall require either party to this Agreement to amend this Agreement. Nothing in this provision shall require either party to this Agreement to amend this Agreement during the length of the contract.
- 34.04 **PRINTING AND SUPPLYING**: This agreement and any future agreement shall be duplicated and supplied to each employee by the Employer within thirty (30) days after the final settlement at no cost to the employee.
- 34.05 Personnel files shall be subject to Ohio Public Records Law, Employees will be informed about any public record request within a reasonable period of time.

ARTICLE 35 – TERMS

35.01 The agreement, unless otherwise specified, shall be effective as of the first day of January, 2012, and shall remain in full force and effect through the 31st day of December, 2014.

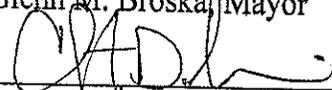
EXECUTION

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed this 23rd day of February, 2012

For the City of Streetsboro,

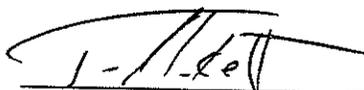


Glenn M. Broska, Mayor



Clayton D. Morris, HR Director

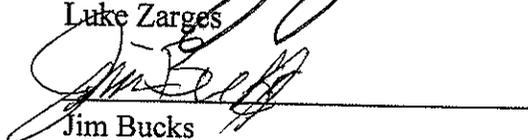
For IAFF Local 4281,



Tom Plunkett



Luke Zarges



Jim Bucks

GRIEVANCE FORM

CITY OF STREETSBORO – INTERNATIONAL ASSOCIATION OF FIREFIGHTERS

Date: _____ Grievance #: _____
Grievant(s) Name: _____
Classification: _____ Supervisor _____
Steward Name: _____ Phone #: _____

Contract article(s) allegedly violated: _____ GRIEVANCE TYPE:
_____ Issue ___ Discipline ___ Removal ___

The grievance procedure is a formal mechanism intended to ensure that employee grievances arising from those misunderstandings that will inevitably develop in the day-to-day activities of public service are promptly heard, answered and that appropriate action is taken to correct a particular situation. An employee having a grievance will first bring that complaint in writing, within ten (10) days of the incident giving rise to the grievance or the employee's knowledge of the incident, to the attention of the Fire Chief.

Statement of Facts: (who, what, where, when?)

Remedy Sought:

Signature: _____ Date: _____
(Grievant or Union Representative)

Step 1: Fire Chief

Date received: _____

Discuss, within ten (10) working days of receipt of a written grievance.

Date discussed: _____

Deliver written response within ten (10) working days of the meeting.

Date response: _____

Response by Fire Chief:

Signature: _____ Date: _____
(Fire Chief)

Step 2: Mayor/Safety Director

Date received: _____

Discuss, within fifteen (15) working days of receipt of a written grievance.

Date discussed: _____

Deliver written response within ten (10) working days of the meeting.

Date response: _____

Response by Mayor/Safety Director:

Signature: _____ Date: _____
(Mayor, Safety Director)