



COLLECTIVE BARGAINING AGREEMENT  
Between the

CITY OF DULUTH

and

LOCAL 101 INTERNATIONAL  
ASSOCIATION OF FIRE FIGHTERS

~~2022-2024~~2025-2027



## TABLE OF CONTENTS

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
1	Purpose of Agreement.....	1
2	Definition .....	1
3	Recognition .....	4
4	Dues Check-off .....	4
5	Management Rights .....	4
6	Savings Clause .....	4
7	Hours of Work .....	4
8	Wage Progression .....	5
9	Overtime - Staff Shortage .....	6
10	Overtime - Emergency .....	8
11	Shift Differential .....	8
12	Uniform Allowance .....	8
13	Holidays - Personal Leave .....	9
14	Longevity Allowance.....	10
15	Public Service Duty, EMT Allowance, Hazmat, and Roll Call Pay .....	10
16	Education and Fitness Program Reimbursement .....	12
17	Cafeteria Plan Contribution .....	12
18	Hospital-Medical Insurance .....	12
19	Hospital-Medical Insurance-Retired Employees .....	16
20	Dental Insurance .....	19
21	Separation Pay .....	19
22	Pay Periods.....	19
23	Worker's Compensation .....	19
24	Vacation .....	20
25	Sick Leave - Assignment of Disabled Employees .....	22
26	Long Term Disability Income .....	24
27	Life Insurance .....	26
28	Life Insurance - Retirees .....	27
29	Leaves of Absence .....	27
30	Demotions .....	28
31	Discipline and Discharge .....	28
32	Union Notification .....	28
33	Resignations .....	29
34	Layoffs .....	29
35	Re-employment Rights .....	30
36	Grievance Procedure .....	30
37	Seniority-Vacation and Personal Leave Rights; Assignments.....	32
38	Miscellaneous .....	33
39	Special Provisions relating to 24-Hour Shifts.....	33
40	Safety .....	34
41	Rest Period .....	34
42	No Strike Provision.....	34

43	Defense and Indemnification .....	34
44	Complete Agreement and Waiver of Bargaining.....	35
45	Unresolved Issues .....	35
46	Duration of Agreement .....	35
47	Distribution of Copies of Agreement.....	35
48	Jury Duty.....	35
49	Hazmat Team.....	35
50	F.P.C.O. ....	36
51	Labor Management Committee .....	37
52	Union Business – Labor Negotiations .....	37
53	Bidding Process .....	37
	Appendix I – Job Titles & Pay Ranges .....	39
	Appendix II – 202 <del>52</del> Basic Monthly Pay .....	40
	Appendix III – 202 <del>63</del> Basic Monthly Pay .....	41
	Appendix IV– 202 <del>74</del> Basic Monthly Pay.....	42

THIS AGREEMENT, deemed executed the ~~20<sup>th</sup> day of December 2022~~, is entered into by and between the CITY OF DULUTH, hereinafter called the "Employer", and LOCAL 101, INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, hereinafter called the "Union".

## ARTICLE 1 - PURPOSE OF AGREEMENT

- 1.1 The intent and purpose of this Agreement is to:
  - (a) Establish certain hours, wages and other terms and conditions of employment, and
  - (b) Establish procedures for the resolution of disputes concerning the interpretation and/or application of this Agreement.
- 1.2 The Employer and the Union, through this Agreement, continue their dedication to the highest quality fire protection to the citizens of Duluth. Both parties recognize this Agreement as a pledge of this dedication.

## ARTICLE 2 - DEFINITIONS

- 2.1 ~~Chief Administrative Officer~~City Administrator means the ~~Chief Administrative Officer~~City Administrator to the Mayor of the City of Duluth, or the person designated in writing by the ~~Chief Administrative Officer~~City Administrator.
- 2.2 Annual Pay means the employee's basic monthly pay added to their longevity award as provided for in Article 14, their public service duty, E.M.T. allowance, and roll call pay as provided for in Article 15, and their educational credit allowance as provided for in Article 16, multiplied by 12.
- 2.3 Appointing Authority means the ~~Chief Administrative Officer~~City Administrator, Chief, Deputy Chief or acting Chief.
- 2.4 Assignment means an instruction from the employer to an employee directing the employee to perform work in the same department and in the same job classification.
- 2.5 Basic Hourly Rate means the employee's basic annual pay divided by 2920 for employees whose normal work week is fifty-six (56) hours, or divided by 2080 for employees whose normal work week is forty (40) hours.
- 2.6 Basic Monthly Pay means the employee's monthly salary provided for in Appendix II-IV of this Agreement, but does not mean monthly compensation.
- 2.7 Chief means the Chief of the Duluth Fire Department.
- 2.8 Continuously employed means a period of employment which has not been interrupted by more than thirty (30) calendar days at any one time, except by authorized leave of absence, sick leave, vacation or military leave of absence, absence due to injury compensable under

worker's compensation, or for a period, not to exceed two years, while on long-term disability.

- 2.9 Day means for sick leave and holiday purposes a period of twelve (12) consecutive hours for employees whose normal work week is fifty-six (56) hours and eight (8) hours for employees whose normal work week is forty (40) hours.
- 2.10 Demonstration -- The act, process or means of showing to the public, away from the firehall, the operation; apparatus; equipment; or techniques of the fire service/emergency medical service. Example: The viewing of equipment/apparatus, etc., in a parade, or parking at a public function would not be considered a demonstration. The showing of the operation of equipment/apparatus or the proper techniques of the fire service/ of emergency medical care would be considered a demonstration.
- 2.11 Demotion -- instruction from employer to employee that the employee shall work in a different job classification, which classification is in a lower salary range than the one the employee had been in before receiving the instruction.
- 2.11.1 Deployable – means an employee assigned to the Hazardous materials Response Team that meets the minimum requirements set by OSHA, the Employer, CBA Article 49, and/or the Employer's contract with the State of Minnesota or is certified to a minimum level of Hazmat Technician and capable of passing an OSHA physical.
- 2.12 Emergency means any call that requires an immediate response or situations so defined by the Chief or an authorized person acting in their absence.
- 2.13 Employee means a member of the formally recognized bargaining unit represented by the Union and defined as a public employee in Minnesota Statutes.
- 2.14 Fire Department means the Duluth Fire Department.
- 2.15 Full-time Employee - An employee who is employed at least 35 hours per week.
- 2.16 Grievance means a dispute or disagreement as to the interpretation or application of the terms of this agreement.
- 2.17 Grievance Committee means not more than five (5) members of the Union designated by the Union to process grievances.
- 2.18 Human Resources Manager means the personnel director for the City of Duluth.
- 2.19 The term job related injury shall mean an injury suffered by an employee that arises out of and in the course of employment by the employer, City of Duluth, exclusively. The term "job related disability" shall mean a medical disability arising out of and in the course of employment by the employer, City of Duluth, exclusively.

- 2.20 Non-duty disability - a physical condition which renders an employee incapable of performing work assigned to them by the employer, and which is not compensable under the worker's compensation law.
- 2.21 Position - a job which the employer has determined shall be performed by one person in a single job classification.
- 2.22 Shift means an eight (8) hours work period for personnel whose normal work week is forty (40) hours and a twenty-four (24) hour work period for personnel whose normal work week is fifty-six (56) hours.
- (a) Afternoon shift means a shift starting between 1:30 p.m. and 9:30 p.m.
- (b) Night shift means a shift starting between 9:30 p.m. and 5:30 a.m.
- 2.23 Work Group means the "A", "B" or "C" Shift.
- 2.24 Duluth Joint Powers Enterprise Trust or Trust means the Trust created for the purpose of accepting and holding certain Employer contributions or other contributions under the Plan(s).
- 2.25 Board of Trustees means the governing body of the Joint Powers Enterprise and the Joint Self Insurance Pool.
- 2.26 Joint Self Insurance Pool or Pool means the joint self-insurance pool created by the Members under Minnesota law, known as the Duluth Joint Insurance Pool, through which certain Plans are funded and operated.
- 2.27 Members means, unless one or more cease to be a Member pursuant to Article XVI or Article XVII of the Joint Powers Agreement, Employer, the Duluth Airport Authority, the Duluth Entertainment and Convention Center, and the Duluth Housing and Redevelopment Authority, and any other governmental entity, permitted by law, who subsequently becomes a Member under Article XX of the Joint Powers Agreement.
- 2.28 Plan(s) means one or more benefit plans (1) jointly sponsored and maintained by the Members, pursuant to the provisions of the Joint Powers Agreement, (2) authorized by Minnesota law and able to be provided jointly by Minnesota governmental entities, and (3) that provides benefits for a Member's employees, former employees, including retirees, and persons covered by them (e.g., dependents) in accordance with the terms and conditions of such benefit plan(s), including eligibility.
- 2.29 Joint Powers Agreement or JPA means the joint powers agreement entered into by and among the Members.
- 2.30 Joint Powers Enterprise means the enterprise jointly created by the Members and reflected in the Joint Powers Agreement.

### ARTICLE 3 - RECOGNITION

- 3.1 The Employer recognizes the Union as the exclusive bargaining representative of all personnel working in the job classifications listed in Appendix I of this Agreement, and who are public employees as defined by P.E.L.R.A.

### ARTICLE 4 - DUES CHECKOFF

- 4.1 The Employer shall deduct each month an amount sufficient to provide the payment of regular dues established by the Union from the wages of all employees authorizing such deduction, in writing, and remit such deductions to the appropriate officer designated by the Union. The Union shall indemnify and hold harmless the employer for and from any claims for wrongful dues deduction which is occasioned by Union action or neglect.

### ARTICLE 5 - MANAGEMENT RIGHTS

- 5.1 The Employer and Union recognize and agree that except as expressly modified in this Agreement, the Employer has and retains all rights and authority necessary for it to direct and administer the affairs of the Fire Department and to meet its obligations under federal, state and local law, such rights to include, but not be limited to those rights specified in Minnesota Statutes, Section 179A.07, Subd 1; the right to direct the working forces; to plan, direct and control all the operations of the Fire Department; to determine the methods, means, organization and number of personnel by which such operation and services are to be conducted; to assign and transfer employees; to schedule working hours and to assign overtime; to make and enforce reasonable rules and regulations; and to change or eliminate existing methods of operation, equipment or facilities.

### ARTICLE 6 - SAVINGS CLAUSE

This Agreement is subject to the Laws of the United States and the State of Minnesota. In the event any provision of this Agreement shall be held unlawful or unenforceable by any court or administrative agency of the State of Minnesota or United States of competent jurisdiction, such provisions shall be voided. All other provisions shall continue in full force and effect. The Employer agrees that it will provide the Union with at least thirty (30) days' prior written notice prior to any change, and further agrees to at least one (1) meet and confer session with the Union during said thirty (30) days. The voided provision shall be renegotiated at the request of either party.

### ARTICLE 7 - HOURS OF WORK

- 7.1 For employees scheduled to work a 56-hour schedule, including those working in the positions of Assistant Fire Chief, Fire Captain, Fire Equipment Operator and Fire Fighter the normal work week shall be an averaged fifty-six (56) hours. Such work week shall be based on scheduled twenty-four (24) hour shifts; provided, however, that the normal work

week for such employees may exceed an averaged fifty-six (56) hours over the period of a calendar year when such excess hours result from use by the Employer of a schedule making use of a three (3) platoon system, with each platoon scheduled to work eight (8) twenty-four (24) hour shifts in a twenty-four (24) day cycle.

- 7.2 For employees scheduled to work a 40-hour schedule, including those working in the positions of Fire Inspector, Fire Marshal, Deputy Fire Marshal, or assigned to work in the Fire Department training office or Fire Prevention office, the normal work week shall be an averaged forty (40) hours and the normal work day shall be eight (8) hours.
- 7.3 For employees scheduled to work a 40-hour schedule, flexible scheduling of the normal work week may be allowed when the changed schedule does not result in increased cost, and is approved by the Chief and the employee requesting a schedule change. However, the normal work week shall remain an averaged forty (40) hours. Shift Differential pay shall not be paid to an employee while working a flexible schedule.
- 7.4 Employees may earn compensatory time off in lieu of overtime when approved by the Chief and the employee. Employees may take compensatory time off only when approved by the Chief. The compensatory time will be maintained in the employee's bank, to a maximum of 480 hours. Any employee with a compensatory bank balance at the end of the day on December 31<sup>st</sup> of each year, shall have said hours, up to a maximum of 200 hours, converted into cash at their current rate of pay at the time of the conversion, and deposited into their post employment health care savings plan account, known as the Minnesota Health Care Savings Plan, administered by, and pursuant to approval of the Minnesota State Retirement System. The deposit shall take place no later than March 15<sup>th</sup> of the following year.
- 7.5 The Employer shall ensure that the monthly work schedule is completed and posted a minimum of five days prior to the first day of each month unless the Employee agrees to the Shift change with less notice. The Employer shall ensure that any employee affected by a change to the work schedule after it is posted is notified. The employer shall not change the days of work, unless agreed upon by the impacted employee, after the schedule is posted. Effective January 1, 2023 ~~and through the end of the day on December 31, 2024,~~ the Employer shall place Employees into a Work Group ("A", "B" or "C" Shift), and that Work Group assignment will not change, without the Employee's consent, unless the Employee bids into a different open assignment in another Work Group or if the Employer needs to fill a long-term vacancy that will be no shorter than thirty (30) calendar days. ~~The parties agree to meet and confer prior to December 31, 2024 regarding continuation of said Work Group scheduling.~~
- 7.6 No schedule change by the Employer will result in 56-hour Employees being compensated less than 96 hours per Pay Period.

#### ARTICLE 8 – WAGE PROGRESSION

- 8.1 The monthly salaries shall be as indicated in Appendix II-IV. Effective January 1, 202~~5~~<sup>2</sup>, Basic Monthly Pay shall be increased ~~by two and one-half percent~~ ~~three (2.5%) percent~~



~~(3%)~~. Effective January 1, 202~~63~~<sup>74</sup>, Basic Monthly Pay shall be increased ~~two-three~~ percent (~~32~~<sup>35</sup>%). Effective January 1, 202~~74~~<sup>75</sup>, Basic Monthly Pay shall be increased three~~-and one-half~~ percent (3~~-5~~<sup>5</sup>%).

- 8.2 An employee assigned to work in a job classification different from their own, shall, while assigned to work in such different classification, be compensated at the pay range provided for such different classification at the ~~same~~ step within such pay range which is next over the salary they were receiving prior to assignment being made as such employee is at within their own classification at the time such assignment is made, or at their regular classification, whichever is higher.
- 8.3 When an Assistant Chief is assigned to work in the position of Assistant Chief for Squad #251, they shall be paid according to the pay range for Assistant Chief I in Appendix I of this agreement.
- 8.4 When an Assistant Chief is assigned to work in the position of Assistant Chief for Squad #252, they shall be paid according to the pay range of Assistant Chief II in Appendix I of this agreement.
- 8.5 ~~An employee appointed to a permanent position in the classified service from a civil service employment list (open examination) shall be placed in Step A of the appropriate pay range as determined by this article except when otherwise recommended and justified by the Chief with the approval of the Chief Administrative Officer.~~
- 8.6<sup>5</sup> A person performing the function of Assistant Chief of Training shall be paid, at the minimum, at the rate of pay range 231~~A~~<sup>A</sup>, Step ~~A~~<sup>E</sup>.
- ~~8.7~~ ..... ~~8.6~~..... Pay ranges shall be at least five percent (5%) apart using range 226, Step E as a base. Each pay range increase shall be calculated by using the total of the range below it plus five percent (5%).
- ~~8.7~~ ~~8.8~~..... Starting pay for ~~employees~~Firefighters covered by this contract shall be Step C. After twenty-four (24) months, the pay shall be that of Firefighter, Step E. Starting pay for Lateral Firefighters shall be Step E.
- ~~8.8~~ Starting pay for an employee in the classification of Fire Equipment Operator, Fire Captain, Fire Marshal, Assistant Chief of Training, and Assistant Chief of Special Operations shall be Step A, unless 8.8(a) applies. Thereafter employee shall advance (1) step after each additional twelve (12) months served in the same classification.
- (a) Starting pay for an employee in Range 227 Step F (Fire Equipment Operator) that is promoted to Range 228A (Fire Captain) shall be Step B.
- ~~8.9~~ Starting pay for an employee in the classification of Fire Inspector and Deputy Fire Marshal shall be Step A. Thereafter, employee shall advance (1) step after each additional twenty-four (24) months served in the same classification.

8.10 Starting pay for employees promoted to Assistant Fire Chief I and Assistant Fire Chief II shall be Step E.

~~8.9 In addition to all other compensation paid to an employee pursuant to this agreement, employees may be paid additional compensation, or granted additional benefits, from time to time in accordance with the rules and regulations of the City Employee Suggestion Awards Program. The rules and regulations for such program shall be established by the Mayor and shall be effective upon the filing of a copy of such rules and regulations in the Office of the City Clerk. The Mayor may amend such rules and regulations from time to time and such amendments shall be effective thirty (30) days after filing a copy thereof in the Office of the City Clerk.~~

8.11~~10~~ FLSA Calculation. The Employer shall calculate any amount of pay owing to an employee in accordance with the Federal Fair Labor Standards Act. In making the calculation, the Employer shall consider personal leave and time off on a duly scheduled vacation to be time worked, but not other unpaid or paid time off. The parties acknowledge that the Fire Department operates under an extended work period of twenty-four (24) consecutive calendar days pursuant to 29 USC §207(k) of the Fair Labor Standards Act (FLSA) for those employees working 24-hour shifts. The maximum hours worked in said twenty-four (24) day extended work period before overtime pay is earned is 182 hours except as provided in Articles 9 and 10.

8.12~~1~~ When an employee is directed by the Employer to appear in court during a time when the employee is not scheduled to work, the employee shall be paid at their normal rate of pay for time spent at the court appearance.

ARTICLE 9 - OVERTIME - STAFF SHORTAGE

9.1 Except as provided in Article 10, employees who work hours in excess of their normal work week because of a staffing shortage in the Department shall be compensated for such excess hours worked at the rate of one and one-half (1.5) times their basic hourly rate. For holidays, they shall be compensated two (2) times their basic hourly rate for excess hours they work on holidays for which Employees are paid one and one-half (1.5) times their basic hourly rate pursuant to Article 13.7, and three 3 times their basic hourly rate for excess hours they work on holidays for which Employees are paid two (2) times their basic hourly rate pursuant to Article 13.7.

9.2 Employees who work hours in excess of their normal work day or work week shall be compensated for such excess hours at the rate of one and one-half (1.5) times the employee's hourly rate in the position being filled during the overtime or at their regular classification, whichever is higher.

9.3 Insofar as practicable, without reducing efficiency of work performance, opportunities to work overtime covered by this article shall be distributed as equally as practicable among employees, provided the employees are qualified to perform the specific overtime work

required. If an employee establishes that they have not received their fair share of overtime, such employee shall have preference to future overtime until reasonable balance is re-established.

- 9.4 ~~Overtime refused, shall, for distribution purposes, be considered as overtime worked, unless a valid excuse is certified by the Chief or their designated agent. Overtime either refused or worked on the actual (not observed) holidays of New Year's Day (January 1), Independence Day (July 4), Labor Day, Thanksgiving Day, and Christmas Day (December 25) shall not, for distribution purposes, be considered as overtime worked or refused.~~
- 9.45 Overtime is to be computed to the nearest fifteen (15) minutes.
- 9.56 A record of all overtime worked/earned in shifts ~~or refused~~ shall be made available to the Union and maintained in an Employee accessible electronic database.
- 9.76 Employees who, at the request of the employer, return to work overtime shall receive a minimum of two (2) hours' pay, each time they report. Employees who are requested in writing to attend required training outside their scheduled shift shall receive overtime for their actual time spent in training rounded off to the nearest fifteen (15) minutes.
- 9.87 The Employer shall require the least senior employee on duty to work any Shift where involuntary overtime is necessary. An Employee, regardless of seniority, shall not be required to work pursuant to this Section 9.8 more than once per four (4) calendar months unless all shift employees have been required to work a shift pursuant to Section 9.8.
- 9.89 Employees whose averaged workweek is fifty-six (56) hours may use personal leave to avoid working an involuntary overtime Day mandated pursuant to Section 9.8. Personal leave hours will be used for the complete Day, will be paid at regular time, will not be considered hours worked for purposes of overtime compensation, and will be considered involuntary overtime worked under Section 9.8.

#### ARTICLE 10 - OVERTIME - EMERGENCY

- 10.1 Effective December 20, 2022, Employees who work in excess of their normal work week because they are called back for an emergency, or are required to continue work due to an emergency after completion of a Shift shall be compensated for such excess time worked at the hourly rate of two (2) times the Employee's basic hourly rate. Employees called back on New Year's Day (January 1), Independence Day (July 4), Labor Day, Thanksgiving Day, and Christmas Day (December 25) shall be compensated at the hourly rate of three (3) times their basic hourly rate.
- 10.2 Employees who are called back for an emergency shall receive a minimum of four (4) hours pay at the rate specified in this article.

#### ARTICLE 11 - SHIFT DIFFERENTIAL

- 11.1 Employees whose averaged work week is forty (40) hours who work the night shift shall,

in addition to regular pay and allowances, receive a pay differential of \$.40 per hour.

11.2 Employees whose averaged work week is forty (40) hours who work the afternoon shift shall, in addition to regular pay and allowances, receive a pay differential of \$.25 per hour.

11.3 No employee shall receive such shift differential for any time for which the employee will receive overtime compensation provided for in Articles 9 and 10 of this Agreement.

#### ARTICLE 12 - UNIFORM ALLOWANCE

12.1 Upon employment, the City will furnish to the employee four (4) pairs of pants, one (1) cold weather jacket, one (1) warm weather jacket, four (4) dress shirts, four (4) t-shirts (for employees hired on or after January 1, 2018), one (1) Class A uniform. Initial uniform items issued shall match current uniform policy as established by the Employer.

12.2 ~~The Basic Monthly Pay provided for in this Agreement includes an amount to compensate Employees for their expense of purchasing and maintaining uniforms and suitable clothing required by the Employer and for the purpose of cleaning. Employees active on January 1<sup>st</sup> of any given year will receive a uniform allowance of \$600.00 per year credited to each employee in the first full pay period of each year.~~

12.3 Uniform clothing worn by an employee shall be kept neat, clean, pressed, and shall not be worn if threadbare, stained or otherwise determined unserviceable by an employee's supervisor.

12.4 Management shall determine the required uniform. No more often than once every 10 years, and if management has required a new style of uniform, then the employer shall furnish a new initial issue to each affected employee.

12.5 Employer required uniform and/or clothing of Employees damaged in the line of duty shall be replaced or repaired by the Employer. This Article 12.5 does not apply to t-shirts furnished by the Employer. Any incident resulting in damage to uniform and/or clothing shall be reported in writing to the Employer during their Shift unless good cause is shown why the Employee could not make such a report.

12.6 All staff are expected to present themselves as professional members of the department when interacting with the public by wearing approved uniforms as dictated by policy, and as outlined in article 12.3. The Labor Management committee will annually solicit auxiliary uniform items for consideration. The committee will rank items with a goal of multiple options being available for staff to choose from. If the committee is unable to reach consensus, the Chief will have authority to make the final decision.

12.7 ~~Employees hired before ratification of this Agreement shall receive two new pairs of uniform pants by December 31, 2023. This section 12.7 will expire on January 1, 2024.~~

#### ARTICLE 13 - HOLIDAYS - PERSONAL LEAVE

- 13.1 Employees whose averaged work week is fifty-six (56) hours shall receive ~~twelve-thirteen~~ (13~~2~~) days off with pay in lieu of time off for holidays, and shall receive three (3) Shifts off with pay for personal leave, except that employees who work only part of a calendar year shall receive a proportional number of Days or Shifts off. Days off in lieu of holidays may continue to be scheduled in conjunction with vacations. Holidays are: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous People's Day, Veteran's Day, Thanksgiving, the Friday following Thanksgiving, December 24, and Christmas Day.
- 13.2 Employees whose scheduled work week is 40 hours shall receive the holidays listed in Article 13.1 off with pay (8 hours per holiday), and shall receive ~~four-(4)~~six (6) 8-hour days off with pay for personal leave, except that Employees who work only part of a calendar year shall receive a proportional number of days off. Any 40 hour-per-week Employee required to work on the legally observed holiday shall receive 1.5 times their basic hourly rate for hours they work on the observed holiday.
- 13.3 Any employee who during the calendar year does not use all of the personal leave with pay authorized by this article, shall be compensated for such unused leave, such hourly rate shall be the same as that used for calculating basic hourly rate pursuant to Article 2.5.
- 13.4 Personal leave days must be scheduled with supervisor's approval and according to the schedule system contained in this article. Personal leave days will be made available for scheduling for each employee in the same manner as vacation days, but only in a way that a maximum of two (2) employees each day may be off of work while using personal leave days pursuant to this method of scheduling. (*See Article 36.*)
- 13.5 After this two employee-per-day limit is met, or the employee desires to use personal leave in increments between three (3) and eleven (11) hours, they may do so by securing a replacement for themselves in the same manner as trades are arranged, except that their replacement will receive overtime pay instead of time in return. As in trades, the Captain and Assistant Chief both must approve and the work schedule must be changed before it is effective. Every attempt shall be made to give at least 24 hours' notice of this arrangement.
- 13.6 The City may use available workers being paid straight time to provide the adequate work force when employees are off work or on personal leave.
- 13.7 Any Employees required to work on the actual (not observed) holidays of Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth (June 19), Indigenous People's Day, Veteran's Day (November 11), the Friday following Thanksgiving, or Christmas Eve (December 24) shall receive 1.5 times their basic hourly rate for hours they work on the actual (not observed) holiday. Employees required to work on the actual (not observed) holidays of New Year's Day (January 1), Independence Day (July 4), Labor Day, Thanksgiving or Christmas Day (December 25) shall receive two (2) times their basic hourly rate for hours they work on the actual (not observed) holiday.

#### ARTICLE 14 - LONGEVITY ALLOWANCE

- 14.1 In addition to the monthly pay prescribed herein, any employee who has been continuously employed by the City in the Fire Department for a number of qualified pay periods, the total of which is not less than ~~seveneight~~ (78) years, shall receive from and after the beginning of the next pay period following completion of their ~~eighth-seventh~~ year of service, a monthly longevity award equal to four percent (4%) of their basic monthly pay, and any employee who has been continuously employed by the City in the Fire Department for a number of qualified pay periods, the total of which is not less than ~~fourteen sixteen~~ (146) years, shall receive from and after the beginning of the next pay period an additional monthly longevity award equal to four percent (4%) of their basic monthly pay.

Effective January 1, 2026, Firefighters in Job Classification 4401 and Lateral Firefighters in Job Classification 4427, will receive an additional monthly longevity award of four percent (4%) of their basic monthly pay, who have been continuously employed by the City in the Fire Department for a number of qualified pay periods, the total of which is not less than twenty (20) years. This additional 4.0% is limited to Firefighters in Job Classifications 4401 and 4427.

- 14.2 Such longevity award shall be computed to the nearest dollar per month.
- 14.3 The term "qualified pay period" shall mean any regular minimum period of time at the end of which full-time employees of the City are regularly paid and during which the employee was employed and/or paid by the City for not less than three-fourths (3/4) of the normal working hours of the position they then occupied.

#### ARTICLE 15 - PUBLIC SERVICE DUTY, E.M.T. ALLOWANCE, HAZMAT TEAM & STATION, AND ROLL CALL PAY

- 15.1 In addition to the monthly pay prescribed in this Agreement, each employee shall be paid an additional amount of money each month as a public service duty allowance, said allowance is to compensate, in part, for off-duty employees having a continuing duty to report and aid in the control of fires, as directed by the Chief, and for inspection of residential, commercial and all public buildings in order to protect the safety of the City of Duluth. Such additional amount of money shall be equal to four and one-half percent (4.5%) of each employee's Basic Monthly Pay.
- 15.2 Employees shall attend on-duty emergency medical technician training sessions as the employer directs; and, in addition, those who become or have become registered Emergency Medical Technicians shall maintain as current that certification and registration. The employer shall provide reasonable training opportunities necessary to maintain the registration, and shall pay the registration fee.
- 15.3 Effective January 1, 2016, each employee shall receive monthly four percent (4%) of their Basic Monthly Pay as compensation for Employer-required E.M.T. training, certification, and duties. Effective January 1, 2024, each Employee shall receive monthly four and a half percent (4.5%) of their basic Monthly pay as compensation for Employer required E.M.T training, certification and duties.



- 15.4 Both the Union and Employer recognize it is common practice among Fire Fighters, Fire Equipment Operators, Assistant Fire Chiefs, and Fire Captains to voluntarily relieve Fire Fighters, Fire Equipment Operators, Assistant Fire Chiefs and Fire Captains on the previous shift at least fifteen (15) minutes prior to their scheduled starting time. The parties acknowledge significant mutual benefit to this voluntary overlap period. Therefore, the parties wish to establish a voluntary roll call system in the Fire Department for Fire Fighters, Fire Equipment Operators, Assistant Fire Chiefs, and Fire Captains, inclusive, without increasing their number of compensable hours of work pursuant to the Fair Labor Standards Act (FLSA), 29 U.S.C. 201, *et seq.* and 29 C.F.R. §553.225 (2012). Commencing January 1, 2012, Fire Chiefs, and Fire Captains shall receive an additional one and one-quarter percent (1.25%) of their Basic Monthly Pay as compensation for voluntary roll call. Commencing January 1, 2013, Fire Fighters and Fire Equipment Operators shall also receive an additional one and one-quarter percent (1.25%) of their Basic Monthly Pay as compensation for voluntary roll call. Roll call shall not be deemed hours worked for purposes of overtime calculation under FLSA and this Agreement.
- 15.5 Effective ~~January 1, 2022~~ the first day of the first full pay period following ratification, Employees shall receive Hazmat Team Pay ~~and/or~~ Hazmat Station Pay as follows:
- (a) Hazmat Team Pay. Employer shall compensate the Deployable Employees on the Employer's Duluth Hazmat Response Team compensation ~~equal to two percent (2%) of the Employee's Basic Monthly Pay distributed equally and~~ \$63.17 per pay period. The Employer shall notify an Employee and discontinue their Hazmat Team Pay when the Employer determines the Employee is not Deployable.
  - (b) Hazmat Station Pay. Deployable Employees successfully bidding into the Employer's designated Hazmat Station shall receive Hazmat Station Pay compensation ~~equal to four percent (4%) of their Basic Monthly Pay distributed equally and paid~~ \$189.50 per pay period for maintaining and completing Employer-required Hazmat Technician training, certifications and Hazmat specific duties set forth in Article 49 and the Employer's policies, as amended from time to time by the Employer. ~~This four percent (4%) Hazmat Station Pay shall be in addition to the two percent (2%) Hazmat Team compensation provided in Article 15.5 (a).~~
- 15.6 Canine (K-9) Handler Stipend and Costs. Employees at the minimum Classification of Firefighter who are assigned by written order of the Chief to perform duties as a Canine (K-9) Handler shall be compensated at four percent (4%) of their Basic Monthly Pay per pay period for care of their canine. Also, the Employer shall be responsible for any and all necessary costs of maintaining canines approved by the Chief to be used by the employee, such as food, grooming, kennels and veterinarian expenses. The Employer shall provide a transport vehicle for the canine and handler. The Employee shall retain records, receipts, and billing to be submitted to the City Auditor for payment and/or reimbursement. The Employer recognizes that this is a working dog and shall accompany the canine handler to work and work related events and training.

## ARTICLE 16 – EDUCATION AND FITNESS PROGRAM REIMBURSEMENT

- 16.1 The Employer will reimburse the Employee the cost of tuition, credit transfer fees, and required books used in the successful completion, and attendance at, the Fire Technology and Administration program offered at Lake Superior College, annual Arrowhead EMS Conference, and the annual Minnesota State Fire School. The Employer will also reimburse Employees a maximum of \$500 total per calendar year for the cost of attendance and/or required books for any other Employer approved educational conference, class, or program. For any reimbursement pursuant to this Section 16.2, the Employee shall, upon request, furnish proof of actual costs incurred, successful completion, and attendance.
- 16.2 The intent of this article is to improve and encourage fitness and wellness of those covered by this agreement. Employees are allowed to work out on-duty when duty allows. Home fitness equipment will be reimbursable up to \$250. Subscription fitness services and memberships to fitness organizations and facilities are also covered. Total reimbursement under this article will be capped at \$480 per year. Request for reimbursement under this Section 16.2 must be submitted to the Wellness coordinator.

## ARTICLE 17 - CAFETERIA PLAN CONTRIBUTION

- 17.1 For each eligible Employee who has been Continuously Employed by the Employer for sufficient time as to be eligible for the Employer's medical benefit plan, the Employer shall make the amounts listed below available to the Employee for contribution to the Employer's Internal Revenue Code Section 125 cafeteria plan program.
- (a) The Employer shall make the amounts listed below available for contribution to the Section 457(b) deferred compensation program.
1. \$304 per month for each eligible regular Employee either declining single-hospital medical benefit plan coverage (must provide proof of other coverage which meets the Affordable Care Act's minimum essential coverage requirements) **or** electing single hospital-medical benefit plan coverage; or
  2. \$229 per month for each eligible regular Employee with claimed dependents on the hospital-medical benefit plan.
- (b) Amounts contributed for regular part-time employees shall be prorated based on hours worked.

## ARTICLE 18 - HOSPITAL-MEDICAL INSURANCE

- 18.1 The Employer will make available to Employees comprehensive hospital-medical benefit Plan 3A only.



- (a) Employer agrees to pay for the Employees without claimed dependents 90% of the monthly premium for single Employee hospital-medical benefit Plan 3A. The Employer shall deduct from each eligible and enrolled Employee's salary or wages the amount by which the monthly premium cost of the Employee's single hospital-medical plan coverage exceeds the Employer's contribution that is stated in this paragraph.
  - (b) The Employer agrees to pay 80% of the monthly premium for family medical benefit Plan 3A. The Employer shall deduct from each eligible and enrolled employee's salary or wages the amount by which the monthly premium cost of the Employee's hospital-medical plan family-dependent coverage exceeds the Employer's contribution that is stated in this paragraph.
  - (c) The Employer agrees to deposit all Employees' unused flexible benefits spending account monies as of the end of the calendar year that are not eligible for carryover pursuant to Internal Revenue Code Section 125 into the JPE Trust.
  - (d) If any bargaining unit receives a higher employer contribution for the same year(s) pursuant to a negotiated collective bargaining agreement that is ratified after this Agreement is ratified, the higher employer contribution will be applied to the Firefighters agreement.
  - (e) The Employer agrees to hold an annual open enrollment period for benefits selection. The Employee may change their benefits selection during the annual open enrollment period or at the time of a qualifying life event as defined by the Internal Revenue Service.
  - (f) The Employer's representative on the Board of Trustees as defined in the Joint Powers Agreement will propose to the Board that premiums shall be established by October 15 of the prior year, to be in effect January 1 of each year for twelve (12) consecutive calendar months.
- 18.2 Hospital-medical insurance coverage shall become effective the first day of the month following the date of hire.
- 18.3 Any proposed change in the hospital-medical benefit plan design that constitutes a reduction in the aggregate value of benefits shall be negotiated with the bargaining unit.
- 18.4 The insured shall be responsible for the following prescription drug co-pays or co insurance; Zero dollars (\$0) for generic and approved over the counter (OTC) prescriptions (Tier One), fifteen dollars (\$15) for preferred brand name prescriptions (Tier Two), and a 30% co-insurance with a minimum thirty dollars (\$30)/ maximum one hundred dollar (\$100) co-insurance payment per non-preferred brand name prescription (Tier Three). When the prescribing physician recommends a Tier Three medication over a Tier Two or Tier One medication for a medical necessity, the insured shall be responsible for the Tier Two co-pay.

- 18.5 The Employer will include the following provisions in the Plan 3A Comprehensive hospital-medical insurance Plan:
- (a) Lifetime benefit of no less than \$2,000,000.00.
  - (b) Bone marrow, heart, liver, kidney, heart/lung, cornea, and pancreas transplants.
  - (c) Preventive care as defined in the Health Care Benefit Plan, and provided by in-network providers, will be fully covered and not subject to a deductible.
- 18.6 The Employer shall provide hospital-medical benefit plan coverage to the same extent as active employees for the dependents of an active employee who dies. The surviving spouse's coverage ceases when the spouse dies or remarries. The minor dependent's coverage ceases when the dependent ceases to be defined as a dependent in the applicable section of Minnesota Statutes Chapter 62A, as amended.
- 18.7 If the Employer contracts with a claims administrator or purchases a fully-insured plan from a provider, the allowed amount for any covered service provided by out-of-network providers shall be the usual customary reasonable (UCR) fee as approved by the Board of Trustees as part of the selection process.
- 18.8 Joint Powers Enterprise, Joint Self-Insurance Pool and Trust.
- (a) The parties acknowledge the Employer operates, on a joint basis with the HRA, DECC and DAA, one or more self-insured group health plans pursuant to the provisions of Minnesota Statutes Chapter 471 and Minnesota Rules Chapter 2785 for the purpose of providing health care benefits to eligible and enrolled Employees and their beneficiaries as described in Article 18.1 above.
  - (b) The Employer, as a Member of the Joint Powers Enterprise, agrees to ensure that the administration of the Pool and Trust complies with the provisions of Minnesota Statutes Chapter 471, as amended, and Minnesota Rules Chapter 2785, as amended.
  - (c) The Employer agrees to transfer and deposit monthly all premiums as described in Article 18.1 (a) and (b) into the Trust. Monies in the Trust shall only be expended for payment of participant health care benefit expenses, purchase of health and dental insurance (including stop loss insurance), payment of expenses incurred in the administration of the Employer's health care and dental care programs, and other health-related expenses. Expenses made pursuant to the Worker's Compensation laws, the cost of physical exams of, or medical services for, Employees which exams or services are required by the City or another governmental agency shall not be eligible expenses paid from the Trust. Any funds expended from the Trust that are later determined by the Employee Benefits Administrator or through court action, arbitration, or mediation to have been more correctly charged to Worker's Compensation shall be promptly reimbursed to the

Trust. Reimbursements received by the Employer from stop loss insurance shall be promptly deposited in the Trust.

- (d) The Employer, as a Member of the Joint Powers Enterprise, agrees to ensure that the setting of reserves of the Pool complies with the provisions of Minnesota Statutes Chapter 471, as amended, and Minnesota Rules Chapter 2785, as amended.
- (e) If monies in the Trust are at any time insufficient to pay the expenses described in this Article, the Employer shall provide sufficient monies to such Trust as required by the Board of Trustees to cover the deficit.

- 18.9 The Employer, as a Member of the Joint Powers Enterprise, agrees to ensure that the setting of premium rates for the group health insurance plans of the Pool, a.) complies with the provisions of Minnesota Statutes Chapter 471, as amended, and Minnesota Rules Chapter 2785, as amended and b.) provides for an amount of premiums for the Trust for its fiscal year that is sufficient to provide for 1) the payment of expected health care claims for the current fiscal year, 2) a reasonable and appropriate reserve necessary to cover incurred and unreported claims, stop-loss liabilities, and other potential claims and liabilities, 3) stop-loss and other necessary insurance costs, 4) contract costs for third party claims administrator services, and 5) other administrative costs of the Pool as determined by the Board of Trustees to be necessary for administration of the Pool. The Employer will notify the Labor Management Committee or subcommittee thereof of the Board's premium rate decision along with supporting documentation and methodology for the rate determination.
- 18.10 The Employer, as a Member of the Joint Powers Enterprise, agrees that, if, in the opinion of the Board of Trustees' legal counsel, the meetings of the Board are not subject to the Minnesota Open Meeting Law, (Minn. Statutes Chapter 13D), the Employer will propose to the Board of Trustees that the proceedings of the Joint Powers Enterprise shall be conducted in accordance with the provisions of the Minnesota Open Meeting Law, (Minn. Statutes Chapter 13D).
- 18.11 The Employer's representative on the Board of Trustees as defined in the Joint Powers Agreement will report, after every meeting of the Board of Trustees, no less than quarterly, to the Labor Management Committee or subcommittee thereof regarding activity in the Trust. The report will include information such as claims activity, actuarial reports, and financial statements, which will be comparable to that which was provided to the Health Insurance Labor Management Committee under the 2010 collective bargaining agreement.
- 18.12 The Union acknowledges that the Employer is authorized to operate a joint self-insurance pool under Minnesota Statutes Chapter 471 and Minnesota Rules Chapter 2785. In the event the City ceases to be a member of the joint self-insurance pool or the pool is dissolved, the language in Article 18.1(c) and (f), Article 18.9 and Article 18.10 as set forth in the 2010 collective bargaining agreement between the parties shall become effective immediately.

## ARTICLE 19 - HOSPITAL-MEDICAL INSURANCE-RETIRED EMPLOYEES

- 19.1 Any employee who was hired on or before December 31, 2006, and who retires from employment with the City, and is receiving, or has applied for and will, within sixty (60) days of retirement, receive retirement pension benefits from the Public Employees Retirement Association, or who retires and is vested to receive a retirement pension from the Police and Fire Fund of PERA, or who is currently receiving a disability pension from one of the aforementioned organizations, shall receive hospital-medical benefit plan coverage to the same extent as active employees under Plan 3A, subject to the following conditions and exceptions:
- (a) The City will provide any such eligible retired employee with or without claimed dependents the hospital-medical benefit provided active employees, without any premium cost to the retiree after having been employed by the City for twenty (20) years.
  - (b) Any retiree or qualified dependent seeking benefits pursuant to this Article, who has attained the age of 65 years, or meets any condition that qualifies them to be eligible for Medicare Coverage A and B, must obtain it, or lose any benefits hereunder until the Employee obtains Medicare Coverage A and B. Employees hired on or before March 31, 1986 are not required to obtain Medicare Coverage A if such coverage requires paying a monthly premium. Employees hired on or before March 31, 1986 must obtain Medicare Coverage A if they are eligible for free Medicare Coverage A due to previous or contemporaneous employment, or as the spouse, divorced spouse, or widow(er) of a Medicare-covered individual.
  - (c) Such coverage shall be for the life of the retiree, but if the retiree dies before their spouse, such coverage shall be continued for such spouse until the spouse dies or remarries, but any such coverage for such surviving spouse shall not include coverage for any dependent of such surviving spouse.
  - (d) If any such covered retiree or spouse becomes the beneficiary of any hospital-medical coverage provided by another employer in connection with such retiree's or spouse's employment by or retirement from employment by another employer, the City's obligation to provide the coverage indicated alone shall be only to the extent that the City's coverage exceeds such other coverage.
- 19.2 Any person purchasing medical insurance coverage pursuant to a former, or this, agreement may continue to do so. When any such person ceases to so purchase medical coverage, the employee shall no longer have any right to participate in any insurance plan or group created by this, or successor, labor agreement. This paragraph shall become inoperative when no former employee is buying insurance coverage as here provided.
- 19.3 Any employee hired on or before December 31, 2006, who retires from employment with the City and who meets the qualifications of Article 19.1 shall receive hospital-medical benefit plan coverage under plan 3A to the same extent as active employees paid for by the

Employer and the eligible retired employee, with or without dependents, in accordance with the following schedule:

<u>YEARS OF SERVICE COMPLETED</u>	<u>PERCENT SHARE OF PREMIUM CONTRIBUTIONS</u>	
	<u>EMPLOYEE</u>	<u>EMPLOYER</u>
5	75	25
6	70	30
7	65	35
8	60	40
9	55	45
10	50	50
11	45	55
12	40	60
13	35	65
14	30	70
15	25	75
16	20	80
17	15	85
18	10	90
19	5	95
20 and thereafter	0	100

- 19.4 (a) For those employees hired on or before December 31, 2006, who retire from City employment and who meet the qualification requirements stated under Article 19.1, the City may provide a 65 or older health insurance program in accordance with Article 19.1(b) in lieu of health care coverage provided active employees, except that the health insurance program, when combined with Medicare, will provide coverage no less than the coverage provided active employees. The health insurance program may be fully insured or self-insured at the option of the City and

at the City's expense in accordance with the schedule in Article 19.3. For those employees hired on or after January 1, 2007, who retire from City employment and who meet the qualification requirements stated under Article 19.4(b), participation in the 65 or older health insurance program will be in accordance with Article 19.1(b) and applicable federal or state laws, and entirely at the expense of the employee with or without dependents with absolutely no contribution from the City.

- (b) Any employee hired on or after January 1, 2007, who retires from City employment, and who otherwise meets the qualification requirements stated in Article 19.1, may elect to enroll in the City's hospital medical plan in accordance with 19.1(b), (c), and (d) except that the cost of the premium will be entirely paid for by the employee with or without dependents with absolutely no contribution by the City.
- (c) One-Time Health Care Savings Plan Contribution. After twelve (12) months of continuous employment from the date of hire and after successful completion of the employee's initial probationary period, for any permanent full time employee hired on or after January 1, 2007, the Employer shall make a one-time deposit of six thousand dollars (\$6,000) into a post-employment health care savings plan account, known as the Minnesota Health Care Savings Plan, administered by the Minnesota State Retirement System, which shall be established by the Employer in the name of the employee. An employee is only eligible for this retiree health care savings payment once in his or her lifetime. Deposited funds and accumulated interest shall be made available to the employee as required by law.
- (d) Monthly Health Care Savings Plan (HCSP) Contribution for Employees Hired Before January 2007. In addition to the monthly pay prescribed elsewhere in this contract, any full time and permanent employee hired before January 1, 2007 shall receive, monthly, an amount equal to one percent (1%) of their Basic Monthly Pay deposited into a post-employment health care savings plan account, known as the Minnesota Health Care Savings Plan (HCSP), administered by the Minnesota State Retirement System, established by the Employer in the name of the employee. Such deposit shall be computed to the nearest dollar per month. Effective January 1, 2019, said amount for employees hired before January 1, 2007 shall increase to one and one-quarter percent (1.25%)
- (e) Monthly Health Care Savings Plan (HCSP) Contribution for Employees Hired On or After January 1, 2007. In addition to the monthly pay prescribed elsewhere in this contract, any full time and permanent employee hired on or after January 1, 2007 shall receive, monthly, an amount equal to two and three-quarters percent (2.75%) of their Basic Monthly Pay deposited into a post-employment health care savings plan account, known as the Minnesota Health Care Savings Plan (HCSP), administered by the Minnesota State Retirement System, established by the Employer in the name of the employee. Such deposit shall be computed to the nearest dollar per month. Effective January 1, 2019, said amount for employees

hired on or after January 1, 2007 shall be increased to three and one-quarter percent (3.25%).

- (f) At year's end, any hours over the allowed vacation banks of 470 hours and 570 hours will be converted to cash at the basic hourly rate and deposited into the employee's HCSP.

(g) When an employee has applied for and been granted an irrevocable waiver of participation by MSRS and provided to the Employer written documentation of such waiver; the amounts payable pursuant to 19.4 (c)(d)(e)(f) as specified above shall be deposited into the employee's Minnesota Deferred Compensation Plan account. Said employer deferred compensation contributions are subject to the limitations of Minn. Stat. 356.24

#### ARTICLE 20 - DENTAL INSURANCE

- 20.1. The Employer agrees to make the same dental care coverage available to all eligible employees as it currently makes available for employees of the Basic and Supervisory collective bargaining units of the City, but the Employer agrees to pay only the entire cost for single coverage for each eligible employee. Dental coverage shall become effective the first day of the month following date of hire. The Employer and the Union agree that any change in such coverage shall only be done through negotiations. The maximum annual coverage for the low option shall be \$1,000.
- 20.2. Employee may elect family dental coverage.
- 20.3. An Employee shall have the additional options, within the period of open enrollment, to increase the annual dental insurance maximum benefit to \$2,000 per person and/or elect family dental coverage. The Employee shall pay the additional cost of the benefit increase above what is provided by the Employer in Articles 20.1.

#### ARTICLE 21 - SEPARATION PAY

- 21.1 When an employee leaves City employment, they shall be paid in full on the payroll covering the last day the employee actually worked for their salary due, plus the value of accumulated vacation time, and unused compensatory time off earned, such value to be calculated based on their basic hourly rate at the time of their separation.

#### ARTICLE 22 - PAY PERIODS

- 22.1 All employees shall be paid every two (2) weeks, and payment for each two (2) week period shall be made not later than the Friday next following such two (2) week period. If any such Friday occurs on a holiday, payments shall be made on the working day next prior to such holiday. For the purpose of administration and bookkeeping, vacation and holiday time may be converted to hours. Payment will be made by electronic deposit only and employees will be required to participate in direct deposit. The Employer will provide reasonable electronic access to deposit information in lieu of paper paystubs.

## ARTICLE 23 - WORKER'S COMPENSATION

- 23.1 An employee who suffers an injury compensable under the Worker's Compensation Act and is absent from work as a result thereof, shall be paid an amount by the Employer during such absence equal to the difference between the amount received by him or her under the Worker's Compensation Act and their Annual Pay, which shall include pay for regularly-scheduled shifts, including FLSA overtime, as if the Employee had worked them, subject to the following:
- 23.2 For each hour of absence the employee shall be charged for one-third (1/3) of an hour of sick leave. When the employee's sick leave and vacation time have been exhausted, they shall no longer receive any salary from the Employer while absent from work, except as otherwise provide by Article 25 of this agreement.

## ARTICLE 24 - VACATION

- 24.1 Any employee who has been continuously employed by the City shall be credited with vacation according to the following schedule:

Years of Continuous Service	40 Hours Hours/ Pay Period	40 Hour Vacation Hours/Year	56 Hour Hours/ Pay Period	56 Hour Vacation Hours/Year
0-4	3.69	96	5.17	134
5-8	5.85	152	8.19	213
9-12	7.08	184	9.91	258
13-16	7.69	200	10.77	280
17-and over	8.62	224	12.06	314

- 24.2 During any calendar year there shall be no limitation to the amount of vacation time that any employee may accumulate. However, as of December 31 of each year the maximum amount of unused vacation time that any employee may have accumulated shall be four hundred seventy (470) hours for employees with less than twenty-five (25) years of continuous employment with the City. Employees with twenty-five (25) years or more of continuous employment with the City shall be allowed to accumulate five hundred seventy (570) hours. At year's end, any hours over the allowed vacation banks of 470 hours and 570 hours will be converted to cash at the basic hourly rate and deposited into the employee's HCSP. Effective January 1, 2023, for any Employee who qualifies for and irrevocably opts out of HCSP pursuant to applicable Minnesota State Retirement System statutes, rules, and/or regulations, any hours over the allowed vacation banks of 470 hours and 570 hours will be converted to cash at the Employee's basic hourly rate and deposited into the Employee's Minnesota Deferred Compensation Plan account. Prior to the end of the year, Employees must notify the Payroll Office and coordinate the vacation rollover into deferred compensation. Said Employer deferred compensation contributions are subject to the limitations of Minn. Stat. 356.24.



- 24.3 All employees who have accumulated over 112 (or 80 for 40 hour/week employees) hours of vacation time by the end of December 31<sup>st</sup> of each year, will have any remaining hours over 112 (or 80 for 40 hour/week employees) converted into cash, according to their current rate of pay at the time of conversion, and deposited into their post-employment health care savings plan account, known as the Minnesota Health Care Savings Plan (HCSP), administered by the Minnesota State Retirement System, in accordance with the schedule below. Effective January 1, 2023, for any Employee who qualifies for and irrevocably opts out of HCSP pursuant to Minnesota State Retirement System statutes, rules, and/or regulations, the hours in accordance with the schedule below will instead be converted to cash according to their current rate of pay at the time of conversion and deposited into the employee's Minnesota Deferred Compensation Plan account. Prior to the end of the year, Employees must notify the Payroll Office and coordinate the vacation rollover into deferred compensation. Said employer deferred compensation contributions are subject to the limitations of Minn. Stat. 356.24.

The conversion will take place no later than February 15 of the following year. An employee's accumulated vacation time will not be reduced below 112 (or 80 for 40 hour/week employees) hours as a result of any deposit into the employee's Minnesota Health Care Savings Plan (HCSP) account and hours of banked vacation converted and deposited will not exceed the numbers provided for below. It is agreed that an Employee who retires effective December 31<sup>st</sup> is considered to have retired at the end of the day of December 31<sup>st</sup> of that year.

<u>Years of Continuous Service</u>	<u>Hours into MNHCSP</u>
Commencing 0 through 8 (inclusive)	Up to 67 hours (48 for 40 hour/week employees)
Commencing 9 through 16 (inclusive)	Up to 90 hours (64 for 40 hour/week employees)
Commencing 17 years and over	Up to 112 hours (80 for 40 hour/week employees)

- 24.4 The Employer shall make adequate vacation selections available each year to allow each employee the opportunity to utilize the vacation time that will be earned during the upcoming year. The Employer shall provide a minimum of five (5) vacation picks for each tour during the year. Previously accrued, unused ("banked") vacation time may also be used during the upcoming year, if vacation picks are available. Vacation time shall be used under the guidelines of the vacation schedule.
- 24.5 In the event of death of any employee, any vacation time accumulated to the credit of such deceased employee shall be compensated for in cash and shall be paid in accordance with Minnesota Statutes, Section 181.58, as amended.
- 24.6 An employee may donate all or part of their accumulated vacation to another employee in the event of serious hardship or medical condition.

- 24.7 Employees may sell back up to 96 hours of picked vacation leave at the basic hourly rate. A maximum of two employees for any shift may sell back vacation without the approval of the Assistant Chief. Additional employees may sell back vacation for a shift with the approval of the Assistant Chief. By the 15th of the month prior to the scheduled shift, all employees must notify their assistant chief of their intent to sell back and/or request to sell back vacation.

ARTICLE 25 - SICK LEAVE – ASSIGNMENT OF DISABLED EMPLOYEES

- 25.1 Effective on the date of hire, Employees shall be granted up to 120 working days of sick leave with full pay (paid sick leave) during a calendar year, except that such minimum requirement of six months shall not be applicable in connection with any illness or injury arising out of and in the course of employment by the City. A labor-management committee consisting of the City, a Union representative, and the Fire Chief or their designee, may grant, in writing, up to an additional one hundred twenty (120) days of sick leave if warranted by the employee's documentation of a serious need for such extension. When an Employee uses sick leave, they shall immediately report such fact to their immediate supervisor. To qualify for paid sick leave, the employee must report off prior to their starting time, but must immediately report off when leaving their duties.
- 25.2 If an employee's use of paid sick leave reasonably appears to the Appointing Authority to be unjustified, they may direct in writing to such employee, for the current or any subsequent absence by the employee claimed to be allowable as paid sick leave, to furnish written explanation by a physician to justify the absence on paid sick leave; failure to furnish written explanation shall preclude the employee from being allowed the absence as paid sick leave, but the employee may appeal the directive to the Human Resources Manager.
- 25.3 For purposes of this article, sick leave is defined to mean the absence of an employee because of illness or injury, exposure to a contagious disease, attendance upon a member of the immediate family, or death in the immediate family of the employee; provided no employee, unless officially assigned to special duty, shall be granted paid sick leave for any injury or illness resulting from any gainful employment on any job which is subject to the provisions of the worker's compensation laws of any state, other than regular City employment.
- (a) Illness in Family. Upon request, two (2) shifts of paid sick leave shall be allowed for care or attendance upon a member of the immediate family for critical illness, provided, however, additional shifts of paid sick leave shall be allowed for this purpose if supported by a written statement (explaining why the employee's attendance is necessary) from the attending physician. This use of paid sick leave is for emergencies when advance arrangements cannot be made and is limited to members of the immediate family.
- (b) Funeral Leave. Upon request, a maximum of three (3) shifts of paid sick leave shall be granted an employee for a death in the immediate family. If the employee's absence exceeds the allowed time, the excess time shall be charged to vacation or

compensatory time off. Article 37 of this agreement shall not apply to the taking of vacation of this purpose. Immediate family includes only any parent, stepparent, child, stepchild, brother, stepbrother, sister, stepsister, spouse, grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or ward of the Employee, and any parent or grandparent of the Employee's spouse.

(c) Medical Appointments. An employee must obtain prior approval from the appointing authority for the purpose of medical, dental, or optical examination or treatment, when such examination or treatment cannot be scheduled other than during working hours. Such absence on paid sick leave shall be approved only when the employee has made a diligent effort to have such examination or treatment prior to their normal working hours, after work, or on a day off.

(d) Paid Sick Leave on Vacation. Except as provided in this article, paid sick leave will not be allowed during a previously scheduled vacation unless the employee is under the care of a physician because of an unexpected injury or illness and the employee furnishes to the Chief a certificate, signed by the physician, indicating the number of days the employee was actually confined to their home or hospital or the Fire Chief approves use of sick leave on vacation when the employee is not confined. The employee will then receive paid sick leave for those days spent confined. If the employee is exposed to a contagious disease and confined under doctor's orders, such employee will be granted paid sick leave in lieu of vacation. There will be no sick leave granted to an employee who is on leave of absence.

~~(e) Employee Assistance Program. Any approved absence for participation in the Employee's Assistance Program shall be allowed as paid sick leave. Upon request, a maximum of six (6) half shifts of paid sick leave shall be granted an employee so that the employee can participate in a family involvement program involving chemical dependency treatment of the employee's spouse or child.~~

(ef) Birth or Adoption of a child. Upon request, one (1) shift of paid sick leave shall be allowed for care or attendance of the birth or adoption of an employee's child.

25.4 Whenever an employee uses sick leave in excess of two (2) working shifts for a fifty-six (56) hour employee or three (3) days for a forty (40) hour employee, the appointing authority shall direct such employee to furnish written explanation by a physician to justify such absence on paid sick leave; failure to furnish such written explanation shall preclude the employee from being allowed such absence as paid sick leave. Sick leave used for the individual and sick leave used for a family member will be considered separate regarding when to require a doctor's justification. An employee may use two (2) days of sick leave for the employee and two (2) days of sick leave for a family member, consecutively, without providing a doctor's justification. Any use of sick leave that is used for both an employee and that employee's family member(s) that exceeds four (4) working shifts for a fifty-six (56) hour employee or six (6) days for a forty (40) hour employee will require a doctor's justification. This section shall not apply to funeral leaves.

25.5 During any period an employee is absent from work on paid sick leave, he shall not be employed or engage in any occupation for compensation outside of their regular City employment except for job related work such as performing duties for the Union or for the Employees' Relief Association or Credit Union. Violation of the provisions of this

paragraph by any employee shall be grounds for suspension of such employee without pay for not to exceed twice the number of days or portions thereof on which such violation has occurred.

- 25.6 Injured or Disabled Employees - Light Duty. The Employer and Union agree that light duty is mutually beneficial. The goal is to assist injured employees to recover and return to their regular work duties; the goal is to keep trained employees on the job. Keeping an injured employee connected to the workplace during recovery provides a positive impact to the employee and employer. Whenever an employee suffers an injury or disability results in the employee's inability, in excess of five (5) shifts, to perform all the duties of their position, the employer may, if such employee is capable of performing the work of any other position or any, including their own, position modified to accommodate medical restrictions, within the existing work structure of the fire department, assign or transfer the employee to such other position as the employer determines would result in the most effective use of the employee. The employee may remain on their regular scheduled work shift for the first five (5) shifts of light duty. Upon completion of the fifth (5<sup>th</sup>) light duty shift, the employee will be assigned or transferred as allowed by this article. The employer will determine the working hours of light duty employees based on their medical restrictions and department needs. The employee shall receive total monthly compensation at their current monthly salary. Assignment or transfers under this paragraph shall expire at such time as the employee is able to perform the regular duties of the position held before injury or disability, but the employer may terminate the assignment earlier and allow the employee to receive sick leave, up to the maximum allowed in this contract, or disability benefits that are available. Employees shall be allowed to substitute unused compensatory time, vacation time, or personal leave days in lieu of light duty.
- 25.7 Employees normally scheduled to work a 56-hour week, who are assigned, pursuant to Article 25.6, to work a 40 hour week that includes a holiday, shall have the option of working the holiday, or using vacation, personal leave, or compensatory time, for that holiday.
- 25.8 If an assignment under this provision is refused by an employee, and justification for the refusal is not provided by the employee's treating physician, or a medical doctor furnished by the employer to evaluate the medical condition, paid sick leave, or other benefits otherwise available to the employee, will be unavailable to him or her. In case of a dispute as to whether the employee can perform assigned work, the employer may use its own doctors or other experts to evaluate the employee's medical condition, or work capacity.
- 25.9 In the event the Employer participates in the Minnesota Paid Family and Medical Leave program versus an alternative private plan, the Employer and employee will split the premiums for the Minnesota Paid Family and Medical Leave on a 50/50 basis with the employee share payable through payroll deductions pursuant to Minn. Stat. 268B.14.

#### ARTICLE 26 - LONG TERM DISABILITY INCOME

- 26.1 Any employee who has been continuously employed by the City for not less than six (6) months in the classified and/or unclassified service shall be eligible for long term income

protection ~~to age 70~~ for disability; however, there shall be no such protection for total disability caused by any injury or illness for which the employee received professional medical care or treatment within ninety (90) consecutive days prior to when the employee otherwise becomes eligible for such protection, unless ninety (90) consecutive days elapse from the time when the employee otherwise would be eligible for such protection and during such ninety (90) consecutive days the employee neither receives nor required professional medical care or treatment for such injury or illness.

- 26.2 For the purposes of this Article, disability means that which is caused by illness or injury which occurs during the employee's term of employment and which prevents the employee from performing the major tasks of the employee's position.
- 26.3 Payment of benefits pursuant to this article to a disabled employee shall commence when the employee exhausts their allowance of 120 days of sick leave with full pay provided by Article 24 of this Agreement. The amount of such payments shall be 65% of the employee's basic hourly rate as of the time commencement of such protection, but shall not exceed an amount equivalent to a monthly rate of pay of \$3,500; however, for any pay period, the amount of such protection shall be reduced by any amount that the employee receives for such pay period as a retirement or disability pension from the Public Employees Retirement Association, the Duluth Firemen's Relief Association, the Duluth Police Pension Association, or from the federal government pursuant to the federal Old-Age, Survivors and Disability Insurance Act, and by any other insurance or disability annuity payment, and by any amount that the employee receives as worker's compensation in lieu of wages or salary. Any cost of living adjustment to any amount received as a retirement or disability pension or as worker's compensation shall not be used to reduce the amount of such protection. The amount of such protection for any pay period shall also be reduced by any amount that the employee receives as wages or salary during that pay period, but only when the total amount that the employee has received for wages or salary during the calendar year exceeds \$5,000.
- 26.4 Payments of benefits due under this article shall be calculated for each regular pay period, and shall be paid for the period at the same time as employees are then paid pursuant to Article 22 of this Agreement. For any pay period the City may deduct from the payment of benefits any amount which the employee previously received as payments of benefits but to which the employee was not entitled because of the provisions of this Article.
- 26.5 As benefits due under this article the employer may offer to any employee who is disabled, an assignment within the work structure of the Fire Department, at such employee's present rate of pay, to any position, or one with tasks or equipment modified to accommodate employees medical restrictions, in their present or lower classification, the duties of which the employee is medically able to perform. Such assignment shall not result in the denial of promotion to, or the layoff of, a classified employee.
- 26.6 Within 24 months from the date of commencement of LTD benefit payments, if the employee is still receiving benefits pursuant to this article, the employee shall:
- (a) Return to the position with the City which the employee occupied when they

became disabled; or return to a position with the City, which may have tasks or equipment modified to accommodate the employee's medical restrictions, for which the employee is qualified, if such position is available; but only if the employee provides written information from a physician, chosen and compensated by the City, which indicates that the employee is then capable of performing the duties of such position; or

(b) Request rehabilitation or retraining designed to return the employee to other work which produces an economic status as close as possible to that enjoyed by the employee before the illness or injury; the costs of such rehabilitation and/or retraining shall be borne by the City; such rehabilitation or retraining may include, but is not limited to, medical evaluation, physical rehabilitation, work evaluation, counseling, job placement, and implementation of on-the-job short-term training; or

(c) Apply for continuing permanent total disability status. Total disability ~~shall be (as defined in Minnesota Statutes 176.101, Subd. 5.) means the total and permanent loss of the sight of both eyes, the loss of both arms at the shoulder, the loss of both legs so close to the hips that no effective artificial member can be used, complete and permanent paralysis, total and permanent loss of mental faculties, or any other injury or illness which totally incapacitates the employee from working at an occupation which brings him or her an income.~~

26.7 Receipt of long-term income protection benefits shall cease at the expiration of 24 months from the date of commencement of LTD benefit payments ~~unless or earlier if~~ the employee has complied with Article 26.6 and has been determined to be returned to work, rehabilitated and/or retrained, or eligible for continuing total disability benefits because the employee is disabled as defined in Article 26.6(c). Such determination shall occur upon medical verification by the employee's treating physician and a physician appointed by the City that the determination is consistent with the employee's medical condition. In event of disagreement, a third person mutually agreed upon by the employee and the City shall act as arbitrator. The arbitrator's decision as to whether the determination is consistent with the employee's medical condition shall be binding on both parties.

26.8 While an employee is entitled to receive long-term disability income protection pursuant to this Agreement, the Employer shall provide hospital-medical insurance coverage and monthly Employer premium cost-sharing for such employee. The Employer shall deduct from each eligible and enrolled Employee's long-term disability income protection payments the amount by which the monthly premium cost of the Employee's single or family-dependent hospital-medical plan coverage exceeds the Employer's contribution stated in Article 18.1(a) and (b) above.

#### ARTICLE 27 - LIFE INSURANCE

27.1 The Employer shall pay the full cost of \$50,000 group term life insurance for each eligible employee. All employees shall receive such life insurance coverage on the first day of the calendar month following date of hire.

- 27.2 Such insurance terminates on the last day of the month in which an employee terminates their employment. Employees are responsible to contact the Auditor's office at least one (1) month prior to retirement to verify any insurance benefits due after termination.
- 27.3 While an employee is entitled to receive long-term income protection pursuant to Article 26 of this Agreement, the Employer shall maintain such life insurance coverage for such employee as it does for active employees.

#### ARTICLE 28 - LIFE INSURANCE - RETIREES

- 28.1 The Employer shall pay full cost of term life insurance for any employee who retires from employment with the City after approval of this contract, after having been employed by the City for such total time so as to be qualified by such employment to receive retirement benefits from the Public Employees Retirement Association, the Duluth Firemen's Relief Association, or the Duluth Police Pension Association. The amount of such insurance coverage shall be \$25,000.

#### ARTICLE 29 - LEAVES OF ABSENCE

- 29.1 Any employee who is mentally or physically incapacitated to perform their duties or who desires to engage in a course of study such as will increase their usefulness on their return to the City, or who for any reason considered good by the Chief desires to secure leave from their regular duties, may, on written request approved by the Chief, be granted special leave of absence without pay for a period not exceeding one (1) year, provided, however, any leave that exceeds thirty (30) calendar days must also be approved by the Human Resources Manager.
- 29.2 Any employee asking for special leave without pay shall submit their request in writing, stating the reasons why in their opinion the request should be granted, the date when the Employee desires the leave to begin and the probable date of their return.
- 29.3 For each separate case of special leave without pay, the Chief shall, at the time they approve the leave, determine whether the employee granted such leave shall be entitled to their former position on their return from such leave or whether their name shall be placed on the re-employment list for the class.
- 29.4 No leaves without pay over thirty (30) days will be granted until the employee has used all accumulated vacation and accrued compensatory leave.
- 29.5 No benefits or seniority shall be accrued by the employee during such leave, however, any employee wishing to be covered under the City's insurance plans may for the first six (6) months of such leave pay both the employee's and the employer's share of the cost of coverage. No sick leave will be granted to an employee on a leave of absence.

- 29.6 A member of the Union accepting the appointed position of Fire Chief or Deputy Fire Chief shall be on a leave of absence during the period of such appointment and upon the expiration of such appointment shall be reinstated to the class they held prior to such appointment.
- 29.7 Military leave shall be handled as governed by appropriate Federal and State laws.
- 29.8 FMLA shall be granted in accordance with Minnesota state law.

### ARTICLE 30 - DEMOTIONS

- 30.1 Upon the request of an employee or by the appointing authority an employee may be reclassified from a higher to a lower position. Any employee displaced from such a class shall be demoted to the next lower class in which they initiated a probation period, with step placement based on initial date of promotion in the classification to which they are demoting.

### ARTICLE 31 - DISCIPLINE AND DISCHARGE

- 31.1 An employee who is removed from their position while on probation shall have the right to revert to the last position in which they completed a probation period.
- 31.2 Any employee who has completed the probationary period may be suspended without pay, discharged or disciplined only for just cause. Discipline may be grieved by the employee through the regular grievance procedure as provided in Article 36. Under normal circumstances, discipline shall be progressive in application and shall include only the following: 1) Verbal Reprimand; 2) Written Reprimand; 3) Suspension; 4) Involuntary Demotion; 5) Removal. Except in the case of a severe or dangerous breach of discipline (such as refusing to carry out lawful reasonable orders during an emergency situation), any suspension, involuntary demotion, or removal action shall be preceded by a warning.
- 31.3 The Chief or any supervisor acting for the Chief, may for disciplinary purposes, suspend without pay any Employee under their supervision in their department for one or more periods aggregating not more than thirty (30) calendar days in a calendar year. They shall as soon as practicable give written notice to the Employee stating the reason for the suspension, the duration thereof, and advise the Employee that they may grieve pursuant to Article 36 if the employee disagrees with the action. Delivery of the written notice shall be done in a reasonable manner (e.g. in person or via electronic means), and it shall be done in a manner that will not embarrass the Employee before other Employees or the public.~~They shall personally deliver such written notice to the Employee or mail it to their last known address by certified mail.]~~
- 31.4 The Chief or the Human Resources Manager may file written charges, in duplicate, to the Human Resources Manager asking for the removal of any employee. Any charge filed



against any employee shall state specifically the act or acts constituting cause for removal. Upon receiving any such charge the Human Resources Manager shall forthwith mail one (1) copy by certified mail to the last known address of the employee and advise the employee they may grieve pursuant to Article 36 if the employee disagrees with the action.

- 31.5 The Chief, or their designee, may, for work related reason, stated in writing to the employee, require an employee to submit to a medical examination to determine an employee's medical fitness to do the tasks of their employment, and be present at the work place. The employer will pay the cost of the examination. The employer will schedule the examination during regular work hours. The employee may refuse the first examiner chosen by the employer. The examiner's findings will be reported to the employee.

#### ARTICLE 32 - UNION NOTIFICATION

- 32.1 In the case of any reprimand, the employee shall have the right to have a union representatives present. Further, if any employee shall have any letter of notice served to him/her by the employer in regards to any discipline or warning, the Union shall be served with the notice, by way of department mail, at the same time that the employee is served.

#### ARTICLE 33 - RESIGNATIONS

- 33.1 Any employee who wishes to resign in good standing shall give the Chief written notice of at least four (4) weeks, unless the Chief consents to their leaving on shorter notice. Such notice of resignation shall be forwarded forthwith to the secretary by the Chief, together with a report as to the character of the employee's service.
- 33.2 If any employee resigns without giving the required notice, that fact will be entered in their personnel file, and such failure to give the required notice may be considered sufficient reason for rejecting any future application from him/her to enter tests.
- 33.3 Any employee who has resigned after giving proper notice may, prior to receiving any funds distributed from PERA or within thirty (30) days after termination of employment, whichever is shorter and with the consent of the Chief withdraw their resignation and be restored to the position vacated if such position is still vacant or is filled by a provisional employee; if it is not thus available, they may, upon written request to the ~~Chief Administrative Officer~~City Administrator, have their name placed on the re-employment list for the appropriate class.
- 33.4 Any employee who is absent from duty for two (2) scheduled work shifts without securing leave from the Chief or without notifying the Chief of the reason for their absence and the time when the employee expects to return, or who fails to notify the Chief of their readiness to resume their duties within five (5) days after the expiration of a leave of absence, shall be considered to have resigned, and such resignation shall be treated as a resignation without notice and a report thereof made to the ~~Chief Administrative Officer~~City Administrator.

#### ARTICLE 34 - LAYOFFS

- 34.1 When the employer determines it is desirable, in order to obtain efficiencies, or for other causes for which no employee is at fault, to reduce the number of employees within a certain class, the Chief shall act in accordance with this Article.
- 34.2 Temporary, provisional, and substitute employees in such class in the department shall first be terminated. Then such reduction shall be made on the basis of seniority; the employee with the least seniority in such class shall be the first to be displaced from such class and so on. Any employee displaced from such class shall be demoted to the next lower class in which he completed the probation period. Employees shall have their seniority from any reduced classification added to their lower classification seniority for determination of seniority in the lower classification.
- 34.3 The above described procedure shall be re-applied, as is necessary, through to the lowest class; when there is no lower class to which to demote an employee, an employee who would otherwise be demoted shall be laid off.
- 34.4 If persons in a class from which a demotion is to be made have equal seniority in such class, seniority between or amongst such persons shall be determined by the total time such persons have been employed in the classified service by the City.
- 34.5 The name of any employee who is demoted or laid off pursuant to this section shall be placed on the re-employment list for each class from which the employee is laid off. This paragraph shall not be applicable to any temporary or provisional employee.
- 34.6 Demotions or layoffs of an employee made pursuant to this article shall not be deemed to be a removal which is subject to Article 31.

#### ARTICLE 35 - RE-EMPLOYMENT RIGHTS

- 35.1 The name of any person who has been laid off shall be placed on the re-employment list.
- 35.2 The names shall be arranged on the re-employment list for each class, in which they completed a probationary period, in the order of their total seniority in that and higher classes; provided, that if any employee has not been re-employed, the Human Resources Manager shall, on or about the anniversary date of the layoff, contact each person laid off by certified mail to determine if such person is interested in re-employment. If the person is no longer interested, or without giving a satisfactory reason, refuses to accept an appointment offered him/her, the Human Resources Manager may remove their name from the re-employment list.

#### ARTICLE 36 - GRIEVANCE PROCEDURE

- 36.1 An employee or group of employees with a grievance shall within thirty (30) calendar days after the first occurrence of the event giving rise to the grievance present such grievance

through the Grievance Committee in writing to the Chief, or in the Chief's absence, to their authorized representative.

- 36.2 The Chief or their authorized representative shall present the Employer's position in writing to the employee or employees and the Grievance Committee within seven (7) calendar days after receipt of such grievance. Grievances not resolved within the Fire Department must be presented by the employee or employees through the Grievance Committee in writing to the ~~Chief Administrative Officer~~City Administrator within twelve (12) calendar days after the Chief has given their reply to such grievance. The ~~Chief Administrative Officer~~City Administrator shall reply to the aggrieved Employee or Employees and the Grievance Committee within twelve (12) calendar days after receipt of such grievance. The resolution of grievances settled by the procedures set forth in this paragraph shall be reduced to writing and signed by the Grievance Committee and the Employer.
- 36.3 If the grievance is not settled in accordance with the foregoing procedure, the Grievance Committee may, within nine (9) calendar days after receipt of the reply of the ~~Chief Administrative Officer~~City Administrator submit the grievance to arbitration by serving notice in writing of such submittal upon the ~~Chief Administrative Officer~~City Administrator. The parties shall attempt to agree upon an arbitrator within seven (7) calendar days after submittal of the grievance to arbitration and in the event the parties are unable to agree upon an arbitrator within said seven (7) day period, either party may request the Bureau of Mediation Services of the State of Minnesota to submit a panel of five (5) arbitrators. The parties shall each have the right to alternately strike one (1) name from the panel until one name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of the coin. The remaining person shall be the arbitrator. The arbitrator shall be notified of their selection by a joint letter from the parties requesting that the arbitrator set a time and a place for a hearing on the grievance, subject to the availability of the parties.
- 36.4 The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. They shall consider and decide only the specific issue(s) submitted to them in writing by the parties, and shall have no authority to make a decision on any other issue not so submitted to them. More than one (1) grievance may be heard by the same arbitrator by mutual written agreement of the parties. Either party may, if it desires, submit a brief to the arbitrator setting forth its position with respect to the issue(s) involved in a grievance. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the application of laws and rules and regulations having the force and effect of law. The arbitrator shall submit their decision in writing to the parties and shall file a copy of such decision with the Bureau of Mediation Services of the State of Minnesota. The decision shall be based solely upon their interpretation of the meaning or application of the express terms of this Agreement to the facts of the grievance presented.
- 36.5 The decision of the arbitrator shall be final and binding upon the parties, except that an appeal may be taken to the District Court on the grounds that the order of the arbitrator

violates the provisions of Minnesota Statutes Annotated, Section 179.72, Subd. 7, or its successor, relating to the scope of such order.

- 36.6 The fee and expenses of the arbitrator shall be divided equally between the parties. Each party shall be responsible for compensating its own witnesses. If either party desires a verbatim record of the arbitration proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of such proceedings, the cost shall be shared equally.
- 36.7 If a grievance is not presented within the time limits set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Grievance Committee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the parties involved in each step.
- 36.8 All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the employees involved until final discipline is imposed pursuant to Minnesota law.
- 36.9 Access to all information necessary to the determination and processing of a grievance shall be made available to all participants, to the extent possible under law.
- 36.10 If as a result of the reply of the ~~Chief Administrative Officer~~City Administrator's response in Section 36.2, the grievance remains unresolved and if the grievance involves suspension, demotion, or discharge of an Employee who has completed the required probationary period, the grievance may be appealed either to Section 36.3 or to another procedure such as Veterans Preference or fair employment. If appealed to any procedure other than Section 36.3, the grievance shall not be subject to the arbitration procedure provided in Section 36.3.

The election set forth above shall not apply to claims subject to the jurisdiction of the United States Equal Employment Opportunity Commission. An Employee pursuing a remedy pursuant to statute under jurisdiction of the United States Equal Opportunity Commission is not precluded from also pursuing an appeal under the grievance procedure of this Agreement. If a court of competent jurisdiction rules contrary to the ruling in *EEOC v. Board of Governors of State Colleges and Universities*, 957 F. 2d 424 (7<sup>th</sup> Cir.) *cert. denied*, 506 U.S. 906 (1992), or if *Board of Governors* is judicially or legislatively overruled, this paragraph of this Section 36.10 shall be null and void.

#### ARTICLE 37 - SENIORITY - VACATION AND PERSONAL LEAVE RIGHTS; ASSIGNMENTS

- 37.1 For purposes of this Agreement, seniority shall be determined by the employee's length of continuous full-time service with the Fire Department. The term "continuous service", as used in this article, shall mean a period of employment which has not been interrupted by more than thirty (30) days at any one time, except by authorized leave of absence.

- 37.2 If two or more employees who were hired after January 1, 1983, have the same length of continuous service, any such employee with the highest score on the civil service eligible list from which the employee was appointed shall be deemed to have the most seniority, and so on. If two or more employees have the same length of continuous service and the same such scores, their seniority shall be determined by drawing lots.
- 37.3 Subject to the Chief's right to determine the time at which vacation and personal leave with pay may be taken, vacation and personal leave selection rights shall be determined within work groups by seniority. Vacations will be picked one week at a time (4 - 24 hour shifts) according to seniority by shift. If it should be necessary to move a previously picked vacation because of permanent change in work group, the employee shall be given the vacation that most closely approximates the same time period of original vacation. A vacation shall be deemed four (4) consecutive shifts or as many consecutive shifts as employee has remaining vacation time. Because of the unique job requirements of both 40-hour employees and Assistant Fire Chiefs, they may schedule banked vacation time subject to the Chief's right to determine at which time vacation with pay may be taken.
- 37.4 The Employer and Union agree with the principle that seniority shall be a factor in making assignments.
- 37.5 Seniority, assigned apparatus, and MBFTE reimbursement shall be factors to be considered when personnel are picked for training assignments.

#### ARTICLE 38 - MISCELLANEOUS

- 38.1 The Employer agrees to continue providing adequate training material, safety equipment, ~~rubber boots~~, hygienic supplies, and supplies and materials for cleaning and maintaining the fire stations and softlines. Repair and replacement shall be done in a reasonable time. at the same level as provided during 1978.
- 38.2 The Employer agrees to keep the firehalls structurally safe and sound.
- 38.3 Employees shall be permitted, at their expense, to have one private phone in each firehall, which shall be used solely for non-business matters.
- 38.4 In the event an employee reports to their duty station and is thereafter assigned to a different fire station, the Employer agrees to provide such employee with transportation to such different station and back to their original duty station after completion of their assignment. Employees electing to transport themselves will be reimbursed for their personal vehicle mileage incurred at the current IRS mileage rate. Employees being transported by the Employer shall be compensated 1.5 times their Basic Hourly Rate for time they incur outside of their normal Shift in transit back to their original duty station.

#### ARTICLE 39 - SPECIAL PROVISIONS RELATING TO 24-HOUR SHIFTS

- 39.1 The parties agree that the working of the 24-hour shifts contemplated by this Agreement for employees on a fifty-six (56) hour week creates a need for granting certain special working conditions and employee privileges to such employees. With the understanding between the parties that these special working conditions and privileges may not be appropriate should the employees no longer be working 24-hour shifts, the Employer agrees that the following provisions shall be applicable to employees working 24-hour shifts:
- 39.2 Employees may exchange work shifts with a qualified employee after obtaining permission from the employer. All trades permitted under this paragraph must be paid back in whatever manner is necessary to avoid the payment of overtime wages.
- 39.3 Employees may keep present and like recreational equipment in the firehalls and make use of such equipment at times when they are not assigned to work duties.
- 39.4 Employer will provide sanitary, safe, gender-equitable, and habitable quarters for employees in areas where they live in the firehalls.
- 39.5 Employees may use the beds in the firehalls between the hours of 9:00 p.m. and 7:00 a.m. throughout the week and between the hours of 1:00 p.m. and 5:00 p.m. on Saturdays, Sundays and the legal holidays designated in Article 13. Firefighters may use the beds outside of these designated periods as duties allow.
- 39.6 The City recognizes the positive health and safety benefits of selective dispatch for 24-hour employees, and will continue to advocate for the operation and use of a selective dispatch system. Activation of selective dispatch shall be at the discretion of the Captain or Assistant Chief. During the day, a minimum of one radio must be monitored in the station for the entirety of the period during which selective dispatch is activated.
- 39.7 The employer shall provide on-site parking at all fire stations. There shall be no cost to the employee for parking.

#### ARTICLE 40 - SAFETY

- 40.1 The Employer recognizes that there are certain unique hazards associated with fire service. To ensure that appropriate consideration be given to the matter of the safety of the firefighters, the Employer shall meet and confer with the Union prior to changing apparatus and/or fire station staffing levels.
- 40.2 All Employees shall be issued two (2) complete sets of turnout gear upon hire and will have two (2) sets of safe and serviceable turnout gear while covered by this agreement. Dedicated turnout washers will be maintained in the firehalls.

#### ARTICLE 41 - REST PERIOD

- 41.1 Employees whose normal work week is forty (40) hours shall be permitted a rest period of fifteen (15) minutes during each one-half (½) shift. Such rest period will be taken at such time as is established by the Chief.

#### ARTICLE 42 - NO STRIKE PROVISION

- 42.1 Neither the Union, its officers or agents, nor any of the employees covered by this Agreement will engage in, encourage, sanction, support or suggest any strikes, slowdowns, mass resignations, mass absenteeism, the willful absence from one's position, the stoppage of work or the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment. In the event that any employee violates this article, the Union shall immediately notify any such employee in writing to cease and desist from such action and shall instruct them to immediately return to their normal duties. Any or all employees who violate any of the provisions of this article may be discharged or otherwise disciplined.

#### ARTICLE 43 - EMPLOYER TO DEFEND AND INDEMNIFY EMPLOYEES

- 43.1 The Employer and the Union recognize the Employer's responsibility to defend and indemnify employees as required by Chapter 466 and by Section 471.86 of Minnesota Statutes.

#### ARTICLE 44 - COMPLETE AGREEMENT AND WAIVER OF BARGAINING

- 44.1 The parties acknowledge that the provisions contained in this Agreement constitute the entire agreement between the parties, and that the provisions of this Agreement are not subject to renegotiation, except with the mutual consent of the parties.

#### ARTICLE 45 - UNRESOLVED ISSUES

- 45.1 The parties agree to meet and confer in the labor management committee or a subcommittee thereof for appropriate changes in the medical insurance plan, and long term disability plan, or the effects of state or federal legislation, to achieve reasonable and conservative cost containment suggestions, and then, upon request of either party, negotiate contract changes, if possible.
- 45.2 The parties will also continue to meet and confer, or upon request of either, to meet and negotiate, upon the issues of long term disability plan or in the relationship between PERA and union members.

#### ARTICLE 46 - DURATION OF AGREEMENT

- 46.1 This Agreement shall be effective as of the 1st day of January, 202~~5~~<sup>2</sup>, and shall remain in full force and effect through the 31st day of December, 202~~7~~<sup>4</sup>, and after that date the agreement survives until the parties agree to a new contract, as provided by law.

#### ARTICLE 47 - DISTRIBUTION OF COPIES OF AGREEMENT

- 47.1 The Employer shall give each employee a copy of this Agreement upon request, and make copies available online at Employer's website.

#### ARTICLE 48 - JURY DUTY

- 48.1 Any employee shall receive a leave of absence with pay for any required appearance for jury duty; however, if the employee is released from such duty prior to the expiration of their normal shift, they shall immediately return to their job and continue their duties as an employee.

#### ARTICLE 49 - HAZMAT TEAM

- 49.1. Each employee assigned to the Hazardous Materials Emergency Response Team must remain qualified as required by the Employer. The Employer shall provide training that it requires.
- 49.2. Employees responding to hazardous materials incidents, while inside or outside the geographic city limits of Duluth, shall be covered by the same terms and conditions of employment and contract provisions in this contract. The only exceptions to these provisions are those specifically stated in this article.
- 49.3. When the Employer directs the hazmat team to respond to an incident outside the geographic limits of the city of Duluth, each employee on the responding team shall be paid two and one-half (2½) times their regular rate of pay.
- 49.4. Team members shall be subject to the following provision.
- (a) Members of the hazmat team may be required when making trades to trade with equally qualified hazmat team member when necessary to maintain minimum team strength.
  - (b) A seniority based bid for a job assignment to a vacant position may be denied if it would result in a shortage of qualified hazmat personnel on a given shift. However, the manpower pool will be used to balance hazmat team members whenever possible.
  - (c) Members of the hazmat team may be denied an open vacation pick if it would result in shortage of qualified hazmat personnel on a given shift. However, the manpower pool will be used to balance hazmat team members whenever possible.
  - (d) Team members shall be chosen from qualified employees by seniority by shift.
- 49.5 The Employer may change, expand, or terminate the hazmat program as an exercise of its management rights, without any requirement to meet and negotiate about the effects of its decision. The implementation of the program is dependent upon the department's needs and resources and the availability of state funding. The parties specifically agree that the



operation of this program shall not be construed as a binding practice of the parties. The Employer reserves all its management rights. During the time the Employer is operating a hazardous materials team, it will be bound by this labor contract as far as pay rates, seniority, and benefits are concerned, as specified above. This section specifies that the program may be changed or eliminated without negotiation, but the effect of any such change on any employee will be administered according to this contract, and no contract rights will be lost by any employee.

- 49.6 Station uniforms and personal articles of clothing shall be replaced if damaged during the team's response to hazardous material event.

#### ARTICLE 50 – F.P.C.O.

- 50.1 The Employer shall deduct from the wages of any employee who is a member of the Union a F.P.C.O. deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer shall remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

#### ARTICLE 51 – LABOR MANAGEMENT COMMITTEE

- 51.1 The Employer and the Union will participate in the city-wide bona fide joint labor-management committee as established with the assistance of the Bureau of Mediation Services for the purpose of meeting and discussing matters of mutual concern. The labor-management committee shall consist of representatives of the Employer and representatives of participating Unions and shall be chaired jointly by a representative of the Employer and a representative of participating Unions. The labor-management committee has the authority to establish labor management subcommittees, monitor their progress, forward subcommittee recommendations to the Administration, and dissolve subcommittees. The labor-management committee shall operate on a recommendation basis only, and the committee chairs shall mutually determine all questions of process, procedure and agenda content. The labor-management subcommittees will be responsible for collaboratively addressing common interests that may include, but are not limited to the following:

- Budget related issues
- Working environment
- Health and safety issues
- Work process and customer service improvement
- Employee recruitment and retention
- Health Insurance

- 51.2 The City's representative on the Joint Powers Enterprise Board of Trustees as defined in the Joint Powers Agreement will report, no less than quarterly, to the labor management

committee regarding activity in the Duluth Joint Powers Enterprise Trust. The report will include information such as claims activity, actuarial reports, and financial statements, which will be comparable to that which was provided to the Health Insurance Labor Management Committee under the 2010 collective bargaining agreement.

#### ARTICLE 52- UNION BUSINESS-LABOR NEGOTIATIONS

- 52.1 Members of the Union's collective bargaining agreement negotiation committee shall be allowed to negotiate collective bargaining agreements with the Employer while on-duty when scheduled negotiation sessions fall on days said members are on-duty.

#### ARTICLE 53 – BIDDING PROCESS

- 53.1. Rigs. Vacant positions on rigs shall be filled through a bidding process based on job classification seniority.
- 53.2. Hazmat Station. Vacant positions at the Employer's designated Hazmat Team Fire station shall be filled by Deployable Employees through a bidding process based on job classification seniority and Article 49. Deployable Employees bid to the Hazmat Station will be required to stay at the Hazmat Station for a minimum of three (3) years unless they are promoted, resign, retire, or are no longer deemed Deployable. Employees that leave the designated Hazmat Team Station shall remain on the Hazmat Team only if there are current vacancies on the Hazmat Team.
- 53.3. Rebidding. The Employer will not rebid rig and/or Hazmat Station assignments more than once every three (3) years. Changes to bid assignments due to added certifications for station and/or rig special duties shall be negotiated and shall result in a rebid.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

CITY OF DULUTH

LOCAL 101, INTERNATIONAL  
ASSOCIATION OF FIRE FIGHTERS

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
Its President

Attest \_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Its Secretary

Date: \_\_\_\_\_

By \_\_\_\_\_  
~~Chief Administrative Officer~~ City Administrator

Countersigned:

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City Auditor

Approved as to form:

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City Attorney

## APPENDIX I

<u>TITLE</u>	<u>RANGE</u>	<u>JOB CLASS NO.</u>
Fire Fighter	226	4401
<u>Lateral Fire Fighter</u>	<u>226</u>	<u>4427</u>
Fire Equipment Operator	227	4109
Fire Inspector	228	4110
Fire Captain	228 <u>A</u>	1713
Deputy Fire Marshal	230	3209
Assistant Chief of Training	231 <u>A</u>	Not Classified
Assistant Fire Chief II	231	1329
Assistant Chief of Special Operations	231 <u>A</u>	Not Classified
Fire Marshal	233 <u>A</u>	1333
Assistant Fire Chief I	233	1329

## APPENDIX II

Effective January 1, 202~~5~~<sup>2</sup>, the monthly salaries of employees in the various pay ranges shall be increased ~~3.0~~<sup>2.5</sup>% as follows:

2022 BASIC MONTHLY PAY						
Range No.	-	Step A	Step B	Step C	Step D	Step E
226				4768		5444
227						5715
228						6002
229						6303
230						6618
231						6949
232						7295
233						7661

## APPENDIX II

Effective January 1, 2025, the monthly salaries of employees in the various pay ranges shall be increased 2.5% as follows:

Range No.	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K
226			5572		6362						
227	6679	6746	6814	6882	6951	7020					
228	7014	7084	7155	7227	7299	7372					
228A	7014	7084	7155	7227	7299	7372	7446	7520	7595	7671	7748
229	7366										
230	7734	7811	7889	7968	8048	8128					
231					8121						
231A	8121	8365									
232	8526										
233					8953						
233A	8953	9043	9133	9225							

### APPENDIX III

Effective January 1, 2023~~6~~, the monthly salaries of employees in the various pay ranges shall be increased ~~32~~.0% as follows:

2022-BASIC-MONTHLY-PAY						
Range						
No.	-	Step-A	Step-B	Step-C	Step-D	Step-E
<del>226</del>				<del>4863</del>		<del>5552</del>
<del>227</del>						<del>5830</del>
<del>228</del>						<del>6122</del>
<del>229</del>						<del>6429</del>
<del>230</del>						<del>6750</del>
<del>231</del>						<del>7088</del>
<del>232</del>						<del>7441</del>
<del>233</del>						<del>7814</del>

### APPENDIX III

Effective January 1, 2026, the monthly salaries of employees in the various pay ranges shall be increased 3.0% as follows:

Range No.	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K
226			5739		6553						
227	6880	6949	7018	7088	7159	7231					
228	7224	7297	7370	7443	7518	7593					
228A	7224	7297	7370	7443	7518	7593	7669	7746	7823	7901	7980
229	7587										
230	7966	8046	8126	8207	8289	8372					
231					8365						
231A	8365	8616									
232	8782										
233					9222						
233A	9222	9314	9407	9501							

## APPENDIX IV

Effective January 1, 202~~7~~<sup>4</sup>, the monthly salaries of employees in the various pay ranges shall be increased 3.~~5~~% as follows:

### ~~2024 BASIC MONTHLY PAY~~

Range No.	-	Step A	Step B	Step C	Step D	Step E
<del>226</del>				<del>5033</del>		<del>5747</del>
<del>227</del>						<del>6034</del>
<del>228</del>						<del>6336</del>
<del>229</del>						<del>6654</del>
<del>230</del>						<del>6986</del>
<del>231</del>						<del>7336</del>
<del>232</del>						<del>7702</del>
<del>233</del>						<del>8088</del>

## APPENDIX IV

Effective January 1, 2027, the monthly salaries of employees in the various pay ranges shall be increased 3.0% as follows:

Range No.	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K
226			5911		6749						
227	7086	7157	7229	7301	7374	7448					
228	7441	7516	7591	7667	7743	7821					
228A	7441	7516	7591	7667	7743	7821	7899	7978	8058	8138	8220
229	7814										
230	8205	8287	8370	8454	8538	8623					
231					8616						
231A	8616	8875									
232	9045										
233					9499						
233A	9499	9594	9689	9786							