
CITY OF MINNEAPOLIS

And

**The International Association of Fire
Fighters, Local No. 82**

LABOR AGREEMENT

FIRE FIGHTERS UNIT

**For the Period:
January 1, 2013 through December 31, 2014**

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LABOR AGREEMENT

Between

CITY OF MINNEAPOLIS

and

THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS

Local No. 82

THIS AGREEMENT (hereinafter referred to as the *Labor Agreement* or the *Agreement*) is made and entered into by and between the City of Minneapolis, a municipal corporation incorporated under the laws of the State of Minnesota (hereinafter referred to as the *City*), and Local No. 82 of the International Association of Fire Fighters, AFL-CIO (hereinafter referred to as the *Union*). The Parties hereto agree as follows:

It is the purpose and intent of this Agreement to achieve and maintain sound, harmonious and mutually beneficial working and economic relations between the Parties hereto; to provide an orderly and peaceful means of resolving differences or misunderstandings which may arise under this Agreement; and to set forth herein the complete and full agreement between the Parties regarding terms and conditions of employment.

Additionally, and in recognition of the unique circumstances under which Fire Fighters work, the Parties pledge to eliminate hostility and harassment in the workplace. The employer shall take disciplinary action and the Union shall impose sanction on any employee who, through objective means, is found to have committed such acts of hostility or harassment. Discipline and/or sanction for hostility or harassment shall not be subject to the Grievance Procedure contained in Article 5 of this Agreement. "Objective means" shall mean "determined by a body independent of the Fire Department administration." Nothing herein shall preclude an employee from exercising a right to Independent Review under Minnesota Statutes Section 179A.25 conducted pursuant to the procedures set forth in Minnesota Rules Parts 5510.5110 to 5510.5190.

ARTICLE 1 - RECOGNITION

The City recognizes the International Association of Fire Fighters, Local No. 82, as the certified exclusive representative for the unit consisting of employees serving in the classification of Fire Cadet and all sworn employees of the Minneapolis Fire Department holding the rank of Fire Staff Captain or below.

The classification "Fire Staff Captain" is in the unclassified service of the City of Minneapolis and serves at the pleasure of the Chief of the Fire Department. If removed by the Chief of the Fire Department, the employee shall have the right to return to his/her permanent civil service classification.

ARTICLE 2 - NON-DISCRIMINATION

In the application of this Agreement's terms and provisions, no bargaining unit employee shall be discriminated against in an unlawful manner as defined by applicable city, state and/or federal law or because of an employee's political affiliation or membership in the Union.

ARTICLE 3 - STRIKES AND LOCKOUTS

Section 3.1

The Union, its officers or agents, or any of the employees covered by this Agreement shall not cause, instigate, encourage, condone, engage in or cooperate in any strike, work slowdown, mass resignation, 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, regardless of the reason for so doing.

Section 3.2

In the event the City notifies the Union that an employee may be violating this Article, the Union shall immediately notify such employee in writing of the City's assertion and the provisions of this Article.

Section 3.3

Any employee who violates any provision of this Article may be subject to disciplinary action or discharge pursuant to the *Minneapolis City Charter*, Chapter 19.

Section 3.4

The City will not lock out any employee during the term of this Agreement as a result of a labor dispute with the Union.

ARTICLE 4 - MANAGEMENT RIGHTS

The Union recognizes the right of the City to operate and manage its affairs in all respects in accordance with applicable law and regulations of appropriate authorities. All rights and

authority which the City has not officially abridged, delegated or modified by this Agreement are retained by the City.

ARTICLE 5 - SETTLEMENT OF DISPUTES

Section 5.1 - Scope

This Article shall apply to all members of the bargaining unit, but only as to resolution of grievances and not to interest arbitration.

Section 5.2 - Letter of Inquiry

Any employee may initiate a "letter of inquiry" for the purpose of requesting from the City or the Union information on salary, working conditions and/or benefits. The request shall be presented to the Union in writing. A Union representative shall process the letter of inquiry.

Where the Union representative believes it necessary, he/she may request in writing from the Director of Employer/Employee Relations such information or interpretation necessary to enable the Union to prepare a response to the inquiry. The Director of Employer/Employee Relations shall respond to such request by the Union within ten (10) days of receipt. The Union will then respond to its member.

Section 5.3 - Informal Problem Resolution

From time to time, concerns regarding possible violations of this Agreement may arise. Many of these concerns can be resolved informally. A concern that cannot be resolved informally and which is subsequently presented to the Employer formally pursuant to the procedures set forth in this Article is called a grievance.

Section 5.4 – Grievance Procedure

A grievance is any matter concerning the interpretation, application, or alleged violation of any currently effective agreement between the City and the bargaining unit. Grievances shall be resolved in the manner set out below. The City will cooperate with the Union to expedite the grievance procedure to the maximum extent practical.

Subd. 1. Step One

To initiate a grievance, a Union representative acting on behalf of an employee shall inform the Assistant Chief or his/her designee of the grievance in writing within the time period specified below. If the employee or the Union expressly requests a discussion with the Assistant Chief or his/her designee concerning the written grievance, such discussion shall take place within ten (10) days after filing the grievance, unless the time is mutually extended. The discussion with the Assistant Chief or his/her designee shall be held with one of the following:

- a) The employee accompanied by a Union representative; or
- b) The Union representative alone if the employee so requests.

Within twenty (20) days after the grievance is filed or the discussion meeting concludes, whichever is later, the Assistant Chief or his/her designee shall state his/her decision in writing, together with the supporting reasons, and shall furnish one (1) copy to the employee, one (1) copy to the Union, and one (1) copy to the Director of Employee Services. Each step one decision shall be clearly identified as a “step one decision.”

A grievance must be commenced at step one no later than twenty (20) calendar days from the discovery of the grievable event(s) or from when the event(s) reasonably should have been discovered, or twenty (20) calendar days from the receipt of the Employer’s response to a related letter of inquiry, whichever is earlier.

Subd. 2. Step Two

If the step one decision is not satisfactory, a written appeal may be filed by the Union with the Fire Chief, within ten (10) days of the date of the step one decision. Upon request of the Union, a meeting shall be held between the Fire Chief, and a representative of the Union. The meeting shall be scheduled by the Fire Chief, and held within twenty (20) days after receipt of the written appeal.

The Fire Chief shall have the full authority of the City Council to resolve the grievance.

Within twenty (20) days after the step two meeting or receipt of the step two appeal, whichever is later, the Fire Chief shall send a written response to the Union. The step two decision shall clearly identify that answer as a “step two decision.”

Subd. 3. Step Three - Regular Arbitration

Within twenty (20) days of the date of the step two decision the Union shall have the right to submit the matter to arbitration by informing the Director of Employee Services that the matter is to be arbitrated.

If the matter is to be arbitrated, a single arbitrator shall be selected from the panel of mutually agreed upon arbitrators. The initial panel of arbitrators and the process for removing, replacing and renewing the arbitrators on the panel shall be established by the mutual written agreement of the parties within thirty (30) days of the ratification of this Agreement or as soon thereafter as the parties are able to do so. Arbitrators shall be selected from the panel on a rotating basis. If a grievance is referred to arbitration before the parties are able to agree on the selection of a panel of arbitrators, the party referring the grievance to arbitration shall petition the Bureau of Mediation Services to provide a list of nine (9) qualified arbitrators from which the parties may select an arbitrator to hear the grievance. The Employer and Union shall select an arbitrator using the alternate strike method with the party exercising the first strike selected by coin flip.

One representative of the Union, the Grievant and all necessary employee witnesses shall receive their regular salary and wages for the time spent in the arbitration proceeding, if during regular work hours.

The arbitrator shall render a written decision and the reasons, therefore resolving the grievance, and order any appropriate relief within thirty (30) days following the close of the hearing or the submission of briefs by the parties. The decision and award of the arbitrator shall be final and binding upon the City, the Union and the affected employee(s).

The arbitrator shall have no authority to amend, modify, nullify, ignore, add to, or subtract from the provisions of this agreement. The arbitrator is also prohibited from making any decision that is contrary to law or to public policy.

Section 5.5 – Mediation

The City and the Union, by mutual agreement, may utilize the grievance mediation process in an attempt to resolve a grievance before going to arbitration.

The objective of mediation is to find a mutually satisfactory resolution to the dispute. The parties shall mutually choose a mediator or have a mediator assigned by the Bureau of Mediation Services.

One representative of the Union, the Grievant and all necessary employee witnesses shall receive their regular salaries or wages for the time spent in the grievance mediation proceeding, if during regular working hours.

The following procedures shall apply to mediations conducted under this Section:

Arbitration time frames shall be tolled during the mediation procedure; however, there shall be no additional extensions without written mutual agreement.

Grievances that have been appealed to arbitration may be referred to mediation if both the Union and the City agree.

Mediation conferences shall be scheduled in the order in which the grievance is appealed to mediation with the exception of suspension or discharge grievances, which shall have priority.

Promptly after both parties have agreed to mediate, the parties shall notify the Bureau of Mediation Services. The Bureau of Mediation Services shall arrange for the conference.

The mediation proceedings shall be informal in nature, and the goal will be to mediate up to three (3) grievances per day.

Each party shall have one (1) principal spokesperson that will have the authority to agree upon a remedy of the grievance at the mediation conference.

One (1) Grievant will have the right to be present for each grievance.

The issue mediated will be the same as the issue the parties have failed to resolve through the grievance process. The rules of evidence will not apply, and no transcript of the mediation conference shall be made.

The mediator may meet separately with the parties during the mediation conference. The mediator will not have the authority to compel the resolution of a grievance.

Written material presented to the mediator or to the other party shall be returned to the party presenting the material at the termination of the mediation conference, except that the mediator may retain one (1) copy of the written grievance to be used solely for the purposes of statistical analysis.

If no settlement is reached during the mediation conference, the mediator shall provide the parties with an immediate oral advisory opinion. The opinion will involve the interpretation or application of the collective bargaining agreement and the reasons for his/her opinion. The parties may agree that no opinion shall be provided.

The advisory opinion of the mediator, if accepted by the parties, shall not constitute a precedent, unless the parties otherwise agree.

If no settlement is reached as a result of the mediation conference, the grievance may be scheduled for arbitration in accordance with "Step Four" of the grievance procedure.

In the event a grievance that has been mediated is subsequently arbitrated, no person who served as the mediator may serve as the arbitrator. In the arbitration hearing, no reference to the mediator's advice or ruling may be entered as testimony nor may either party advise the arbitrator of the mediator's advice or ruling or refer at arbitration to any admissions or offers of the settlement made by the other party at mediation.

By agreeing to schedule a mediation conference, the City does not acknowledge that the case is properly subject to arbitration and reserves the right to raise this issue notwithstanding its agreement to schedule such a conference.

The fees and expenses of the mediator and mediation office, if any, shall be shared equally by the parties.

Section 5.6 - Expedited Arbitration

Upon the mutual agreement of the Parties, any grievance to be arbitrated may be referred to expedited arbitration where the time frame for effective resolution is so short that the normal arbitration procedure would be untimely. Upon such referral, the Union and the City will make immediate (within twenty-four (24) hours) arrangements with the panel selected by the parties, or if none has been selected, with the Bureau of Mediation Services. The expedited

arbitration procedure shall begin as soon as the Parties and the arbitrator can initiate a hearing. It shall be the specific request of both the Union and the City to have a decision within seven (7) days of the hearing, and that no briefs will be filed.

Section 5.7 - Time Limits

Time limits, specified in this procedure may be extended by written mutual agreement of the parties. The failure of the City to comply with any time limit herein means that the Union may automatically process the grievance to the next step of the grievance procedure. Failure of the Union or its employees to comply with any time limit herein renders the alleged violation untimely and no longer subject to the grievance procedure.

Section 5.8 - Grievance Forms

The parties shall jointly develop forms to be used for the grievance procedure. Until such forms are developed, a grievance may be commenced by any written statement that describes or identifies: the factual basis of the dispute; the contract provisions at issue; and the name of the grievant.

Section 5.9 - Arbitration Expenses

The fees and expenses of the Arbitrator shall be divided equally between the Employer and the Association provided, however, that each Party shall be responsible for compensating its own representatives and witnesses. If either Party desires a verbatim record of the proceedings, it may cause such record to be made provided it pays for the cost of preparing the record. Further, if the party requesting the record requests submitting post-hearing briefs, such party shall at its cost provide a copy of the record to the other Party and to the Arbitrator.

Section 5.10 - Election of Remedy

Employees covered by Civil Service systems created under Chapters 43A, 44, 375, 387, 419, or 420 of Minnesota Statutes, by a home rule charter under Chapter 410 of Minnesota Statutes, or under Laws of Minnesota, 1941, Chapter 423, may pursue a grievance through the procedure established under this Section. When a grievance is also within the jurisdiction of appeals boards or appeals procedures created by Chapters 43A, 44, 375, 387, 419, or 420 of Minnesota Statutes, by a home rule charter under Chapter 410 of Minnesota Statutes, or under Laws of Minnesota, 1941, Chapter 423, the employee may proceed through the grievance procedure of the Civil Service appeals procedure, but once a written grievance or appeal has been properly filed or submitted by the employee or on the employee's behalf with the employee's consent, the employee may not proceed in the alternative manner.

Nothing in this contract shall prevent an employee from pursuing both a grievance under this contract and a charge of discrimination brought under Title VII, The Americans with Disabilities Act, the Age Discrimination in Employment Act, or the Equal Pay Act.

ARTICLE 6 - PAYROLL DEDUCTION FOR DUES

Section 6.1 - Dues Deductions

The City shall, upon request of any employee in the unit, deduct such sum as the Union may specify for the purpose of regular dues to the Union. The City shall remit monthly such deduction to the appropriate designated officer of the Union.

Section 6.2 - Fair Share Fee Deductions

In accordance with *Minnesota Statutes* §179A.06, Subd. 3, the City agrees that upon notification by the Union it shall deduct a *fair share fee* from all certified employees who are not members of the Union. This fee shall be an amount equal to the regular membership dues of the Union, less the cost of benefits financed through the dues and available only to members of the Union, but in no event shall the fee exceed eighty-five percent (85%) of the regular membership dues. The Union shall certify to the City, in writing, the current amount of the fair share fee to be deducted as well as the names of bargaining unit employees required by the Union to pay the fee.

Section 6.3 - Administration

The City shall annually select a single payroll period each month in which all membership dues and fair share fees shall be deducted. In the event an employee covered by the provisions of this Article has insufficient pay due to cover the required deduction, the City shall have no further obligations to effect subsequent deductions for the involved month.

All certifications from the Union as to the amounts of deductions to be made as well as notifications by the Union and/or bargaining unit employees as to changes in deductions must be received by the City at least fourteen (14) calendar days in advance of the date upon which the deduction is scheduled to be made in order for any change to be effected.

The City shall remit such membership dues and fair share fee deductions made pursuant to the provisions of this Article for the appropriate designated officer of the Union within fifteen (15) calendar days of the date of the deduction along with a list of the names of the employees from whose wages deductions were made.

Section 6.4 - Time Off For Union Business.

There shall be no deduction from pay when it is necessary, as determined by the union, for designated representatives of the Union to do any of the following during the representative's regularly scheduled work shift: represent members of the bargaining unit in disciplinary or grievance proceedings (excluding arbitration) under the Agreement; or meet with representatives of the City in collective bargaining or labor-management committee meetings. Union representatives are not entitled to be paid for time spent doing any of the

forgoing union activities while working hours that are compensated at the overtime rate, except in the case of unscheduled grievance or disciplinary meetings or when management has agreed in advance that the representative(s) may be compensated at the overtime rate.

“Meeting with the City representatives” shall include reasonable preparation time. No more than one representative shall be released from duty for grievance or disciplinary proceedings and no more than five (5) representatives shall be released from duty for contract negotiations or labor management committee meetings. The Union President shall from time to time identify to the Employer in writing the names of a reasonable number of Union members who are designated to: represent employees in disciplinary or grievance proceedings; serve as members of the Union’s Negotiation Team; or serve as Union representatives on the Labor Management Committee. All other necessary and reasonable time off for Union business shall be without pay under the provisions of *Minnesota Statutes* §179A.07, Subd. 6 (*Rights and Obligations of Employers; Time Off*) unless the Union furnishes a qualified replacement employee for the bargaining unit employee who is absent on Union business to work in the absent employee's place. In such cases, the City shall not be required to pay the replacement employee and shall observe the applicable "trade" provisions of the *Fair Labor Standards Act*, as amended. Except for leaves of absences granted under *Minnesota Statutes* §179A.07, Subd. 6, time off granted for Union business purposes shall not operate to interrupt an employee's health insurance or other benefits and, in no case shall seniority be adversely affected. The provisions of Section 8.6 of this Agreement shall apply.

The representatives of the Parties shall meet and confer at the request of either of them over any concerns or problems associated with these provisions.

Section 6.5 - Hold Harmless Provision

The Union will indemnify, defend and hold the City harmless against any claims made and against any suits instituted against the City, its officers or employees, by reason of deductions under this Article.

ARTICLE 7 - SALARIES

Section 7.1 - Pay Frequency

All salaries shall be computed and paid on a biweekly basis. The regular amount of pay shall be the biweekly rate regardless of the number of hours on duty for that period, provided that the employee is on duty as scheduled or is on authorized paid leave.

Section 7.2 - Salary Schedule Attached

Appendix "A," which is attached hereto and incorporated herein, shall be the schedule of biweekly salaries for employees during the period of this Agreement.

Section 7.3 - Selection Premiums

A selection premium shall be payable in the amount and on the terms specified in the Salary Schedule attached hereto as Appendix A. The selection premium shall be payable only to employees working in the job title of Fire Fighter.

Section 7.4 – Pay Progressions

Employees shall be eligible to be considered for advancement to the next higher step within the pay range for their classification, if applicable, upon the completion of each twelve (12) months of *actual paid service* in such classification. Such increases may be withheld or delayed in cases where the employee’s job performance has been of a less than satisfactory level in which case the employee shall be notified that the increase is being withheld or delayed and of the specific reasons therefore. All such denials or delays shall be subject to review under the provisions of Article 5 (*Settlement of Disputes*) of this Agreement. All increases approved pursuant to this Section shall be made effective on the first day of the pay period which includes the date of eligibility.

Section 7.5 – Pay Upon Promotion/Demotion

Subd. 1. Pay Upon Promotion

The salary of an employee who advances from one grade to a higher grade shall be set at the salary step of the schedule for the new job classification that is the closest to representing a pay increase of 5% over the salary last received by such employee in the lower classification. The provisions of this subdivision shall also be applicable whenever an employee is detailed to perform all or substantially all of the duties of a higher-paid classification. In the event that the employee becomes eligible for a step increase while serving in a detail capacity, the employee’s pay will be recomputed based upon their new wage in their permanently certified title.

Subd. 2. Pay Upon Demotion

The salary of an employee who voluntarily demotes or who is demoted for disciplinary reasons shall be at the salary step at which he/she would have been in the lower job classification if he/she had been serving in such lower classification during the period he/she served in the higher classification.

Section 7.6 - Holiday Compensation

Employees shall be compensated at the rate of one and one-half times their regular hourly rate for all hours worked during any shift which begins on Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

ARTICLE 8 - HOURS, OVERTIME

Section 8.1 - Scope

This Article is intended to define the normal hours of work and to provide the basis for the calculation of overtime pay. While nothing herein shall be construed as a guarantee of hours of work per day or per week, employees may be required by the City to work a reasonable amount of overtime.

Section 8.2 - Work Schedules

Employees assigned to the twenty-four (24) hour shifts shall be scheduled to begin each assigned work shift at 0800. Employees may trade regularly scheduled shifts if (1) such trades are approved in advance by the Employer, and (2) no additional overtime pay requirements are created under the provisions of this Agreement and/or the *Federal Fair Labor Standards Act* (FLSA).

Section 8.3 - Deviation from Normal Work Schedule

Should it be necessary for the department temporarily to establish work schedules departing from the normal work schedule, notice of such change shall be given to the Union as soon as is reasonably practicable.

Section 8.4 - Overtime Pay Defined

Overtime pay shall be calculated in accordance with the applicable provisions of the FLSA, i.e., a nonexempt employee shall be paid at the rate of one and one-half (1½) times his/her regular hourly rate of pay for all hours actually worked which exceed the Act's straight-time hours maximum during any established work period. The parties acknowledge that the dollar amount of some items of compensation that, pursuant to the FLSA, are components of an employee's "regular hourly rate" may not be known at the time the employee works FLSA overtime (the "Additional Compensation Items"). Therefore, each year the Employer shall conduct an audit of compensable FLSA overtime hours worked by each employee for the first FLSA Work Period of the year (which begins with or includes January 1) through the last complete FLSA Work Period in the same calendar year. The first FLSA Work Period in the calendar year may include time from the previous calendar year. The Employer shall then make a year-end reconciling payment in an amount calculated as follows: the number of FLSA overtime hours worked multiplied by the "regular hourly rate" including the Additional Compensation Items, less the aggregate amount paid to the employee for FLSA overtime hours work during the audit period. "FLSA hours worked" shall be determined in accordance with the FLSA and the regulations promulgated thereunder. Such payment shall be made no later than the fourth payroll period following the completion of the audit period. With regard to an employee who separates from service prior to the end of the audit period, the reconciliation calculation and any resulting payment shall be made as soon as practical after the employee's separation from service.

Section 8.5 - Overtime Pay Provisions

In addition to the requirements of Section 8.4 of this Article, an employee shall be paid at the overtime rate (one and one-half (1½) times his/her regular hourly rate of pay) under the following circumstances.

Subd. 1. Overtime for Hold Over

An employee who is held over beyond the end of his/her regularly scheduled work shift shall be paid at the overtime rate for a minimum of one (1) hour. If the hold-over lasts longer than one hour, the employee shall be paid at the overtime rate for all such excess time in minimum increments of fifteen (15) minutes for all or any portion of such quarter-hour thereafter. The City shall use its best efforts under the circumstances to relieve the held over employee as soon as possible.

Subd. 2. Overtime for Early Report

An employee who is required to report in early for his/her regularly scheduled work shift shall be compensated at the overtime rate for such additional early work period calculated from the time work commences through the start time of his/her scheduled shift.

Subd. 3. Overtime for Work Other Than A Hold Over or Early Report

An employee who is called in to work at a time not immediately preceding or following his/her regularly scheduled work shift shall be compensated at the overtime rate for the greater of: such time actually worked; or four (4) hours. The four (4) hour minimum shall not apply to committee meetings for committees on which employees voluntarily serve. Any hours worked as a result participating in such committee meetings shall be compensated at the overtime rate on an hour for hour basis.

Section 8.6 - Duplication of Pay Prohibited

Compensation shall not be paid more than once for the same hours under any provision of this Agreement.

Section 8.7 - FLSA Hours

In the event the applicable FLSA straight-time hours maximums which were in effect at the time of this Agreement was made are diminished or increased during the life of this Agreement, this Agreement shall automatically be adjusted to accommodate the change. At the request of the City or the Union, any adverse impact shall be negotiated. In the event such negotiations fail to produce an agreement, the matter may be submitted to binding interest arbitration under the provisions of *Minnesota Statutes, 179A.16*, subds. 2 through 8.

ARTICLE 9 - UNIFORM ALLOWANCE

Effective January 1, 2008: the uniform allowance previously payable under this Article 9 shall cease to exist as a separate component of compensation; and, in lieu of the uniform allowance, the sum of \$37.00 shall be added to the bi-weekly wages for all steps of all job titles on the salary schedule appended to this Agreement. Notwithstanding the elimination of the separate uniform allowance, all personnel are still expected to be professionally dressed and groomed while on duty.

For employees serving or hired as Fire Cadets on or after January 1, 2013, the Employer will provide such employees with the required uniform components during their service as Fire Cadets. Thereafter, for employees selected for appointment from Cadet to Firefighter, the Employer will add \$650, subject to normal wage withholding, to such employee's last paycheck as a Cadet to allow the employee to purchase necessary uniform items to begin work as a Firefighter. A newly-hired Firefighter shall obtain the complete Class A uniform within three (3) months of successfully completing the probationary period.

ARTICLE 10 - VACATION, SICK LEAVE AND HOLIDAY TIME OFF; AND RELATED COMPENSATION PLANS

Definitions:

A "sick leave day" is equivalent to 12 hours for sworn employees assigned to a 24-hour shift. Sworn employees normally work an average of 109.2 hours every two weeks when assigned to a 24-hour shift.

A "sick leave day" is equivalent to 8 hours for sworn employees assigned to an 8-hour shift. Sworn employees normally work 80 hours every two weeks when assigned to an 8-hour shift.

The "daily rate of pay" is one-tenth (1/10) of the bi-weekly rate.

If a sworn employee on the 24-hour **shift** is assigned to an 8-hour position, their accumulated sick leave hours shall be divided by 1.5 to convert to the 8-hour position accumulation.

If a sworn employee on the 8-hour shift is assigned to a 24-hour position, their accumulated sick leave hours shall be multiplied by 1.5 to convert to the 24-hour position accumulation.

Section 10.1 - Sick Leave Accumulation and Conversion

Sworn members of the Minneapolis Fire Department who are assigned to the 24-hour shift shall receive 144 hours of sick leave annually (6 24-hour shifts). These hours will be accrued by 24-hour shift employees on a bi-weekly basis.

Sworn members of the Minneapolis Fire Department who are assigned to an 8-hour shift

shall receive 96 hours of sick leave annually (12 8-hour shifts). These hours will be accrued by 8-hour shift employees on a bi-weekly basis.

Section 10.2 - Annual Sick Leave Credit Plan

An employee who satisfies the eligibility requirements of this Section, shall be entitled to make an election to receive payment for sick leave accrued but unused under the terms and conditions set forth below:

- (a) Eligibility. An employee who has an accumulation of sick leave of sixty days or more on December 1 of each year (hereafter an “Eligible Employee”) shall be eligible to make the election described below.
- (b) Election. On or before December 10 of each year, the Employer shall provide to each Eligible Employee a written election form on which the Eligible Employee may elect to receive cash payment for all or any portion of his/her sick leave that will be accrued during the calendar year immediately following the election (the “Accrual Year”). The employee shall deliver the election form to the Employer on or before December 31. Such election is irrevocable. Therefore, once an Eligible Employee transmits his/her election form to the Employer, the employee may not revoke the decision to receive cash payment for sick leave. If an Eligible Employee does not transmit an election form to the employer on or before December 31, he/she shall be considered to have directed the Employer to NOT make a cash payment for sick leave accrued during the Accrual Year.
- (c) Payment. Within sixty (60) days after the end of the Accrual Year, an Eligible Employee who has elected to receive cash payment shall be paid as follows:
 - i. *At Least Sixty (60) Days, But Less Than Ninety (90) Days.* With regard to an Eligible Employee who, as of the date of the election, has accumulated at least sixty days but less than ninety days of sick leave, payment shall be made for the number of days indicated by the employee on his/her election form based on fifty percent (50%) of the employee’s regular hourly rate of pay in effect on December 31 of the Accrual Year.
 - ii. *At Least Ninety (90) Days, But Less Than One Hundred Twenty (120) Days.* With regard to an Eligible Employee who, as of the date of the election, has accumulated at least ninety days but less than one hundred twenty days of sick leave, payment shall be made for the number of days indicated by the employee on his/her election form based on seventy-five percent (75%) of the employee’s regular hourly rate of pay in effect on December 31

of the Accrual Year.

- iii. *At Least One Hundred Twenty (120) Days.* With regard to an Eligible Employee who, as of the date of the election, has accumulated at least one hundred twenty days of sick leave, payment shall be made for the number of days indicated by the employee on his/her election form based on one hundred percent (100%) of the employee's regular hourly rate of pay in effect on December 31 of the Accrual Year.

Notwithstanding the forgoing, payment shall not be made in an amount greater than the value (as determined under this Section) of the sick days left in the employee's bank as of December 31 of the Accrual Year.

- (d) Adjustment of Sick Leave Bank. The number of days for which payment is made shall be deducted from the Eligible Employee's sick leave bank at the time payment is made.
- (e) Deferred Compensation. Employees, at their sole option, may authorize and direct the Employer to deposit sick leave credit pay under paragraph (c) to a deferred compensation plan or other tax qualified plan administered by the Employer provided such option is exercised at the same time as the election referenced in Section 10.2 (b).

Section 10.3 - Sick Leave Separation Pay Plan

Employees who separate from positions in the qualified service and who meet the requirements set forth in this Article shall be paid in the manner and amount set forth herein.

- (a) Payment for accrued but unused sick leave shall be made only to former employees who:
 - i. have separated from service; and
 - ii. as of the date of separation had accrued sick leave credit of no less than forty eight (48) days; and
 - iii. as of the date of separation had:
 - 1. no less than twenty (20) years of qualified service as computed for retirement purposes, or
 - 2. who have reached sixty years of age, or

3. who are required to retire early because of either disability or having reached mandatory retirement age.
- (b) When an employee having not less than forty eight (48) days of accrued sick leave dies prior to separation, he/she shall be deemed to have separated because of disability at the time of death, and payment for his/her accrued sick leave shall be paid to the designated beneficiary as provided in this Section.
 - (c) The amount payable to each employee qualified hereunder shall be one-half (½) the daily rate of pay for the position held by the employee on the day of separation, notwithstanding subsequent retroactive pay increases, for each day of accrued sick leave subject to a minimum of forty eight (48) days and a maximum of two hundred forty (240) days.
 - (d) Such severance pay shall be paid in a lump sum following separation from employment but not more than sixty (60) days after the date of the employee's separation.
 - (e) Effective April 12, 2003 and thereafter, 100% of the amount payable under this Section shall be deposited into the Health Care Savings Account (MSRS). This deposit shall occur within thirty (30) days of the date of separation.
 - (f) If an employee entitled to payment under this Section dies prior to receiving the full amount of such benefit, the payment shall be made to the beneficiary entitled to the proceeds of his or her Minneapolis group life insurance policy or to the employee's estate if no beneficiary is listed.

Section 10.4 - Time Off Accrual

Subd. 1. Vacation Eligibility: Full-Time Employees

Vacations with pay shall be granted to permanent employees who work one-half (½) time or more and who have completed six (6) months of continuous service. Vacation time will be determined on the basis of continuous years of service, including time in a classified or unclassified position immediately preceding appointment or reappointment to a classified position. For purposes of this Article, *continuous years of service* shall be determined in accordance with the following:

- (a) Credit During Authorized Leaves of Absence. Time on authorized leave of absence without pay, except to serve in an unclassified position, shall not be credited toward years of service, but neither shall it be considered

to interrupt the periods of employment before and after leave of absence, provided an employee has accepted employment to the first available position upon expiration of the authorized leave of absence.

- (b) Credit During Involuntary Layoffs. Employees who have been involuntarily laid off shall be considered to have been continuously employed if they accept employment to the first available position. Any absence of twelve (12) consecutive months will not be counted toward years of service for vacation entitlement.
- (c) Credit During Periods on Disability Pension. Upon return to work, employees shall be credited for time served on workers' compensation (those returning to active employment after January 1, 1996) or disability pension as the result of disability incurred on the job. Such time shall be used for the purpose of determining the amount of vacation to which they are entitled each year thereafter.
- (d) Credit During Military Leaves of Absence. Employees returning from approved military leaves of absence shall be entitled to vacation credit as provided in applicable Minnesota statutes.

Subd. 2. Vacation Benefit Levels

Eligible employees shall earn vacations with pay in accordance with the following schedule:

Employees Working a 24 Hour Shift
For 2013

<u>Employee's Credited Continuous Service</u>	<u>Working Days' Vacation per Year</u>
One through Seven Years	6 Days
Eight through Fifteen Years	8 Days
Sixteen through Twenty Years	10 Days
Twenty-One or more Years	12 Days

For 2014 and thereafter

<u>Employee's Credited Continuous Service</u>	<u>Working Days' Vacation per Year</u>
One through Five Years	6 Days
Six through Seven Years	7 Days
Eight through Thirteen Years	8 Days

Fourteen through Fifteen Years	9 Days
Sixteen through Eighteen Years	10 Days
Nineteen through Twenty Years	11 Days
Twenty-One or more Years	12 Days

Employees Working an 8 Hour Shift
For 2013

<u>Employee's Credited Continuous Service</u>	<u>Working Days' Vacation per Year</u>
One through Seven Years	12 Days
Eight through Fifteen Years	16 Days
Sixteen through Twenty Years	21 Days
Twenty-One or more Years	26 Days

For 2014 and thereafter

<u>Employee's Credited Continuous Service</u>	<u>Working Hours' Vacation per Year</u>
One through Four Years	96 Hours
Five through Seven Years	120 Hours
Eight through Nine Years	128 Hours
Ten through Fifteen Years	144 Hours
Sixteen through Seventeen Years	168 Hours
Eighteen through Twenty Years	176 Hours
Twenty-One or more Years	208 Hours

If an employee moves from a 24-hour shift to an 8-hour shift, or vice versa, his/her vacation bank shall be converted to reflect the equivalent number of work days off.

Subd. 3. Maximum Vacation Accrual for 40 Hour Workweek Personnel

Sworn employees assigned to a 40-hour workweek are allowed to accumulate up to and including a maximum of 400 hours of vacation. Accumulated vacation leave in excess of 400 hours will not be recorded and will be considered lost. Employees assigned to a 40-hour workweek may elect to receive compensation at their regular hourly rate of pay for unused vacation up to 40 hours per year.

When an employee assigned to a 40-hour per week position is reassigned to a 56-hour per week position, the employee and the Chief or his/her designee shall meet to discuss a plan to address the employee's vacation balance. The plan shall be consistent with the following terms:

- (a) If the employee has a previously approved vacation that would occur after reassignment, the employee may request and shall be allowed to convert (using

the 1.4 multiplier) and retain in his/her vacation bank that portion of his/her accrued vacation necessary to take the scheduled vacation, subject to the provisions of Section 16.3;

- (b) After step (a), the Chief, with consideration to the desires of the employee and the needs of the Department, shall determine how much accrued vacation should be used before the reassignment of the employee, if any, with the balance to be liquidated by cash payment based on the employee's regular rate of pay in effect prior to such reassignment;
- (c) After reassignment, the employee shall be credited with the prorated portion of the paid time off (vacation/holiday/work reduction days) he/she would have earned for the portion of the year that he/she would be on the 56-hour work week, less any negative vacation balance (times the 1.4 multiplier) at the time of reassignment.

Subd. 4. Holiday and Work Week Time Off

Each twenty-four (24) hour shift employee is entitled to: six (6) twenty-four (24) hour shifts per year as holiday time off in lieu of paid holidays; and three (3) twenty-four (24) hour shifts per year as work week reduction time off.

Section 10.5 - Scheduling Time Off

The City reserves the right to determine the maximum number of employees in any job classification and/or in the Department to be scheduled off at any one time, day, shift or season. Such determination shall be made after the employees have made the election(s) to withhold vacation under this Section or receive compensation for vacation under 10.6. The City will meet and confer with the Union regarding the determination prior to the annual time off bid.

Time off to which each twenty-four (24) hour shift employee is entitled shall be scheduled prior to January 1st of each calendar year for the ensuing calendar year. Time off shall be scheduled at such reasonable times as approved by the City with particular regard to the seniority of involved employees and the needs of the Department and, insofar as practicable, with regard to the wishes of involved employees. At the time of electing to exercise the right to receive compensation for vacation under Section 10.6, an employee may also elect to withhold one or two full 24-hour shifts from the annual time off bid.

After the annual time off bid is completed, the City will provide a monthly notice of days in which the number of employees scheduled to be off is fewer than the number allowed to be off ("underutilized days"). To ensure the accuracy of the notice, the Employer will present and discuss the underutilized days with the Union at the monthly LMC meeting, if possible, prior to posting. The specific method of notice and the process for selection of underutilized days will be determined by the parties and periodically communicated to employees. However, once a withheld day has been granted for use on an underutilized day, the withheld day cannot be withdrawn or used to select another day off.

If a withheld day(s) is not used to take time off, the employee may elect to carry over the day(s) to the next year or convert the day(s) to sick leave. However, an employee who has more than six (6) unverified uses of sick leave during the year may not convert withheld days to sick leave.

- (e) *Carryover.* If days are carried over, the number of days which may be withheld in a subsequent year is still limited to two. The number of withheld days carried over shall not increase the amount vacation for which an employee may receive an annual cash payment under Section 10.6
- (f) *Conversion to Sick Leave.* The number of withheld days converted to sick leave shall not increase the amount sick leave for which an employee may receive an annual cash payment under Section 10.2.

Unless the employee has elected to convert any withheld day(s) to sick leave on or before November 15, the withheld day(s) shall be carried over.

Section 10.6 - Vacation Credit Pay Plan

All bargaining unit employees shall have the option of receiving compensation for unused vacation time in accordance with the terms of this paragraph. Employees who desire to exercise this option, shall notify the Department in writing, of their desire to do so no later than thirty (30) calendar days prior to the beginning of the annual vacation scheduling procedures undertaken pursuant to the provisions of this Appendix. Vacation credit pay shall be provided to employees who have elected the option on or before the last paycheck of the involved payroll year at their regular hourly rate of pay in effect as of the end of the payroll year. Employees assigned to an 8-hour shift may elect to receive compensation for up to forty (40) hours of unused vacation. Employees assigned to a 24 hour shift may elect to receive compensation for unused vacation for one (1) or two (2) full twenty-four (24) hour shifts they would otherwise be entitled to take during the involved calendar year.

ARTICLE 11 - INSURANCE BENEFITS

Section 11.1 - Medical Insurance

Subd. 1. Enrollment and Eligibility

Upon proper application, permanently certified full-time employees shall be enrolled as a covered participant in one of the City's available indemnity insurance plans or one of the

available Health Maintenance Organization (HMO) plans and shall be provided with the coverage specified therein. Coverage under the selected plan shall become effective no later than the first day of the calendar month immediately following the completion of thirty (30) days of employment. Eligible employees may waive coverage under the City's available indemnity insurance plans and its available HMO plans by providing written evidence satisfactory to the City that they are covered by health insurance or has HMO coverage from another source at the time of open enrollment and signs a waiver of coverage under the Employer's available plans. Subsequent coverage eligibility for such employees, if desired, shall be governed by the provisions of the contracts of insurance and/or HMO contracts between the City and the providers of such coverage.

Subd. 2. Employer and Employee Premium Contributions - Health Insurance

Contributions toward the cost of premiums for health insurance shall be governed by the Letter of Agreement and Benefits LMC notification letter which are attached to this Collective Bargaining Agreement and hereby incorporated by reference as Attachment "D."

Subd. 3. Participation in Negotiating Health Care Costs

The Minneapolis Board of Business Agents shall be entitled to select up to five representatives to participate with the Employer in negotiating with Health Care Benefit Plan providers regarding the terms and conditions of coverage that are consistent with the benefits conferred under the collective bargaining agreements between the Employer and the certified exclusive representatives of its employees.

Section 11.2 - Group Life Insurance

Permanently certified full-time employees shall be enrolled in the City's group term life insurance policy and shall be provided with the coverages specified therein in the face amount of ten thousand dollars (\$10,000.00). Coverages shall become effective no later than the first day of the calendar month immediately following the completion of thirty (30) days employment. The City shall pay the required premiums for the above amounts and the City shall continue to provide arrangements for employees to purchase additional amounts of life insurance.

Section 11.3 - Group Dental Insurance

Permanently certified full-time employees shall be enrolled, along with their eligible dependents in the City's group dental insurance policy and shall be provided with the coverage specified therein. Coverage shall become effective no later than the first day of the calendar month immediately following the completion of thirty (30) days employment. The City shall pay the required premiums for the policy on a single/family *composite* basis.

Section 11.4 - MinneFlex

Employees who have established enrollment eligibility under the provisions of Section 11.1, paragraph "A" (*Enrollment and Eligibility*) of this Article, shall be provided an opportunity to participate in the City's *MinneFlex* Plan - a qualified plan which provides special tax advantages to employees under *IRS Code* Section 125. The *Plan Document* shall control all questions of eligibility, enrollment, claims and benefits.

ARTICLE 12 - BULLETIN BOARDS

The City shall provide reasonable bulletin board space at work locations for use by the Union in posting notices of Union business and activities. The Union may communicate with its members regarding union business and activities via reasonable use of the City's email system. The Union shall work with the City to minimize the disruption to the City's information technology systems that may be caused by such email communications. The parties agree that the purpose of providing the Union with bulletin board space and access to the email system is to foster effective communication relating to union business and is not to serve as a soap box to air complaints, offer political commentary or exchange personal messages among co-workers. Therefore, such union communications shall not contain anything that is political, offensive, obscene or that otherwise violates the City's Employee Policy on Electronic Communication.

ARTICLE 13 - PROMOTIONAL EXAMINATIONS

When an employee is scheduled to take a Minneapolis Civil Service promotional examination for the Fire Department during his/her regular scheduled hours of duty, the City shall grant time off to take the examination. If an employee who had applied for the examination, but due to an IOD injury, is medically certified as physically unable to take a portion of the examination when scheduled; the Employer will offer him/her an opportunity to take the missed portion(s) as soon as is practical provided the employee is certified to be physically fit to take the examination within 90 days of the originally scheduled examination.

Such an employee who receives a passing composite score on the secondary examination shall be added to the eligible list in rank order as of the date on which their composite score is determined. If promoted, the classification seniority of such employee shall be determined based on their ranking as if they had been added to the eligibility list as initially established.

The Parties shall use their best efforts under all of the circumstances to have the examination for FMO & Fire Captain commenced in April of alternate years. (E.g. FMO = even years; Fire Captain = odd years).

The Labor Management Committee shall meet in December of each year to discuss whether to administer upcoming examinations for FMO and Fire Captain.

ARTICLE 14 - RULES AND REGULATIONS

It is understood that the City, through its Fire Department, has the right to establish reasonable rules and regulations. The Department agrees to enter into discussion with the Union on additions to or changes in the existing rules and regulations prior to their implementation. The City further agrees that changes shall be effective three (3) calendar days after posting.

ARTICLE 15 - DRUG AND ALCOHOL TESTING

Employees may be tested for drugs and/or alcohol pursuant to the provisions of the Employer's *Drug and Alcohol Testing Policy* which is attached hereto and made a part of this Agreement as if more fully set forth herein.

ARTICLE 16 - WORK ASSIGNMENTS

Definitions

“Department Seniority” means seniority based on the total time of service as an employee of the Minneapolis Fire Department, including Cadet Firefighter service. Ties in Department Seniority shall be broken by the employee’s ranking on the official eligible list maintained by the Minneapolis Human Resources Department and according to the rules of the Minneapolis Civil Service Commission. Department Seniority does not include time spent working for another department within the city. The Department Seniority of Cadet Firefighters who have not completed recruit training will be determined in accordance with applicable Civil Service Rules. Department Seniority lists are maintained by the Minneapolis Fire Department.

“City Seniority” means seniority based on the time served as a regular full-time employee in the classified service of any city department pursuant to the Rules of the Minneapolis Civil Service Commission. The employee’s City Seniority is determined by the date in which the employee is first hired from a list of eligibles from a certification list. Ties in City Seniority shall be broken by the employee’s ranking on the official eligible list maintained by the Minneapolis Human Resources Department and according to the rules of the Minneapolis Civil Service Commission.

“Classification Seniority” means seniority based on the time served in a particular job classification within the Fire Department. An employee’s Classification Seniority shall commence on the first day of work in a job classification and shall also include time served in all higher ranking job classifications held by the employee within the Fire Department. Ties in Classification Seniority shall be broken by the employee’s ranking on the eligible list maintained by the Minneapolis Human Resources Department for the classification in question and according to the rules of the Minneapolis Civil Service Commission.

Classification Seniority lists are maintained by the Minneapolis Fire Department.

“Permanent Vacancy” means a new position in the job classification of Fire Fighter, Fire Motor Operator or Captain or a position in the rank(s) resulting from the situation where the previous incumbent employee is no longer entitled to return to the position or is not likely to return to the position within the following 24 months.

Effect of disciplinary suspension on seniority: Disciplinary suspensions in excess of 59 consecutive calendar days will be deducted in their entirety from an employee’s total time served for any class of seniority. Suspensions of less than 60 consecutive calendar days will have no effect on the seniority of the involved employee.

Section 16.1 – Shift Schedules

The City reserves the right to unilaterally establish a *work period* under the provisions of the Federal Fair Labor Standards Act. Work schedules shall be established using a twenty-four (24) hour day, three (3) shift scheduling model with work distributed among the three shifts every six days as follows: A; B; A; B; C; C. Either party may notify the other in writing on or before July 1 of each calendar year of the desire to reconsider the scheduling model then in effect. If such notice is given, the parties shall meet and confer on alternative scheduling models. If however, the parties cannot reach an agreement on or before August 15, the Union shall have until the close of business on August 20 to select the three (3) shift, twenty-four (24) hour scheduling model. If the Union does not select a model by August 20, the Chief shall select the model to be used following the next redraw.

Section 16.2 - Redraw

Subd. 1. General

On January 1 of each calendar year thereafter, bargaining unit employees who are assigned to fire suppression units and who then have more than two (2) years of sworn City seniority shall be assigned to fire suppression assignments within their job classification consistent with the staffing needs of the Department and with particular regard to their relative job classification seniority and their particular work assignment preferences in the manner described in paragraph B, below.

Subd. 2. Administration

- (a) *General Rule.* The Union, its officers, other representatives and members shall cooperate and assist the Employer in the administration of these provisions. All parties shall use their best efforts under all of the circumstances to begin the annual redraw process in early September of each calendar year. The Employer shall publish a redraw schedule at least two (2) weeks in advance of the first day of the bidding process. Employees shall be given the opportunity to select an available work assignment (i.e., duty location and shift) within their job class in the order of their relative

classification seniority. The Employer is committed to training those employees who have the requisite seniority to select an assignment but need additional training in the performance of that assignment's duties. Employees who miss their scheduled bidding time shall immediately be permitted to select an available assignment after contacting the Administration. Employees shall be allowed to make reasonable arrangements acceptable to the City to participate in the redraw on an absentee basis such as, for example, by written proxy filed with the Department's Assistant Chief during the two week (2) notice period referenced above. Scheduling of days off pursuant to the provisions of Section 16.8 of this Agreement shall not begin until at least one (1) calendar week after the end of the published redraw schedule.

- (b) *Selection of Station 8 or Station 11.* Effective for the redraw in 2013 for assignments during 2014, the assignment to Station 8 or Station 11 shall be for a term of two (2) years, meaning that an employee who selects such assignment shall not be eligible to participate in the redraw process in the following year and shall not be eligible to exercise transfer rights under Section 16.3 below. However, the Department in its sole discretion may waive the minimum length of service requirement at Station 8 and Station 11. The selection of an assignment to Station 8 or Station 11 shall not prevent an employee from being eligible for or accepting a promotion. If an employee transfers to an assignment at Station 8 or Station 11 after the redraw, he/she shall serve in such assignment for the remainder of the term of the vacancy he/she fills.

Section 16.3 - Transfers and Reassignment Following Redraw

Subd. 1. Posting

The Employer shall make a monthly posting of vacant fire suppression assignments within each job classification covered by this agreement. The right of an employee to request a transfer to a vacant assignment shall expire 25 days after the list is first posted.

Subd. 2. Transfers Initiated by the Employee

In addition to the provisions of Section 16.2 of this Agreement, bargaining unit employees who are assigned to fire suppression units and who have more than two (2) years of sworn Department seniority, may transfer to another vacant fire suppression assignment within their job classification, subject to the following conditions:

- (a) A transfer on the same shift, the vacation drawn will remain the same.
- (b) A transfer to another shift will result in all the vacation not already taken being reassigned by the administration based upon Department needs and, to the extent possible, the desire of the employee.

- (c) Transfers to assignments requiring specific qualifications (i.e. Haz Mat) will be done on the basis of qualifications.

The right to transfer is contingent upon the bargaining unit employee notifying the Department in writing of their desire to be transferred to the vacant assignment within the time specified in paragraph A, above. If more than one employee has requested a transfer to a vacant assignment, the employee with the most classification seniority shall be entitled to the assignment. A transfer request shall expire concurrently with the expiration of the right to submit a transfer request under each posting and, therefore, shall not carry over from one posting period to the next. Such transfers shall be made effective on the first day of the calendar month immediately following the expiration of the posting period or as soon thereafter as possible and practical. The provisions of this Section shall not be observed with respect to assignment vacancies occurring during the month of December in any calendar year or where the Department elects to eliminate the vacant assignment.

Subd. 3. Reassignment of Personnel Initiated by Department

If staffing levels among the shifts become imbalanced, the Department may reassign personnel from one shift to another in accordance with the provisions of this paragraph. The preference of the Department is to accomplish the rebalancing with volunteers. However, because of the time involved in the posting process, rebalancing of the shifts may initially be accomplished by inverse classification seniority. When inverse seniority is used, the Department shall give not less than seven (7) calendar days advance notice to affected employees prior to the effective date of such reassignments. In order to solicit volunteers, the Department shall also make a one-time posting of the assignments made available by reason of the rebalancing and consider transfer requests in the manner specified in paragraphs A and B, above. After the period to submit transfer requests for the posted assignments has expired, requested transfers shall be considered and granted in the manner specified in paragraph B, above. An employee initially reassigned by inverse seniority to an assignment and subsequently displaced by a volunteer from the one-time posting may be reassigned at the discretion of the Department. Notwithstanding any provisions of paragraph B to the contrary, following reassignment initiated by the Department under this paragraph (whether accomplished by inverse seniority or voluntary transfer), the Department will grant to a reassigned employee days off from his/her new shift corresponding to previously granted days off from his/her old shift when the employee can reasonably demonstrate that he/she had made plans for his/her time off and that the inability to take time off during in accordance with such plans would cause a hardship to the employee. In all other cases, the Department shall use its best efforts to work with an affected employee to schedule days off at a time mutually acceptable to the Department and the employee.

Subd. 4. Removal After Bid

Once an employee has successfully bid for an assignment, the employee shall not be removed from the assignment until after the next redraw unless:

- (a) the employee agrees to accept another assignment;
- (b) the employee is reassigned pursuant to the application of the inverse seniority provisions in this Section 16.3; or
- (c) the retention of the employee in the assignment would unduly disrupt the operations of the station to which he/she is assigned.

An employee who is transferred pursuant to subparagraph 3 may be transferred between companies as long as they stay on the same shift as their original bid. Such transfer shall not occur prior to a conference among the Chief, the President of Local 82, and the employee's supervisor. The conference shall clearly identify the issue and result in the development of an action plan. Where practical, no transfer shall take place without providing the employee an appropriate time to correct the deficiency. Nothing in this paragraph D shall preclude the Department from temporarily reassigning or detailing an employee to another assignment when necessary to meet the legitimate business needs of the Department. The Department shall first attempt to meet such needs with volunteers, but may assign the least senior qualified employee. Upon the conclusion of the temporary assignment, the employee shall be entitled to return to his/her prior assignment unless a redraw has been held and become effective during the time the employee was serving in the temporary assignment.

Section 16.4 – Layoffs, Bumping and Displacement

Subd. 1. Definitions.

1. A "lay off" is when an employee loses his/her position due to a lack of funds or work even if the action results in the demotion of the employee rather than interruption of his/her employment.
2. "Bumping" is when an employee who is laid off exercises his/her right to take a position in a lower rank from an employee with less Classification seniority.
3. "Displacement" is when an employee who has lost his/her assignment exercises his/her right to take an assignment in the same rank from an employee with less classification seniority.

Subd. 2. Layoff by Classification Seniority

Whenever it becomes necessary because of lack of funds or lack of work to reduce the number of employees in any rank, the employees to lose their positions shall be determined by inverse classification seniority within the rank in which reductions are to be made.

Subd. 3. Notice

The Employer shall provide affected employees with at least thirty (30) calendar days notice prior to the contemplated effective date of a reduction in the size of the work force or the elimination of assignments.

Subd. 4. Bumping Rights

Employees who have at least two (2) years of sworn Department seniority shall have the right to bump an employee of lesser Classification seniority in the next lower rank previously held permanently by the laid off employee. If the laid off employee cannot properly bump any employee in the next lower rank, such laid off employee shall have the right to bump an employee of lesser Classification seniority in progressively lower ranks previously held permanently and satisfactorily performed by the laid off employee. In all cases, however, the bumping employee must meet the current minimum qualifications of the claimed assignment (which includes specialty assignments) and must be qualified to perform the required work.

Subd. 5. Displacement Rights

When a fire suppression assignment to which an employee has bid is eliminated or when an employee loses his/her assignment by reason of being bumped or displaced, regardless of whether the elimination results in a reduction in the number of employees in the job classification, an employee who has at least two (2) years of sworn Department seniority shall have the right to displace an employee of lesser classification seniority within his/her job classification and shift.

Subd. 6. Bumping/Displacement Process

When an event occurs that triggers bumping or displacement rights, the process shall be implemented in the following sequence:

1. The Department shall identify the positions or assignments to be eliminated;
2. The Department shall identify the employees to be laid off, if any, by inverse classification seniority;
3. The Department shall determine the number of positions that shall remain in each job classification on each shift;
4. If necessary, the Department shall balance the shifts in accordance with Section 16.3;
5. Laid off employees having bumping rights shall be given an opportunity to exercise their bumping rights.

6. Displaced employees having displacement rights shall be given an opportunity to exercise their displacement rights.
7. If a laid off or displaced employee selects a vacant assignment that has already been posted, the employee may be displaced by an employee with greater Classification seniority who timely submits a transfer request for the vacant assignment.

Notwithstanding the foregoing, family members (spouse, registered domestic partner, parent, child or sibling) may not be assigned to the same rig on the same shift. If the bumping/displacement process results in two or more family members working on the same rig on the same shift, all family members other than the one having the most Department seniority among the family members, shall move to a different assignment on the same shift. If eligible, such less senior family members may exercise displacement rights under this paragraph F.

Subd. 7. Personnel Returning from an 8-hour Shift

Personnel returning from an 8-hour shift assignment to a 24-hour shift fire suppression assignment shall be entitled to exercise the bumping/displacement set forth in this Section, but shall not be limited to any specific shift.

Subd. 8. Job Bank; Recall from Layoff

Employees covered by this Agreement shall be eligible to participate in the Job Bank Program pursuant to the terms and conditions as set forth in Minneapolis Code of Ordinances 20.810, et. seq. and the Job Bank Letter of Agreement attached hereto as Attachment C. To the extent that there are provisions of this Labor Agreement that conflict with the Letter of Agreement, the Labor Agreement shall prevail.

An employee designated for lay off who accepts a position with the City that is not represented by this bargaining unit pursuant to the "Job Bank" or who suffers an interruption in employment by reason of being laid off, shall be placed on a lay off list. Notwithstanding any provision in this Agreement or Civil Service Rules to the contrary, the Employer agrees that employees shall be recalled from the lay off list in order of reverse seniority, "last in, first out."

Except as provided below, the employee shall remain on the lay off list until he/she is recalled or he/she has refused an offer to be recalled.

- 1) *Prerequisites to Recall.* An employee shall be eligible for recall if the following conditions are satisfied at the time of recall:

- a) The employee possesses a valid driver's license and a valid EMT Certificate. The Employer will provide the opportunity for an employee on the Layoff List to maintain his/her EMT certification.
 - b) The employee is fit for duty. An employee shall be presumed fit for duty, but may be referred for a fitness for duty evaluation prior to recall based on the circumstances described in Section 23.2 of this Agreement.
 - c) The employee passes a background check, if required by the Fire Chief (applicable only with regard to an employee who has been on the layoff list for more than 6 months).
- 2) *Conditions for Return to Active Duty Upon Recall.* An employee who is recalled must complete all training necessary to main his/her state license within 45 days of recall prior to be returned to full duty status. The Department will provided the training sessions necessary to allow the employee to meet this requirement. If the employee fails to satisfactorily complete the training, he/she may be returned to the layoff list.
- 3) *Termination of Recall Rights.* An employee may be removed from the layoff list and, as a result, have his/her recall rights terminated under any of the following circumstances:
- a) the employee fails a required background check;
 - b) the employee took another assignment with the City through the Job Bank, was terminated for just cause from such assignment and the termination was upheld on appeal or the employee did not contest the termination; or
 - c) with regard to an employee took another assignment with the City through the Job Bank, was released from probation, the Employer petitioned the Civil Service Commission to remove the employee from the layoff list and, applying the just cause standard, the Commission determined that the employee should be removed from the layoff list.
- 4) *Consequences of Being Not Fit for Duty At Time of Recall.* An employee who is offered a recall but who is not fit for duty at the time of recall shall be given sixty (60) days to demonstrate that he/she can meet the physical requirements of the job. Where the employee is unable to meet the physical requirements due to a diagnosed illness or injury, the Fire Chief may extend the initial period to demonstrate fitness for duty by an

additional sixty (60) days. If the employee is unable to meet the physical requirements during such initial period (including any extension by the Chief), the employee shall be removed from the layoff list and placed on a medical layoff.

- 5) *Consequences of Not Having a Valid Driver's License or EMT Certificate.* An employee who fails to have a valid driver's license and/or a valid EMT Certificate at the time of recall shall be passed over until the next available vacancy occurring after he/she has notified the Department that he/she has corrected the deficiency.

Nothing in this Sub-section H is intended to supersede or limit any rights or benefits provided under applicable pension laws.

Subd. 9. Recall from Demotion

Notwithstanding any provision in this Agreement or Civil Service Rules to the contrary, the Employer agrees that any employee in the rank of Battalion Chief, Captain or FMO who is demoted by reason of being laid off, shall be placed on a demotion list. An employee placed on a demotion list shall remain on such list until he/she is returned to the rank from which he/she was demoted or he/she has refused an offer to return to such rank. When the Employer elects to fill a vacancy in the rank of Battalion Chief, Captain or FMO, it shall first fill the vacancy from an existing demotion list on a "last in, first out" basis and then, after no names remain on such demotion list, from the list established by the examination process.

Subd. 10. Effect on Appointed Positions

Employees who hold a rank within the classified service but are serving in an appointed position within the Department cannot be displaced (*bumped*) within the meaning of this Article by other bargaining unit employees during the time such employees hold their appointed positions. In the event such a person is removed from his/her appointed position he/she shall have the right to return to his/her last-held civil service rank.

Subd. 11. Exceptions

The following exceptions may be observed:

1. *Mutual Agreement.* If the Employer and the Union agree upon a basis for layoff and reemployment in a certain position or group of positions and such agreement is approved by the City Coordinator or his/her designated representative, employees will be laid off and reemployed upon that basis.
2. *Emergency Retention.* Regardless of the priority of layoff, an employee may be retained on an emergency basis for up to fourteen (14) calendar days longer to complete an assignment.

Subd. 12. Days Off

For the purpose of determining the days off for an employee who changes his/her shift as a result of exercising his/her bumping rights, the exercise of bumping rights shall be treated as a transfer initiated by the Department pursuant to Section 16.3, subd. 3., above.

Section 16.5 - Replacement Positions

Notwithstanding the seniority provisions of this Article, the Department retains the right to assign Fire Fighters who have two (2) years of sworn service or less to replacement positions based upon Departmental needs. During the first three (3) months of a newly hired Fire Fighter's initial assignment to a station; they shall not be subject to periodic changes in duty location referred to by the Parties as *tramping*. During the remaining portion of a newly hired Fire Fighter's initial probation, such duties shall be assigned only where the Department's Training Officer and the involved employee's District Chief and Captain all certify that the employee has been adequately prepared for such duty.

Section 16.6 - Hire Backs and Working Out Of Grade

The Department will administer its *Hire Back Program* to ensure, to the extent feasible, that employees are hired back in grade. To the extent that this is not feasible, employees will be paid out of grade pay for all out of grade assignments twelve (12) hours in duration or greater. The compensation payable for work out of grade assignments shall be determined pursuant to Section 7.5, subd.1, in the same manner as if the employee had been promoted or detailed to the position. For the purpose of interpreting the Rules of the Civil Service Commission "Working Out of Grade" is considered synonymous to a "detail" as defined by the Rules.

Section 16.7 - Diversity Issues

The Cultural Awareness Committee will include a representative of the Administration and of the Union. The Cultural Awareness Committee will identify diversity issues as they arise from time to time. The committee will recommend solutions to diversity issues to the Labor Management Committee. The Labor Management Committee will review the recommendations of the Cultural Awareness Committee and will arrive at a solution for these issues. The Fire Chief will make the final decision if the Labor Management Committee cannot arrive at an agreement. If reassignment of personnel becomes part of the solution, the least senior person of the rank needed will be transferred to address the issue.

Section 16.8 - Selection and Assignment of Fire Fighter/Fire Motor Operator/Captain to Staff Captains

Subd. 1. General

The term "Staff Captain" shall be used to describe an employee who is assigned to certain

special duties as determined by the Chief and consistent with this Section. "Staff Captain" is not a job classification and, therefore, the process for employees to be assigned to or removed from Staff Captain duties is not subject to the promotional process described in the Civil Service Rules or in this Agreement.

Subd. 2. Eligibility

Any Fire Fighter who has completed at least four years of service as a sworn employee of the Minneapolis Fire Department and any Fire Motor Operator or Captain shall be eligible to be assigned to serve as a Staff Captain.

Subd. 3. Duties

The duties of a Staff Captain are chiefly administrative or technical in nature and may vary to meet the needs of the Department. Assignment as a Staff Captain is considered an important, although not required, element of the career development for an employee interested in a management position and as such constitutes an important component of the Department's Succession Plan. Typical duties may include, but are not limited to: developing and delivering training programs; evaluating and purchasing equipment; developing and producing various management reports; presentations and plans; preparing and disseminating information to the public and media; inspecting buildings and overseeing correction of code violations; and providing employee assistance. The duties of a Staff Captain are separate and distinct from those of a Battalion Chief, Deputy Chief or Assistant Chief and other recognized sworn job classifications in the Department and the Department shall not permanently assign the duties of such ranking job classifications to Staff Captain from temporarily assuming the duties of another sworn classification subject to the work out of class provisions of this Agreement and applicable Civil Service Rules.

Subd. 4. Selection

The number and duration of Staff Captain assignments shall be determined at the discretion of the Chief. When an opening for new assignment is created or results from an assignment being vacated by an incumbent, the Department shall post a notice of the assignment opportunity for a period of not less than twenty (20) days in a manner reasonably calculated to reach all eligible employees. The posting shall include: a description of the duties associated with the assignment; the duration of the assignment (if for a definite term); the work schedule for the assignment; the minimum and preferred qualifications for the assignment; and a description of the selection process. Selection of the successful candidate shall be at the discretion of the Chief. Employees shall serve as a Staff Captain at the pleasure of the Chief. Neither the assignment of employees as a Staff Captain nor the reassignment of employees to the duties of their civil service job classification are subject to the grievance procedures of this Agreement. During the period of assignment as a Staff Captain, an employee shall retain his/her civil service rank and shall continue to accrue classification seniority in such rank.

Subd. 5. Compensation

The wage schedules attached hereto as Appendix A include a wage for employees assigned as staff captains. An employee assigned as a Staff Captain shall be placed on the salary schedule in the same manner as provided in Section 7.5, *Pay Upon Promotion*, an employee assigned as a staff captain shall continue to be eligible for step progression through the Staff Captain salary schedule pursuant to Section 7.4 of this Agreement.

Subd. 6. Work Schedules

The normal work week for an employee assigned as a Staff Captain shall be forty hours per week and the normal work shift shall consist of eight (8) or ten (10) consecutive hours of work as determined by the Department.

Subd. 7. Minimum Commitment

An employee accepting an assignment as Staff Captain agrees to serve a minimum of two (2) years in the assignment. However, such minimum commitment may be waived by the Chief in his/her discretion. In addition, the Chief may remove an employee from the assignment, shorten the duration of the assignment or abolish the assignment at his/her discretion at any time prior to the expiration of an employee's minimum commitment. Nothing herein shall preclude an employee from taking a promotional exam or accepting a promotion during the term of his/her minimum commitment as a Staff Captain.

Subd. 8. Return to Fire Suppression

When an employee returns to fire suppression duties upon removal or resignation from Staff Captain duties or upon the expiration of an assignment of limited duration, the employee may be assigned fire suppression duties at a work location and on a work shift at the discretion of the Chief, subject to the employee's right to bid for posted vacancies by seniority pursuant to the provisions of Section 16.3. If an employee returns to fire suppression duties as a result of the elimination of the assignment, such an occurrence shall be considered a "layoff" within the scope of Section 16.4 and the affected employee shall be entitled to the rights of a laid off employee as set forth in Section 16.4.

ARTICLE 17 - DISCIPLINE

Section 17.1 - Scope

The City will discipline employees who have completed the required probationary period only for just cause. Investigations into an employee's conduct which do not result in the imposition of discipline shall not be entered into the employee's official personnel file. Verbal reprimands, written reprimands, and suspensions shall all have a "reckoning period".

The term reckoning period is defined as "that period of time which a previous infraction may be considered in a present disciplinary action". The reckoning period schedule is as follows: verbal reprimands – 2 years; written reprimands – 3 years; and suspensions – 5 years. The computation of the reckoning period shall begin with the date the discipline was given. Upon expiration of the reckoning period, the matter shall be stamped expunged and not available to the general public unless mandated by the Data Practices Act or court order.

The right to not have the matter used for progressive discipline or deemed expunged will not exist where the underlying infraction that caused the discipline was the violation of another individual's statutory rights, e.g. sexual harassment, race discrimination, gender discrimination, etc.... Such matters will remain as an active file in the employee's official personnel file.

Section 17.2 - Appeal Rights

A suspension, written reprimand, demotion or discharge of an employee who has completed the required probationary period may be appealed through the grievance procedure as contained in Article 5 (*Grievance and Arbitration*) of this Agreement.

Section 17.3 – Investigative Procedure

Interviews of personnel will, to the extent possible, be conducted in the following manner:

- (a) Advance notification of the interview will be given to the employee. This notice will generally be at least 2 hours. This time may be less if Union representation is working the same shift.
- (b) Individuals notified for an investigative interview will be notified whether they are the subject of the investigation or a witness.
- (c) All individuals will be afforded the ability to have Union representation regardless if they are the subject of the investigation or a witness.
- (d) Interviews will be conducted, to the extent feasible, during shifts that the individuals being interviewed are working.
- (e) Just prior to the interview, a brief description of the issue(s) will be given to the employee to be interviewed. A short period of time (10-15 minutes) will be granted

to the employee to confer with Union representation if they so desire.

- (f) Subjects of investigations or witnesses shall not discuss the investigation with anyone other than Union or Legal representatives. Retaliation against any witness or person making allegations is prohibited and may subject the violator to additional disciplinary action.
- (g) The Investigator may tape record the interview but will do so if the employee requests. If the interview is to be tape recorded, a transcript will be prepared and the employee will be given an opportunity to review the transcript and make any corrections. At the employee's request he/she will be given a copy of the final signed transcript.

ARTICLE 18 - CIVIL SERVICE RULES

Section 18.1 - General.

The City and the Union agree that they will actively support, for the term of this Agreement, before the Minneapolis Civil Service Commission and otherwise, the existing civil service rules relating to affirmative action and other matters covered by the Rules, except to the extent such rules are contrary to the terms of this Agreement.

Section 18.2 - Probationary Periods.

Notwithstanding the provisions of the Minneapolis Civil Service Rules, an employee hired to serve in the job classification of Fire Cadet shall be on probation during the entire term of service in such class. Upon promotion to the job classification of Firefighter, an employee shall serve a probationary period of one year of active payroll status in the classification of Firefighter. At the discretion of the Fire Chief, the probationary period for a Firefighter may be extended for 3-months with prior notification, including reasons, to the Union. While a Fire Cadet or a Firefighter is on probation, the employee may, at the discretion of the Union, be represented by the International Association of Fire Fighters but shall not have access to the Grievance/Arbitration Procedure described in Article 5 of this Agreement.

Each member of the Union that is promoted to a classification above Firefighter shall serve a probationary period of six months, excluding sick leave and/or time spent on Workers Compensation. At the discretion of the Fire Chief, the probationary period may be extended for 3-months with prior notification, including the reasons, to the Union. During such probationary period the employee may, at the discretion of the Union, be represented by the International Association of Fire Fighters but shall not have access to the Grievance/Arbitration Procedure described in Article 5 of this Agreement with respect to his/her discipline or probationary release. In the event a promoted employee is released from his/her promoted position, he/she shall be returned to his/her last held Civil Service position.

If, in the opinion of the Employer, the conduct that led to the probationary release of a

promoted employee is of such significance to consider termination of the employee, the employee shall have access to the Grievance Procedure contained in Article 5 of this Agreement.

ARTICLE 19 - LABOR-MANAGEMENT COMMITTEE

During the life of this Agreement, the Parties shall periodically meet through their Joint Labor-Management Committee to discuss matters of mutual interest and concern. Said committee shall adopt bylaws to effectuate the purposes of: a) improving the relationship between and among the City, the Union and Fire Department personnel, b) increasing the quality of service provided to the citizens of the City of Minneapolis by Department personnel, and c) improving the efficiency with which such service is provided.

The Labor-Management Committee will have two (2) standing agenda items: 1) budget and its impact on operations, and 2) permanent vacancies and the plans for such vacancies. If these items are not addressed for any three (3) consecutive months, the Union may notify the Director of Employee Services and request the Labor-Management Committee be convened to address the issue(s). Upon such a request, the Director of Employee Services will schedule a Labor-Management Committee meeting, which will occur within thirty (30) days of the request.

Notwithstanding the provisions of this Article 19, Civil Service Rule 9.03 remains in effect and is not superseded or modified by this Agreement. Accordingly, the Civil Service Commission retains jurisdiction over disputes relating to the interpretation or application of Civil Service Commission Rule 9.03,

ARTICLE 20 - WORK PLACE ENVIRONMENT

The Employer and the Union reaffirm their commitment to encourage and maintain a work environment which is hospitable to all employees, managers and supervisors. To that end, the Employer and the Union shall continue to refine a formal *alternative dispute resolution* (ADR) system for the purpose of managing conflict resolution systems and/or to provide coaching and training to employees, managers, and supervisors in conflict resolution techniques.

ARTICLE 21-MILEAGE REIMBURSEMENT

Effective May 1, 2013, employees will be reimbursed for miles driven in their personal vehicle when ordered by a supervisor to travel for business purposes after reporting for duty. The reimbursement shall be at the IRS rate and payable provided: the employee submits documentation including the date, the departure location and destination, miles of trip (using mapquest), and the business reason for the travel; and such documentation is submitted within 60 days of the occurrence for which reimbursement is claimed.

ARTICLE 22 - HEALTH CLUB MEMBERSHIP ELIGIBILITY

Section 22.1 - Eligibility

All bargaining unit employees, except those whose eligibility is revoked, are eligible for a single membership at the facility selected pursuant to the terms of this Article. The club membership dues for all eligible employees shall be paid by the Employer. For the purposes of this provision, eligibility is limited to only those employees listed as “active”, e.g. receiving wage compensation or accrued sick/vacation payment, on the first of each month. Finally, employees who separate from service with the Department during a calendar year by reason of retirement shall continue to be eligible for membership for the remainder of the calendar year in which such retirement becomes effective.

Section 22.2 - Periodic Medical Examinations

Medical examinations of bargaining unit employees will be performed as per OSHA requirements. Whether or not participating in the fitness evaluation under Section 22.3, employees will fill out a medical questionnaire for review by the City Physician. This questionnaire is required to be cleared to wear an S.C.B.A. Follow up with the Physician could be necessary based on the answers given on the questionnaire. This program will meet the OSHA medical requirements that Firefighters demonstrate each year that they can perform the duties of interior structural firefighting.

Section 22.3 - Physical Fitness Evaluation; Cadet Test Norming

Subd. 1. General Evaluation Protocol

All employees will complete a fitness evaluation every two (2) years. Promoted employees will complete the fitness evaluation in even-numbered years. Firefighters will complete the evaluation in odd-numbered years.

The fitness evaluation will consist of a measure of the employee’s muscle strength (e.g., arms, legs, and hands), muscle power (e.g., vertical jump), muscle endurance (e.g., push up/pull up/sit up/wall sit or squat test), flexibility (e.g., sit & reach) and cardiovascular or aerobic capacity.

Prior to the employee’s scheduled evaluation, he/she will be required to complete a risk assessment questionnaire (PAR-Q). This questionnaire will initially be reviewed by the exercise physiologist who will determine the appropriate evaluation protocol.

When the employee is determined fit to undergo the evaluation, such evaluation will be conducted in private while the employee is on duty at predetermined dates identified by the

Employer. Employees will follow the instructions given to them regarding the evaluation.

An employee may be excused from taking the evaluation on the scheduled date if it falls on the date of the employee's scheduled vacation or if the employee requests to be excused due to an existing illness or injury. In cases where such existing illness or injury is not incurred in the line of duty, the limited duty and administrative leave provisions set forth below shall not be applicable. The evaluation shall be rescheduled as soon as possible by the Employer after the employee's illness or injury has healed.

The evaluation will result in the preparation of a report to the employee of his/her fitness level relative to fire fighters of like age and gender from a national test sample and, where appropriate, the preparation of a recommended regimen by an exercise physiologist for the purpose of assisting the employee in improving his/her fitness. The Employer will receive an aggregate summary of the fitness level of all employees relative to Firefighters of like age and gender from a national test sample. Data from employees who participate in an alternative method of evaluation (e.g. step-test or predicted formula) will result in the preparation of a report to the Employer describing the total number of employees evaluated by each alternative method. No individual data, such as the employee's name, age, gender and evaluation outcome will be provided or made accessible to the Employer.

Subd. 2. Fitness to Undergo Evaluation

If the employee cannot complete the evaluation or if the exercise physiologist or other person administering the evaluation (collectively the "Evaluation Administrator") determines prior to or during the evaluation that proceeding with or completing the evaluation could pose a risk to the health of the employee, the employee will be notified that he/she should be examined by a doctor. Such notification shall be in writing and shall contain a description of the condition to be evaluated by the doctor and the physical requirements of the position. The Employer will not be notified of the referral to the doctor or the underlying reasons for the referral provided that the employee submits to the Evaluation Administrator within thirty (30) days of the referral notice documentation from a physician that he/she is cleared to proceed with the evaluation. After the employee provides documentation from a physician that he/she is cleared to take the evaluation, the Evaluation Administrator will then reschedule the evaluation as soon thereafter as is practical.

If the employee chooses, he/she may obtain such medical clearance at no cost by seeking reimbursement from the Fire Department for the out-of-pocket expenses (those not covered by insurance) from his/her own physician or by being examined by the City's physician. The Employer will obviously learn of the existence of the referral (but not of the details of the medical exam) if the employee is seeking to have the Employer pay for the exam, however there will be no adverse consequences to the employee if he/she is cleared to take the evaluation. The employee may also report the condition to the Employer at any time before the expiration of the thirty (30) day period if the employee becomes concerned that the condition puts him/her at risk in performing his/her regular duties, thereby invoking the provisions of subd. 3., below.

Subd. 3. Fitness for Duty

If the employee does not submit to the Evaluation Administrator within thirty (30) days of the referral notice documentation that he/she is cleared by a physician to take the evaluation, the Evaluation Administrator will notify the Employer that the employee was unable to take or complete the evaluation for medical reasons. If the Evaluation Administrator or the employee notifies the Employer of a condition that is of a nature that would put the employee at risk if he/she were performing his/her regular duties, the employee may be restricted from returning to full-duty and, if so restricted, shall be placed, at the discretion of the Chief, on a limited duty assignment or paid administrative leave pending examination of the employee. The employee shall be examined by a physician of his/her choice for a determination as to the employee's fitness for full duty. The employee may also choose to be examined by the City's physician at no cost to the employee. If the employee is examined by his/her own physician, the Employer will reimburse the employee for any out-of-pocket expenses incurred as a result of the initial fitness evaluation, to the extent not covered by the employee's health insurance. Subsequent out-of-pocket medical expenses, if any, relating to the treatment of any condition identified by the employee's physician or the City's physician shall be borne by the employee. If the employee does not submit to an initial examination within fourteen (14) days of the date he/she is relieved of full-duty or if the employee fails to cooperate in submitting to any necessary subsequent examinations in a timely manner, the Chief may terminate the limited duty or administrative leave status and place the employee on unpaid leave, subject to the ability of the employee to use accrued time banks (sick leave or vacation). In order to return to full duty, the employee must produce documentation from his/her physician in a form acceptable to the Employer that the employee is cleared to resume full-duties. The Employer reserves the right to require an evaluation by the City's physician before allowing the employee to return to full duty.

If the employee becomes subject to work restrictions that prevent him/her from performing normal firefighting duties, and if such employee is not ready to return to normal firefighting duties within six months after such restrictions were imposed, the Department may terminate the limited duty assignment and designate the employee for placement on a medical layoff. If an employee is designated for placement on a medical layoff, the employee shall be entitled to exhaust his/her sick leave, vacation or other paid-time bank before the layoff becomes effective and may seek other employment within the City.

Subd. 4. Cadet Work Simulation

In addition to the fitness evaluation referenced in this Section, Firefighters will be required to complete the Cadet Work Simulation as needed to normalize cadet entrance standards.

Subd. 5. No Conflict With Workers' Compensation Laws

Nothing in this Section 22.3 shall be construed to be in conflict with any rights or obligations of the Employer or employee under applicable Workers Compensation laws or

regulations. If such conflict arises, the Workers Compensation laws and regulations shall prevail.

When an employee has been placed on a medical layoff, the employee's recall from layoff shall be governed by Rule 12 of the Minneapolis Civil Service Rules; subject to the employee establishing his/her ability to return to normal firefighting duties. Generally, if the period of time an employee is reasonably expected to be off the job is less than six months, a leave without pay may be more appropriate.

Section 22.4 - Health Club Memberships

Subd. 1. Eligibility

All employees covered by this agreement are eligible for a single membership at the facility selected pursuant to the terms of this Agreement (the "Primary Facility"). The club membership dues for all eligible employees shall be paid by the City.

Subd. 2. Club Usage

After each calendar quarter (March 31, June 30, September 30, December 31) the Employer may cancel the club membership of an employee who does not use the Primary Facility or an Alternate Facility an average of six (6) times per month during the three-month period. The Employer shall advise the employee before the cancellation become effective. An employee may request a waiver if he/she was temporarily unable to use the facility due to illness, injury or other compelling circumstances. However, the consideration of a waiver is solely at the discretion of the Employer and is not grievable.

Subd. 3. Reinstatement

After an employee's membership to the Primary Facility or to an Alternate Facility has been cancelled pursuant to Paragraph (b), above, and after a 90-day waiting period following the effective date of cancellation, he/she may request reinstatement on a form to be supplied by the Department. If an employee has previously had his/her club membership cancelled and was subsequently reinstated, to be reinstated at a future date, the employee must pay a reinstatement fee of \$50.00. Reinstatement shall be effective upon the next Entry Date as referenced in Section 22.4, subd.7.

Subd. 4. Membership Upgrades

Any employee who is eligible for a single membership may upgrade his/her membership to a family membership (or other type of upgraded membership) at the employee's option. The employee shall bear the additional cost of any such upgrade.

Subd. 5. New Hires

Newly hired officers shall become eligible for membership upon completion of their training.

Subd. 6. Selection of Primary Facility

The Primary Facility shall be one that is mutually agreeable to the City and the Union. In order to control its costs, the City may solicit bids or proposals from potential providers of the Primary Facility upon first obtaining the Union's approval as to the specifications of the solicitation for bids or the request for proposals, however, the selection of the successful bid/proposal shall be made jointly by the City and the Union.

Subd. 7. Alternate Facilities

An employee who takes the Wellness Evaluation as scheduled shall be eligible for reimbursement for the membership dues to an alternate health club pursuant to the terms of this Paragraph. The City and Union shall, by mutual agreement, establish and maintain a list of participating health club facilities (the "Approved List"). An eligible employee may elect to opt out of the membership to the Primary Facility and instead maintain a membership at any facility on the Approved List (the "Alternate Facility"). Such an election shall become effective on the next Entry Date (the effective date of membership at the beginning of each calendar quarter) after the election and continue in effect until the next Entry Date after the employee revokes such election or ceases to be eligible for the benefit. All elections and revocations may be made only once per year, must be made in writing and must be delivered to the Department not less than one month before the applicable Entry Date . An eligible employee who elects to maintain a membership at an Alternate Facility shall be entitled to reimbursement from the City in an amount up to the annual cost of a single membership to his/her choice of Alternate Facility. The reimbursement shall be funded as follows: solely by the City to the extent of the amount paid by the City per employee for a single membership to the Primary Facility; and the balance, if any, from any Sick Leave Credit Pay designated by the Employee pursuant to Section 10.2.

Subd. 8. No Use On Duty

No employee may use the Primary Facility or alternate facility while on duty.

ARTICLE 23 - FITNESS FOR DUTY

Section 23.1 - Statement of Policy and Purpose

The Minneapolis Fire Department and its employees know that the performance of fire suppression and life safety duties is inherently demanding and that such duties are sometimes performed under dangerous conditions and/or in a stressful environment. It is, therefore, important to the Department for the safety of its employees and the public to ensure that all personnel in the service of the Department are medically, psychologically and emotionally

fit for duty. It shall be the policy of the Minneapolis Fire Department to require fitness for duty examinations in accordance with the provisions set forth herein.

It is the purpose of this policy to establish basic procedures for identifying members of the bargaining unit who may suffer from medical, psychological or emotional conditions which impair their ability to perform their job duties satisfactorily. This policy shall be administered in a manner which is consistent with the Department's desire to treat affected employees with dignity and respect under such circumstances and to provide information and assistance to them concerning their fitness for duty.

It is the goal of the City of Minneapolis to have healthy and productive employees and to facilitate successful treatment for those employees experiencing debilitating health problems. In furtherance of this goal, the Department is committed to applying this Policy to promote rehabilitation, rather than discipline, while minimizing the interruption to the employee's life and career and to the employer's operations.

Section 23.2 - Circumstances Requiring Fitness For Duty Examinations

The Chief or Assistant Chief of the Fire Department may require an employee to be examined under this policy in the circumstances described below:

- (a) Where there exists a reasonable cause to believe, based upon specific observations and facts that an employee may not be medically, psychologically or emotionally fit to perform the essential functions of the position to which he or she is assigned. Such reasonable suspicion must be based upon information provided to a supervisor that the employee is currently exhibiting conduct which reasonably demonstrates that the employee may be suffering from a physical or psychological condition which prevents the employee from effectively performing his/her duties and upon a reasonable assessment or investigation by the Chief or his/her designee as to the reliability and/or legitimacy of such information;
- (b) Where an employee is returning to active service after a leave of absence without pay or similar absence or where the employee has been outside of the Department's observation or control for a period longer than six (6) calendar months.
- (c) Where an employee is returning to active service after a serious illness, injury or medical condition whether or not the employee's personal physician has placed restrictions on the employee's job-related activities.
- (d) Where an employee has been involved in an incident where the potential for physical or psychological trauma to the employee was significant.
- (e) Where the employee contends he/she is not medically, psychologically or emotionally fit for duty.

The provisions set forth in paragraphs (b) and (c) above shall not apply to psychological evaluations. A physician evaluating the physical fitness for duty may refer an employee for a psychological evaluation pursuant to the provisions of Section 23.4 below.

Section 23.3 - Directives To Be Examined; Notice

At the time an employee is required by the Department to undergo a fitness for duty examination, the Chief or Assistant Chief shall inform the employee of the reason(s) for the examination and shall provide the employee with a detailed summary of the information provided by the Department to the examining physician or other licensed medical provider. Except as described below in cases involving psychological examinations, refusal to submit to a required fitness for duty examination shall subject the employee to disciplinary action. In such cases, the employee shall not be permitted to work until the fitness for duty examination has been conducted and a fitness for duty finding has been made.

Section 23.4 - Psychological Evaluations; Reasonable Basis; Appeals

In accordance with the holding of the Minnesota Court of Appeals in *Hill v. City of Winona*, an employee may challenge the basis upon which the Chief or Assistant Chief relied in making the referral for the psychological evaluation before the employee shall be required to submit to a psychological fitness for duty evaluation pursuant to Section 23.2(a). Such a dispute shall not be subject to the grievance procedures set forth in Article 5 of this Agreement, but instead shall be resolved by the procedure set forth herein. The dispute shall be referred to an appeal committee consisting of the President of the Union plus two persons designated by him/her and the Chief of the Department and two persons designated by him/her. The Committee shall review all the information available to the Chief regarding the referral for the evaluation for the purpose of determining whether the factual basis for the referral is accurate and whether the referral is necessary. The Committee may seek additional information or refer the matter back to the Chief for further investigation. The Committee shall have the authority to make a final determination regarding the underlying facts upon which the referral was based and regarding whether the referral is necessary. Decisions of the Committee shall be by consensus. The Committee may seek outside assistance in the event it is having difficulty reaching a consensus. If a consensus cannot be reached on the issue of the underlying facts, the decision of the Union President, after seeking and considering input from the Committee members, shall be final and binding. If a consensus cannot be reached on the issue of whether the fitness for duty exam is necessary, the decision of the Fire Chief, after seeking and considering input from the Committee members, shall be final and binding.

Section 23.5 - Examining Physicians; Costs

The physicians and/or other licensed medical providers relied upon by the Department in the administration of this policy shall be selected and employed by the Department. To

minimize the delay in evaluating the employee, the Department shall have more than one physician and/or licensed medical personnel to conduct fitness for duty evaluations.

The Department shall bear all costs associated with fitness for duty examinations required under this policy and all time required by such examinations shall be regarded as "work time" under the Fair Labor Standards Act and the provisions of this Collective Bargaining Agreement.

Notwithstanding the fact that the Employer is paying for the cost of the exam, the relationship between the employee and the doctor shall be that of "doctor and patient" and shall be subject to all applicable federal and state laws governing the confidentiality of medical information.

Section 23.6 - Adverse Findings; Appeals

Where it is determined that an employee is not fit for duty, the examining physician shall prepare a written report which includes the following:

- (a) A specific diagnosis of the employee's condition and the reasons why such problem renders the employee unfit for duty;
- (b) A statement as to whether the employee, with reasonable accommodation, is able to perform the essential functions of the job;
- (c) A specific treatment plan, if any; and
- (d) A prognosis for recovery and a schedule concerning re-examination.

The employee shall sign an appropriate release, if deemed necessary by the examining physician, in order to authorize the doctor to disclose to the Chief the forgoing information. A copy of the examining physician's written report shall be provided to the Chief of the Department and to the employee unless the examining physician or other licensed medical provider documents with reasonable specificity that disclosure of the information in the report is likely to cause harm to the employee or to others. In such cases, the information shall be handled and/or disclosed in a manner consistent with prevailing medical and/or legal authority.

In the event the employee disagrees with the determination of the examining physician or other licensed medical provider that he/she is not medically, psychologically, or emotionally fit for duty, the employee may submit medical information from a physician or other licensed medical provider of his/her own choosing. The employee shall be responsible for all costs associated with the second opinion that are not otherwise covered by the employee's medical insurance. Where the employee's physician and the Department's physician have issued conflicting opinions concerning the employee's fitness for duty, the Department and Union shall encourage the two physicians to confer with one another in an effort to resolve their conflicting medical opinions. If they are unable to do so within fifteen (15) calendar

days after the date of the second opinion, the dispute concerning the employee's fitness for duty may be submitted by the Union to a neutral examining physician or other licensed medical provider (the "Neutral Examiner")

The Union and the Department shall establish one list of not less than three qualified Neutral Examiners who shall all have expertise regarding psychological or emotional disorders and one list of not less than three qualified Neutral Examiners who shall all have expertise regarding physical illnesses or injuries. All Neutral Examiners shall be qualified to opine as to the employee's fitness to engage in fire suppression and life safety duties. When the services of a Neutral Examiner become necessary, the referral to the Neutral Examiner must be made within thirty (30) calendar days after the date of the opinion from the employee's physician or licensed medical provider and the employee shall select the Neutral examiner from the established list. If no such referral is timely made, the determination by the City doctor shall be final and binding. Further, if the employee timely makes the referral but fails to make the selection of the Neutral Examiner within five (5) business days after the services of the Neutral Examiner are deemed necessary, the Employer may select the Neutral Examiner from the panel.

The Neutral Examiner may make a determination based on the files and records of the City's and Employee's respective doctors. In addition, if the Neutral Examiner determines it necessary, the employee shall be directed to submit to an evaluation by the Neutral Examiner. The decision of the Neutral Examiner shall be final and binding on the parties. If the Neutral Examiner determines that the employee is not fit for duty, he/she shall issue a written report to the parties which includes the information specified above. To the extent not covered by insurance, the cost of the Neutral Examiner shall be split equally between the City and the Union. The dispute resolution procedures outlined herein shall not apply to Workers' Compensation cases

At such time as the Department determines that an employee shall be required to submit to a fitness for duty evaluation and/or during the time any controversy concerning the employee's fitness for duty is being resolved, the Department may reassign the employee to other duties or relieve the employee from duty in its sole discretion. In the latter event, the employee shall be placed on paid leave of absence status which may be revoked if the employee fails to fully cooperate with the Department or its examining physicians and/or other licensed medical providers.

Section 23.7 - Layoff for Medical Reasons

When an employee who has been found to be not fit for duty has exhausted his/her sick leave, vacation, and compensatory time banks, the employee may be laid off for medical reasons until he/she is again capable of resuming the duties. The employee's recall from layoff shall be governed by Section 16.4; however, the Department may require a satisfactory medical report from the City's health services provider before re-employment. Generally, if the period of time an employee is expected to be off the job is less than six months, a leave without pay may be more appropriate.

ARTICLE 24 - LEAVES OF ABSENCE

Section 24.1 - Budgetary Leave

Notwithstanding any provision of the Labor Agreement, Civil Service Rules, or the policies of the Employer to the contrary, so long as this Agreement remains in effect, an employee may request an unpaid leave of absence under the terms of this Section. The request shall be granted unless the Chief, in his/her discretion, determines that such leave would be contrary to the legitimate business needs of the Department. Reasons for any denial shall be provided to the employee. Additionally, leaves may be cancelled upon an Emergency declaration by the Chief, but shall be sensitive to circumstances of the employee.

An employee may request a leave of absence for a continuous period of not less than four weeks and not more than 12 months. Such leave shall be taken in increments of not less than one week. To be eligible for the leave, the employee must notify the Employer in writing on or before September 1 of the year prior to the calendar year in which the leave is to occur. Such written notice shall include the requested starting and ending date of the leave. Once granted by the Employer, the employee must take such leave during the period requested and may not return to work unless the Employer, in its sole discretion agrees.

During such budgetary leave of absence, an employee shall continue to accrue vacation, sick leave and seniority and the Employer shall continue to pay the Employer's portion of any health or life insurance premiums in effect with regard to such employee immediately prior to the commencement of such leave. Similarly, the employee shall continue to pay any monthly employee portions in order to maintain benefit levels.

Section 24.2 - Bereavement Leave

A leave of absence of three calendar days shall be granted in the event of the death of an employee's spouse, *registered domestic partner* within the meaning of *Minneapolis Code of Ordinances* Chapter 142, child, stepchild, son-in-law, daughter-in-law, parent, stepparent, father-in-law, mother-in-law, brother, sister, stepbrother or stepsister, grandparent or grandchild, or members of employees' households. For purposes of this Section, these terms shall be applied as if the employee's *registered domestic partner* were his/her spouse. The leave shall be taken for any one of the following scenarios at the discretion of the employee: the day of the funeral and the two days preceding the funeral; the day of the funeral and the day before and the day after the funeral; or the day of the funeral and two days after the funeral. The leave of absence shall be paid leave with regard to any scheduled work days missed as a result of the leave.

Additional time off without pay, or vacation, if available and requested may be granted as may be granted as may reasonably be required under individual circumstances.

Section 24.3 - Union Business Leave

Subd. 1. Union Conventions/Conferences

The Employer will release up to three Union Board members to attend the following events:

- (a) MPFF annual convention and MALTS conference
- (b) IAFF convention
- (c) IAFF Redmond conference
- (d) IAFF Legislative conference
- (e) IAFF ATLS conference

Subd. 2. Regular Monthly Union Meetings

The Employer will release all Board members to attend regular monthly board meetings and monthly membership meetings (one 24-hour shift per month per Board member).

Subd. 3. National Firefighter Memorial Ceremony

The Employer will release up to 4 union members (honor guard members) to attend the annual National Firefighter Memorial ceremony.

Subd. 4. Financial Responsibility For Union Leave

For each of the events described in subdivisions 1., 2. and 3. of this Section 24.3, the union member will be released from duty with pay and the Employer will bear the cost of hiring a replacement, if any. The Employer shall not be responsible for paying or reimbursing the member or the Union for any costs associated with attending such events, such as the cost of any travel expenses, program fees, meals, lodging or other expenses for attending a convention or activity.

Subd. 5. Filling Vacancies Caused By Union Leave

The Employer may assign employees to fill in for employees excused for Union Leave first by seeking volunteers from the “hours owed” list, then assigning employees from the “hours

owed” list, then by seeking volunteers from the “hire back” list, then by assigning employees from the “hire back” list. Work will be allocated to volunteers or assigned based on order the employee(s) appear on the applicable list. The Union shall notify the Employer of anticipated absences for Union Leave as soon as practical, but in no event less than 90 days prior to the event. Work opportunities shall be posted and volunteers sought at least 60 days prior to the event. Work may be assigned if not claimed by a volunteer at least 45 days prior to the event. When work is assigned, the assignments will be made and the affected employee(s) notified at least 30 days prior to the date on which the employee(s) is to work. Hours worked by employees from the “hours owed” list will be credited on an hour for hour basis. Hours worked by employees from the “hire back” list will be compensated the same as any other form of hire back.

ARTICLE 25 - SAVINGS CLAUSE

The Parties agree to abide by all Federal laws, the laws of the State of Minnesota, the Minneapolis *City Charter*, and the rules and regulations of the Minneapolis Civil Service Commission. Any provisions of this Agreement held to be contrary to law by a court of competent jurisdiction from which final judgment or decree no appeal has been taken within the time provided by law shall be void. All other provisions shall continue in full force and effect.

ARTICLE 26 - DURATION AND EFFECTIVE DATE

Section 26.1

This Agreement shall be effective as of the 1st day of January, 2013 and shall remain in full force and effect to and including December 31, 2014, subject to the right on the part of the City or the Union to open this Agreement by written notice to the other Party not later than June 30, 2014. Failure to give such notice shall cause this Agreement to be renewed automatically for a period of twelve (12) months from year-to-year.

Section 26.2

In the event such written notice is given and a new agreement is not signed before the expiration date of the old Agreement, then said agreement is to continue in force until a new Agreement is signed.

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SIGNATURE PAGE TO FOLLOW

ATTACHMENT "A"

CITY OF MINNEAPOLIS

And

**The International Association of Fire
Fighters, Local No. 82**

MEMORANDUM OF AGREEMENT ON Drug and Alcohol Testing

Section 1 - Purpose Statement. Abuse of drugs and alcohol is a nationwide problem. It affects persons of every age, race, sex and ethnic group. It poses risks to the health and safety of employees of the City of Minneapolis and to the public. To reduce those risks, the City and the Union have adopted this Agreement concerning drugs and alcohol in the workplace. This Agreement establishes standards concerning drugs and alcohol which all employees must meet and it establishes a testing procedure to ensure that those standards are met.

This drug and alcohol testing Agreement is intended to conform to the provisions of the Minnesota *Drug and Alcohol Testing in the Workplace Act (Minnesota Statutes §181.950 through 181.957)*, as well as the requirements of the federal *Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D)* and related federal regulations. Nothing in this Agreement shall be construed as a limitation upon the Employer's obligation to comply with federal law and regulations regarding drug and alcohol testing.

The Human Resources Director is directed to develop and maintain procedures for the implementation and ongoing maintenance of this Agreement and to establish training on this Agreement and applicable law.

Section 2 - Work Rules

- A. No employee shall be under the influence of any drug or alcohol while the employee is working or while the employee is on the Employer's premises or operating the Employer's vehicle, machinery, or equipment, except pursuant to a legitimate medical reason or when approved in advance by the Employer.
- B. No employee shall use, possess, sell or transfer drugs, alcohol or drug paraphernalia while the employee is working or while the employee is on the Employer's premises or operating the Employer's vehicle, machinery or equipment, except pursuant to a legitimate medical reason, as determined by the Medical Review Officer, or when approved in advance by the Employer.
- C. No employee, while on duty, shall engage or attempt to engage or conspire to engage in conduct which would violate any law or ordinance concerning drugs or alcohol, regardless of whether a criminal conviction results from the conduct.
- D. As a condition of employment, no employee shall engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the Employer's workplace.

- E. As a condition of employment, every employee must notify the Employer of any criminal drug statute conviction no later than five (5) days after such conviction.
- F. Any employee who receives a criminal drug statute conviction, if not discharged from employment, must within thirty (30) days satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
- G. The Employer shall notify the granting agency within ten (10) days after receiving notice of a criminal drug statute conviction from an employee or otherwise receiving actual notice of such conviction.

Section 3 - Persons Subject To Testing. All employees are subject to testing under applicable sections of this Agreement. However, no person will be tested for drugs or alcohol under this Agreement without the person's consent. The Employer can request or require an individual to undergo drug or alcohol testing **only under the circumstances described in this Agreement.**

Section 4 - Circumstances For Drug Or Alcohol Testing

- A. **Reasonable Suspicion Testing.** The Employer may, but does not have a legal duty to, request or require an employee to undergo drug and alcohol testing if the Employer or any supervisor of the employee has a reasonable suspicion (a belief based on specific facts and rational inferences drawn from those facts) related to the performance of the job that the employee:
 1. Is under the influence of drugs or alcohol while the employee is working or while the employee is on the Employer's premises or operating the Employer's vehicle, machinery, or equipment; or
 2. Has used, possessed, sold, purchased or transferred drugs, alcohol or drug paraphernalia while the employee was working or while the employee was on the Employer's premises or operating the Employer's vehicle, machinery or equipment (other than in connection with the employee's official duties); or
 3. Has sustained a personal injury as that term is defined in *Minnesota Statutes* §176.011, Subd. 16, or has caused another person to die or sustain a personal injury; or
 4. Was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident resulting in property damage or personal injury and the Employer or investigating supervisor has a reasonable suspicion that the cause of the accident may be related to the use of drugs or alcohol; or

More than one Agent of the Employer shall be involved in determinations under subsections A.1. and A.2. of this Section 4.

The mere request or requirement that an employee be tested pursuant to subparagraph 3 or 4,above , does not constitute an admission by the employer or the employee that the employee has caused an accident or death or injury to another nor does it create or establish any legal liability for the employer or the employee to another person or entity.

- B. **Treatment Program Testing** – The employer may request or require an employee to submit to drug and alcohol testing if the employee is referred for chemical dependency treatment by

reason of having a positive test result under this Agreement or is participating in a chemical dependency treatment program under an employee benefit plan. In such case, the employee may be required to submit to drug or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two years following notification that he/she will be subjected to Treatment Program Testing.

- C. Unannounced Testing by Agreement.** The employer may request or require an employee to submit to drug and alcohol testing without prior notice on terms and conditions established by a written “last-chance” agreement between the Employer and employee’s collective bargaining representative.
- D. Testing Pursuant to Federal Law.** The employer may request or require an employee to submit to testing as may be necessary to comply with federal law and regulations. It is the intent of this Agreement that federal law preempts both state drug and alcohol testing laws and City policies and agreements. If this Agreement conflicts with federal law or regulations, federal law and regulations shall prevail. If there are conflicts between federal regulations and this Agreement, attributed in part to revisions to the law or changes in interpretations, and when those changes have not been updated or accurately reflected in this policy, the federal law shall prevail.

Section 5 - Refusal To Undergo Testing

- A. Right to Refuse** - Employees have the right to refuse to undergo drug and alcohol testing. If an employee refuses to undergo drug or alcohol testing requested or required by the Employer, no such test shall be given.
- B. Consequences of Refusal** - If any employee refuses to undergo drug or alcohol testing requested or required by the Employer, the Employer may subject the employee to disciplinary action up to and including discharge from employment.
- C. Refusal on Religious Grounds** - No employee who refuses to undergo drug or alcohol testing of a blood sample upon religious grounds shall be deemed to have refused unless the employee also refuses to undergo alternative drug or alcohol testing methods.
- D. Failure to Provide a Valid Sample with a Certified Result.** Failure to provide a Valid Sample with a Certified Result shall constitute a refusal to undergo drug or alcohol testing under this Section 5. A “failure to provide a Valid Sample with a Certified Result” means: 1) failing to provide a valid sample that can be used to detect the presence of drugs and alcohol or their metabolites; 2) providing false information in connection with a test; 3) attempting to falsify test results through tampering, contamination, adulteration, or substitution; 4) failing to provide a specimen without a legitimate medical explanation; and 5) demonstrating behavior which is obstructive, uncooperative, or verbally offensive, and which results in the inability to conduct the test.

Section 6 - Procedure For Testing

- A. Notification Form** - Before requesting an employee to undergo drug or alcohol testing, the Employer shall provide the individual with a form on which to (1) acknowledge that the individual has seen a copy of this *Drug and Alcohol Testing Agreement* , and (2) indicate

consent to undergo the drug and alcohol testing.

- B. **Collecting the Test Sample** - The test sample shall be obtained in a private setting, and the procedures for taking the sample shall ensure privacy to employees to the extent practicable, consistent with preventing tampering with the sample. All test samples shall be obtained by or under the direct supervision of a health care professional.
- C. **Testing the Sample.** The handling and testing of the sample shall be conducted in the manner specified in Minn. Stat. §181.953 by a testing laboratory which meets, and uses methods of analysis which meet, the criteria specified in subdivisions.1, 3, and 5 of that statute.
- D. **Thresholds.** The threshold of a sample to constitute a positive result alcohol, drugs, or their metabolites is contained in the standards of one of the programs listed in MN Statute §181.953, subd 1. The employer shall, not less than annually, provide the unions with a list or access to a list of substances tested for under this Agreement and the threshold limits for each substance. In addition, the employer shall notify the unions of any changes to the substances being tested for and of any changes to the thresholds at least thirty (30) days prior to implementation.
- E. **Positive Test Results** – In the event an employee tests positive for drug use, the employee will be provided, in writing, notice of his/her right to explain the test results. The employee may indicate any relevant circumstance, including over the counter or prescription medication taken within the last thirty (30) days, or any other information relevant to the reliability of, or explanation for, a positive test result.

Section 7 - Rights of Employees. Within three (3) working days after receipt of the test result report from the Medical Review Officer, the Employer shall inform in writing an employee who has undergone drug or alcohol testing of:

- A. A negative test result on an initial screening test or of a negative or positive test result on a confirmatory test;
- B. The right to request and receive from the Employer a copy of the test result report;
- C. The right to request within five (5) working days after notice of a positive test result a confirmatory retest of the original sample at the employee's expense at the original testing laboratory or another licensed testing laboratory;
- D. The right to submit information to the Employer's Medical Review Officer within three (3) working days after notice of a positive test result to explain that result; indicate any over the counter or prescription medications that the employee is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result;
- E. The right of an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the Employer not to be discharged unless the employee has been determined by a Minnesota Licensed Alcohol and Drug Counselor (LADC) or a physician trained in the diagnosis and treatment of chemical dependency to be chemically dependent and the Employer has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program,

whichever is more appropriate, as determined by the Employer after consultation with a Minnesota LADC or a physician trained in the diagnosis and treatment of chemical dependency, and the employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion;

- F. The right to not be discharged, disciplined, discriminated against, or requested or required to undergo rehabilitation on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test;
- G. The right, if suspended without pay, to be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative;
- H. The right to not be discharged, disciplined, discriminated against, or required to be rehabilitated on the basis of medical history information revealed to the Employer concerning the reliability of, or explanation for, a positive test result unless the employee was under an affirmative duty to provide the information before, upon, or after hire;
- I. The right to review all information relating to positive test result reports and other information acquired in the drug and alcohol testing process, and conclusions drawn from and actions taken based on the reports or acquired information;
- J. The right to suffer no adverse personnel action if a properly requested confirmatory retest does not confirm the result of an original confirmatory test using the same drug or alcohol threshold detection levels as used in the original confirmatory test.
- K. The right to suffer no adverse personnel action based solely on the fact that the employee is requested to submit to a test.

Section 8 - Action After Test. The Employer will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee solely on the basis of requesting that an employee submit to a test or the existence of a positive test result from an initial screening test that has not been verified by a confirmatory test.

- A. **Positive Test Result.** Where there has been a positive test result in a confirmatory test and in any confirmatory retest (if the employee requested one), the Employer will do the following unless the employee has furnished a legitimate medical reason for the positive test result:
 - 1. **First Offense** - The employee will be referred for an evaluation by an LADC or a physician trained in the diagnosis and treatment of chemical dependency. If that evaluation determines that the employee has a chemical dependency or abuse problem, the Employer will give the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the Employer after consultation with an LADC or a physician trained in the diagnosis and treatment of chemical dependency. If the employee either refuses to participate in the counseling or rehabilitation program or fails to successfully complete the program, as evidenced by withdrawal or discharge from the program before its completion, the Employer may impose discipline, up to and including discharge.

2. **Second Offense** - Where an employee tests positive, and the employee has previously participated in one program of treatment required by the Employer, the Employer may discharge the employee from employment. In determining the appropriate level of discipline for a second offense, the Employer shall consider the employee's employment history and the length of time between the first and second offense.

B. Suspensions and Transfers.

1. **Pending Test Results From an Initial Screening Test or Confirmatory Test.** While awaiting the results from the Medical Review Officer, the employee shall be allowed to return to work unless the Employer reasonably believes that restrictions on the employee's work status are necessary to protect the health or safety of the employee, other City employees, or the public, and the conduct upon which the employee became subject to drug and alcohol testing would, independent of the of the results of the test, be grounds for discipline. In such circumstances, the employer may temporarily suspend the tested employee with pay, place the employee on paid investigatory leave or transfer the employee to another position at the same rate of pay.
2. **Pending Results of Confirmatory Retest. Confirmatory retests of the original sample are at the employee's own expense.** When an employee requests that a confirmatory retest be conducted, the employer may place the employee on unpaid leave, place the employee on paid investigatory leave or transfer the employee to another position at the same rate of pay provided the Employer reasonably believes that restrictions on the employee's work status are necessary to protect the health or safety of the employee, other City employees, or the public. An employee placed on unpaid leave may use his/her accrued and unused vacation or compensatory time during the time of leave. An employee who has been placed on unpaid leave must be made whole if the outcome of the confirmatory retest is negative.
3. **Rights of Employee in Event of Work Restrictions.** In situations where the employee is not allowed to remain at work until the end of his/her normal work day pursuant to this paragraph B, the Employer may not prevent the employee from removing his/her personal property, including but not limited to the employee's vehicle, from the Employer's premises. If the employer reasonably believes that upon early dismissal from work under this paragraph the employee is about to commit a criminal offense by operating a motor vehicle while impaired by drugs or alcohol, the Employer may advise the employee that 911 will be called if the employee attempts to drive or call 911 before dismissing the employee from work so that a law enforcement officer may determine whether the employee is able to operate a motor vehicle legally. This LOA is not applicable with regard to any such determination by a law enforcement officer.

- C. **Other Misconduct** - Nothing in this Agreement limits the right of the Employer to discipline or discharge an employee on grounds other than a positive test result in a confirmatory test, subject to the requirements of law, the rules of the Civil Service Commission, and the terms of any applicable collective bargaining agreement. For example, if evidence other than a positive test result indicates that an employee engaged in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the Employer's workplace, the employee may receive a warning, a written reprimand, a suspension without pay, a demotion, or a discharge from employment, depending upon the circumstances, and

subject to the above requirements.

- D. **Treatment Program Testing** – The Employer may request or require an employee to undergo drug and alcohol testing pursuant to the provisions of Section 4.B.

Section 9 - Data Privacy. The purpose of collecting a body component sample is to test that sample for the presence of drugs or alcohol or their metabolites. A sample provided for drug or alcohol testing will not be tested for any other purpose. The name, initials and social security number of the person providing the sample are requested so that the sample can be identified accurately but confidentially. Information about medications and other information relevant to the reliability of, or explanation for, a positive test result are requested to ensure that the test is reliable and to determine whether there is a legitimate medical reason for any drug or alcohol in the sample. All data collected, including that in the notification form and the test report, is intended for use in determining the suitability of the employee for employment. The employee may refuse to supply the requested data; however, refusal to supply the requested data may affect the person's employment status. The Employer will not disclose the test result reports and other information acquired in the drug or alcohol testing process to another employer or to a third party individual, governmental agency, or private organization without the written consent of the person tested, unless permitted by law or court order.

Section 10 - Appeal Procedures.

- A. Employees may appeal discipline imposed under this Agreement through the Dispute Resolution Procedure contained in the Collective Bargaining Agreement (i.e. grievance procedure) or to the Minneapolis Civil Service Commission.
- B. Concerning disciplinary actions taken pursuant to this drug and alcohol testing agreement, available appeal procedures are as follows:
- 1) Non-Veterans on Probation: An employee who has not completed the probationary period and who is not a Veteran has no right of appeal to the Civil Service Commission.
 - 2) Non-Veterans After Probation: An employee who has completed the probationary period and who is not a Veteran has a right to appeal to the Civil Service Commission only a suspension of over thirty (30) days, a permanent demotion (including salary decreases), or a discharge, if the employee submits a notice of appeal within ten (10) calendar days of the date of mailing by the Employer of notice of the disciplinary action.
 - 3) Veterans: An employee who is a Veteran has a right to appeal to the Civil Service Commission a permanent demotion (including salary decreases), or a discharge, if the employee submits a notice of appeal within sixty (60) calendar days of the date of mailing by the Employer of notice of the disciplinary action, regardless of status with respect to the probationary period. An employee who is a Veteran has a right to appeal to the Civil Service Commission a suspension of over thirty (30) days if the employee submits a notice of appeal within ten (10) calendar days of the date of mailing by the Employer of notice of the disciplinary action. An employee who is a Veteran may have additional rights under the Veterans Preference Act, *Minnesota Statutes* §197.46.

- C. All notices of appeal must be submitted in writing to the Minneapolis Civil Service Commission, 250 South 4th Street - Room #100, Minneapolis, MN 55415-1339.

Section 11 - Employee Assistance. Drug and alcohol counseling, rehabilitation, and employee assistance are available from or through the Employer's employee assistance program provider(s) (E.A.P.).

Section 12 – Distribution. Each employee engaged in the performance of any federal grant or contract shall be given a copy of this Agreement.

Section 13 – Definitions.

- A. ***Confirmatory Test*** and ***Confirmatory Retest*** mean a drug or alcohol test that uses a method of analysis allowed by the Minnesota *Drug and Alcohol Testing in the Workplace Act* to be used for such purposes.
- B. ***Controlled Substance*** means a drug, substance, or immediate precursor in Schedules I through V of [Minnesota Statute § 152.02](#).
- C. ***Conviction*** - means a finding of guilt (including a plea of nolo contendere (no contest)) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.
- D. ***Criminal Drug Statute*** means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.
- E. ***Drug*** means a controlled substance as defined in *Minnesota Statutes* §152.01, Subd. 4.
- F. ***Drug and Alcohol Testing, Drug or Alcohol Testing, and Drug or Alcohol Test*** mean analysis of a body component sample approved according to the standards established by the Minnesota *Drug and Alcohol Testing in the Workplace Act*, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
- G. ***Drug-Free Workplace*** means a site for the performance of work done in connection with any federal grant or contract at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.
- H. ***Drug Paraphernalia*** has the meaning defined in *Minnesota Statutes* §152.01, Subd. 18.
- I. ***Employee*** for the purposes of this Agreement means a person, independent contractor, or person working for an independent contractor who performs services for the City of Minneapolis for compensation, in whatever form, including any employee directly engaged in the performance of work pursuant to the provisions of any federal grant or contract.
- J. ***Employer*** means the City of Minneapolis acting through a department head or any designee of the department head.
- K. ***Federal Agency*** or ***Agency*** means any United States executive department, military department, government corporation, government controlled corporation, any other establishment in the executive branch or any independent regulatory agency.
- L. ***Individual*** means a natural person.

- M. ***Initial Screening Test*** means a drug or alcohol test which uses a method of analysis allowed by the Minnesota Drug and Alcohol Testing in the Workplace Act to be used for such purposes.
- N. ***Legitimate Medical Reason*** means (1) a written prescription, or an oral prescription reduced to writing, which satisfies the requisites of *Minnesota Statutes* §152.11, and names the employee as the person for whose use it is intended; and (2) a drug prescribed, administered and dispensed in the course of professional practice by or under the direction and supervision of a licensed doctor, as described in *Minnesota Statutes* §152.12; and (3) a drug used in accord with the terms of the prescription. Use of any over-the-counter medication in accord with the terms of the product's directions for use shall also constitute a *legitimate medical reason*.
- O. ***Medical Review Officer*** means a physician certified by a recognized certifying authority who reviews forensic testing results to determine if a legitimate medical reason exists for a laboratory result.
- P. ***Positive Test Result*** means a finding of the presence of alcohol, drugs or their metabolites in the sample tested in levels at or above the threshold detection levels as published by the employer pursuant to Section 6.D of this Agreement.
- Q. ***Reasonable Suspicion*** means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
- R. ***Under the Influence*** means having the presence of a drug or alcohol at or above the level of a positive test result.
- S. ***Valid Sample with a Certified Result*** means a body component sample that may be measured for the presence or absence of drugs, alcohol or their metabolites.

**CITY OF MINNEAPOLIS
NOTIFICATION AND CONSENT FORM FOR DRUG AND ALCOHOL TESTING
(REASONABLE SUSPICION)
AND DATA PRACTICES ADVISORY**

I acknowledge that I have seen and read the *Drug and Alcohol Testing Agreement (Attachment A)* of the Collective Bargaining Agreement between the City of Minneapolis and IAFF Local 82. I hereby consent to undergo drug and/or alcohol testing pursuant to this Agreement, and I authorize the City of Minneapolis through its agents and employees to collect a sample from me for those purposes.

I understand that the procedure employed in this process will ensure the integrity of the sample and is designed to comply with medicolegal requirements.

I understand that the results of this drug and alcohol testing may be discussed with and/or made available to my employer, the City of Minneapolis. I further understand that the results of this testing may affect my employment status as described in the Agreement.

The purpose of collecting a sample is to test that sample for the presence of drugs and alcohol. A sample provided for drug and alcohol testing will not be tested for any other purpose. The name, initials and social security number of the person providing the sample may be requested so that the sample can be identified accurately but confidentially. Information about medications and other information relevant to the reliability of, or explanation for, a positive test result will be requested by the Medical Review Officer (MRO) to ensure that the test is reliable and to determine whether there is a legitimate medical reason for any drug, alcohol, or their metabolites in the sample.

The MRO may only disclose to the City of Minneapolis test result data regarding presence or absence of drugs, alcohol, or their metabolites, in a sample tested. The City of Minneapolis or laboratory may not disclose the test result reports and other information acquired in the drug testing process to another employer or to a third party individual, governmental agency, or private organization without the written consent of the person tested, unless permitted by law or court order. Evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes, Chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation, or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed as required by law, court order, or subpoena. Positive test results may not be used as evidence in a criminal action against the employee tested.

Name (Please Print or Type)

Social Security Number

Signature

Date and Time

Witness

ATTACHMENT "B"

CITY OF MINNEAPOLIS

And

**The International Association of Fire
Fighters, Local No. 82**

**MEMORANDUM OF AGREEMENT ON
Sick Leave and Emergency Time Off
RECITALS**

A. The City of Minneapolis ("Employer") and the International Association of Fire Fighters, Local 82 ("Union") are parties to a collective bargaining agreement that expired December 31, 2006, but which remains in full force and effect (the "CBA").

B. Consistent with Rule 15 of the Minneapolis Civil Service Rules, sick leave is to be used only when the employee or a family member dependent upon the employee for care is suffering from an illness or injury that precludes the employee from being able to work. Use of sick leave under any other circumstances is not acceptable and contributes to staffing and/or financial problems that adversely impact all employees, the Department and the citizens of Minneapolis.

C. The Employer and Union acknowledge that various unforeseen situations can arise in an employee's life which may require his/her absence from work under circumstances that are not adequately covered by existing types of paid-leave benefits. In the past, the lack of a means to accommodate such occurrences has caused employees to report off on sick leave to attend to such matters even though the use of sick leave is not appropriate.

D. During the course of negotiations for the successor to the CBA, the Employer and Union reached an agreement to try a new form of paid time off on the terms and conditions set forth below in order to accommodate certain emergencies and allow employees to be honest about the reason(s) they need to be excused from work.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

AGREEMENT

1. Notwithstanding the provisions of Section 10.1 of the CBA, effective as of the first day of the 2008 payroll year, sworn members of the Minneapolis Fire Department who are assigned to the 24-hour shift shall receive 120 hours of sick leave annually (5 24-hour shifts) and 24 hours of Emergency Time Off.

2. Emergency Time Off ("ETO") may be requested by an employee as a means for obtaining paid time off for an event that:

- a. was unforeseen at the time of the bid for scheduled time off (vacation, holidays and work reduction days); and
- b. either prevents the employee from being able to report for or remain at work, or reasonably requires the presence of the employee.

ATTACHMENT “C”

CITY OF MINNEAPOLIS

And

The International Association of Fire
Fighters, Local No. 82

LETTER OF AGREEMENT Job Bank and Related Matters

The above-entitled Parties are signatory to a Labor Agreement which most recently took effect on January 1, 2013 (the “Labor Agreement”). This Letter of Agreement outlines additional agreements reached by the Parties during the course of the collective bargaining which resulted in the making of the Agreement and which the Parties now desire to confirm.

GENERAL PROVISIONS

The Employer has created a *job bank* as a component of its resources allocation (budget) process. The purpose of the Job Bank is to assist the Employer and its employees during a time of major restructuring and change caused by unyielding demands for municipal service in the face of decreasing funding. It is the Employer’s intention, to the extent feasible under these circumstances, to identify employment opportunities for employees whose positions are eliminated through reassignment, retraining and out-placement support. One of the purposes of the Job Bank process is to minimize, to the extent possible, the disruption normally associated with contractual “bumping” and layoff procedures to both the Employer and affected employees.

The Job Bank process shall be administered in a manner which is consistent with the Employer’s desire to treat affected employees with dignity and respect at a difficult time in their relationship and to provide as much information and assistance to them as may be reasonably possible and practical within the limited resources available.

The term “Recall List” as used in this Agreement means the list of employees who are laid off from employment with the City or removed from their position by reason of a reduction in the size of the workforce, and who retain a right to return to their prior job classification pursuant to the terms of the Labor Agreement and/or Civil Service rules.

JOB BANK PROCESS AND PROCEDURE

I. Job Bank Assignment

1. Regular (*permanently certified*) employees whose positions are eliminated shall receive formal, written notification to that effect from the appointing authority of the department to which they are assigned. If a position is to be eliminated in any department, the employee with the least amount of seniority in the particular job class within the impacted division/department will be placed in the job bank, regardless of performance, assignment, function or other consideration. For the purposes of this section, a division is defined as an operational unit headed by a supervisory director or deputy who reports directly to a department head. If a

department is of such a size as to have no distinct divisions, the department shall be treated as a division. Whether the layoff will be implemented relative to the least senior in a division or department will be determined by the terms of the Labor Agreement covering the impacted positions.

2. Such employees shall be assigned to the Job Bank. Employees whose positions have been eliminated based on the Employer's regular annual budget process, including the Mayor's proposed budget and/or the final annual City budget as passed by the City Council, or as otherwise ordered by the City Council, are entitled to a sixty (60) day tenure in the job bank. All positions eliminated based on the Mayor's proposed budget and/or the final annual City budget as passed by the City Council must be so eliminated after the Mayor's proposed budget is announced but no later than January 1, of the next budget cycle (unless the department/division intends to eliminate at a later date as part of their final annual budget for that year). Employees whose positions have been eliminated based on any mid-cycle budget or revenue reductions not controlled by the Mayor and the City Council, are entitled to a thirty (30) day tenure in the job bank, or until they are reassigned, whichever may first occur. All such employees in the Job Bank shall have extended job bank services for as long as they remain on a recall list. During such period such laid off employees shall form a pool for "restricted examination" for positions for which they may be qualified. The employee will notify the City of their interest in being considered. The Union will assist in notifying these employees of vacancies to be filled. A permit position shall be considered a "vacancy" if it is in a job classification impacted by the workforce reduction and if more than 60 days remain on the permit.
3. Permit and temporary employees whose employment is terminated are not eligible for Job Bank assignment or benefits. Certified temporary employees shall, however, be eligible for the Job Bank activities described in paragraphs 2(c) below.

II. Job Bank Activities

1. While affected employees are assigned to the Job Bank, they shall continue in their positions with no change in pay or benefits. While so assigned, however, affected employees may be required to perform duties outside of their assigned job classifications and/or they may be required to perform such duties at a different location as determined by the Employer.
2. While affected employees are assigned to the Job Bank, the Employer shall make reasonable efforts to identify vacant positions within its organization which may provide continuing employment opportunities and which may be deemed suitable for affected employees by all concerned.
 - a. **Lateral Transfer.** Employees may request to be transferred to a vacant position in another job classification at the same MCSC Grade level provided they meet the minimum qualifications for the position.

- i.* Seniority Upon Transfer. In addition to earning job classification seniority in their new title, transferred employees shall continue to accrue job classification seniority in their former title and they shall have the right to return to their former title if the position to which they have transferred is later eliminated. In the event the transfer is to a formerly held job classification, seniority in the new (formerly held) title shall run from the date upon which they were first certified to the former classification.
- ii.* Pay Upon Transfer. The employee's salary in the new position will be their former salary or that of the next available step in the pay progression schedule for the new title which provides for an increase in salary if no equal pay progression step exists. If the employee's salary in the former position is greater than the maximum salary applicable to the new title, the employee's salary will be *red circled* until the maximum salary for the new title meets the employees' red circled rate. Such employees shall, however, be eligible for fifty percent (50%) of the negotiated general increase occurring during the term of the Agreement. Lateral transfers shall not affect anniversary dates of employment for pay progression purposes.
- iii.* Probationary Periods. Employees transferring to a different title will serve a six (6) calendar month probationary period. In the event the probationary period is not satisfactorily completed, the affected employee shall be returned to Job Bank assignment and the employee's "bumping", layoff or transfer rights under the Agreement or other applicable authority shall be restored to the same extent such rights existed prior to the employee taking the probationary position. Upon the affected employee's first such return to the Job Bank, the employee shall be entitled to remain in the Job Bank for the greater of ten (10) business days, or the duration of the applicable Job Bank period, as determined under Article I, paragraph 2, that remained as of the date the employee began in the probationary position. The rate of compensation for the remainder of the employee's time in the Job Bank will be the same as the rate in effect as of the employee's last day in the probationary position. Return to the Job Bank terminates the employee's work in the probationary assignment and, therefore, time served following the return to the Job Bank shall not be construed to count toward the completion of the probationary period.

- b. **Filling Vacant Positions.** During the time the procedures outlined herein are in effect, position vacancies to be filled shall first be offered to regular employees who have a contractual right to be recalled to a position in the involved job classification or who may have a right to “bump” or transfer to the position, as the case may be. In such circumstances, the seniority provisions of the Agreement shall be observed. If no regular employee has a contractual right to the position, the following shall be given consideration in the order (priority) indicated below:

- 1st Priority: Qualified Job Bank employees
- 2nd Priority: Employees on a recall list
- 3rd Priority: Employee applicants from a list of eligibles
- 4th Priority: Displaced certified temporary employees
- 5th Priority: Non-employee applicants from a list of eligibles

The qualifications of an employee in the Job Bank or on a recall list shall be reviewed to determine whether he/she meets the qualifications for a vacant position. Whether the employee can be trained for a position within a reasonable time (not to exceed three months) shall be considered when determining the qualifications of an employee. If it is determined that the employee does not meet the qualifications for a vacant position, the employee may appeal to the Director of Human Resources. If it is determined that an employee in the Job Bank is qualified for a vacant position, the employee shall be selected. The appointing authority may appeal the issue of whether the employee is qualified. The dispute shall be presented to and resolved by the Job Bank Steering Committee.

If it is determined that an employee on a recall list is qualified for a vacant position, the employee will be given priority consideration and may be selected. Appeals regarding employees on a recall list and their qualifications for a position will be handled by the Civil Service Commission.

The grievance procedure under the Labor Agreement shall not apply to determinations as to qualifications of the employee for a vacant position.

3. During their assignment to the Job Bank, affected employees will be provided an opportunity to meet with the Employer’s Placement Coordinator to discuss such matters as available employment opportunities with the Employer, skills assessments, training and/or retraining opportunities, out-placement assistance and related job transition subjects. Involvement in these activities will be at the discretion of the employee. Further, affected employees will be granted reasonable time off with pay for the purpose of attending approved skills assessment, training and job search activities.

Displaced certified temporary employees are eligible for the benefits described in this paragraph. These services shall be provided to the Job Bank employee at no cost to the employee.

III. Layoff, Bumping and Retirement Considerations

1. A “Primary Impact Employee” is an employee who enters the Job Bank due to the elimination of his/her position. A “Secondary Impact Employee” is an employee who enters the Job Bank because he/she may be displaced by a Primary Impact Employee. All affected employees may exercise the displacement, “bumping” and/or layoff rights immediately. A Primary Impact Employee must exercise displacement or bumping rights within forty-five (45) days of entering the Job Bank (or within twenty-two [22] days of entering the Job Bank for an employee entitled to 30-days in the Job Bank). A Primary Impact Employee who exercises his/her displacement or bumping rights within the first thirty (30) days from entering the Job Bank (within the first fifteen [15] days for an employee entitled to 30-days in the Job Bank) shall have 8 hours added to the employee’s vacation bank. A Secondary Impact Employee must exercise his/her displacement or bumping rights within seven (7) calendar days of being displaced or bumped. Displacement and bumping rights shall be forfeited unless exercised by the deadlines specified in this paragraph or in the provisions of 2.a *iii*, Lateral Transfers, above. Regardless of when bumping rights are exercised, any change in the compensation of the employee resulting from the exercise of bumping rights shall not take effect until after the employee’s term in the Job Bank would have expired had the employee remained in the Job Bank for the maximum period.

2. If an affected employee is unable to exercise any “bumping” rights, or forfeits their bumping rights, under the Agreement or other authority and has not been placed in another City position, the employee shall be laid off and placed on the appropriate recall list with all rights pursuant to the relevant Labor Agreement provisions, if any, and all applicable Civil Service rules. In addition, they shall be eligible for the benefits described as follows:
 - (a) The level of coverage, single or family, shall continue at the level of coverage in effect for the laid off employee as of the date of layoff.
 - (b) The health/dental plan that shall be continued shall be the plan in effect for the employees as of the date of layoff.
 - (c) The City shall pay one hundred (100) percent of the premiums for the first six (6) months of COBRA continuance at the level of coverage and plan selected by the employee and in effect on the date of the layoff.

The terms of this provision relating to the continuation of insurance benefits will expire on December 31, 2013. The City Council must take specific action to extend these terms relating to the continuation of insurance benefits

if the City Council wants those specific insurance benefits to apply to laid off employees after December 31, 2013.

3. If eligible, affected employees may elect retirement from active employment under the provisions of an applicable pension or retirement plan. In such event, affected employees will be eligible for any available Retirement Incentive that is agreed to by the Parties.
4. Notwithstanding any provision in ordinance or Civil Service Rules to the contrary, an employee who, pursuant to the terms of this Job Bank Agreement:
 - i. was designated for lay off and accepts a position with the City that is not represented by this bargaining unit;
 - ii. is transferred to a position outside the bargaining unit; or
 - iii. is reassigned to a position outside the bargaining unit;

shall be placed on a Recall List and thereby remain eligible to be recalled to the position he/she was in prior to entering the Job Bank, subject to the provisions of Section 16.4 (H) of the Labor Agreement.

IV. Dispute Resolution. Disputes regarding the application or interpretation of this Agreement are subject to the grievance procedure under the Labor Agreement between the parties, except as specifically provided here. A dispute regarding the application or interpretation of this Agreement that needs to be resolved during an employee's time in the Job Bank may be submitted to the Job Bank Steering Committee. The decision of the Job Bank Steering Committee will be binding on the parties. Submission to the Job Bank Steering Committee shall not preclude the filing of a grievance on the issue. However, the decision of the Steering Committee shall be admissible in an arbitration hearing on such grievance.

The provisions of this *Letter of Agreement* associated with the Job Bank Program shall become effective upon the approval of the Employer's Council and Mayor. The Job Bank procedures outlined herein shall be observed after the negotiated termination date of the Labor Agreement between the Parties, and expire on December 31, 2013.

To the extent that there is any conflict between the terms of this *Letter of Agreement* and the Labor Agreement, the Labor Agreement shall prevail.

NOW THEREFORE, the Parties have caused this *Letter of Agreement* to be executed by their duly authorized representative whose signatures appear below.

FOR THE EMPLOYER:

FOR THE UNION:

Timothy O. Giles Date
Director, Employee Services

Mark Lakosky Date
President, Local 82

ATTACHMENT "D"

CITY OF MINNEAPOLIS

And

**The International Association of Fire
Fighters, Local No. 82**

LETTER OF AGREEMENT 2014 Health Care Insurance

WHEREAS, the City of Minneapolis (hereinafter "Employer") and the I.A.F.F. Local 82 (hereinafter "Union") are parties to a Collective Bargaining Agreement that is currently in force; and

WHEREAS, the Parties desire to provide quality health care at an affordable cost for the protection of employees, which requires a modification to the current Collective Bargaining Agreement as it relates to the funding of Health Care beginning January 1, 2014; and

NOW, THEREFORE BE IT RESOLVED, that the parties agree as follows for the period January 1, 2014 through December 31, 2014:

1. The City will offer a medical plan through Medica Insurance Company ("Medica"). Employees can elect to enroll in one of three provider networks. Medica Elect and Medica Essential are managed care models and Medica Choice is an open access model.
2. Medica will continue a dual medical premium system that provides incentives for wellness program participation. The monthly medical premiums for subscribers who complete 2013 wellness program points by August 31, 2013 (the "wellness premiums") will be lower than the premiums for subscribers who do not complete 300 wellness program points by August 31, 2013 (the "standard premiums"). The 2013 wellness program requirements are described the *New and Improved! My Health Rewards by MedicaSM* brochure which is attached hereto and incorporated herein as Appendix A. The "wellness premium" will also apply to all newly enrolled employees who were benefit eligible after July 1, 2013.
3. For the period January 1, 2014 through December 31, 2014, the City will pay \$507.06 per month for employees who elect single coverage under the medical plan.
4. For the period January 1, 2014 through December 31, 2014, the City will pay \$1,369.07 per month for employees who elect family coverage under the medical plan.
5. The City will continue the Health Reimbursement Arrangement ("the Plan") which was established January 1, 2004 to provide reimbursement of eligible health expenses for participating employees, their spouse and other eligible dependents; and the Voluntary Employees' Beneficiary Association Trust (the "Trust") through which the Plan is funded.

6. The Plan shall be administered by the City or, at the City's discretion, a third party administrator.
7. The City shall designate a Trustee for the Trust. Such Trustee shall be authorized to hold and invest assets of the Trust and to make payments on instructions from the City or, at the City's discretion, from a third party administrator in accordance with the conditions contained in the Plan. Representatives of the City and up to three representatives selected by the Minneapolis Board of Business Agents shall constitute the VEBA Investment Committee which shall meet not less than annually to review the assets and investment options for the Trust.
8. The City shall pay administration fees for Plan members who are current employees and other expenses pursuant to the terms of the Plan. Plan members who have separated from service will be charged an administration fee of \$1.50 per month beginning the January 1st of the calendar year following the year in which they experience a one year break in service.
9. The City will make a contribution to the Plan in the annual amount of \$1,080.00 for employees who elect single coverage and \$2,280.00 for employees who elect family coverage in the City of Minneapolis Medical Plan. Such City contribution shall be made in monthly installments equal to one-twelfth (1/12) of the designated amount and shall be considered to be contract value in the designated amount.

No later than December 1, 2014, the City shall make an additional, one-time lump sum contributions to the Plan in the amount of \$200.00 for any employee who is enrolled in the medical plan as of January 1, 2014 and who completes certain additional 2014 wellness program activities by August 31, 2014. Additional lump sum contributions to the Plan will be based on the following:

- For an employee who, as of August 31, 2014, has single coverage or has family coverage and has enrolled children only, and not a spouse, the employee must earn more than 300 points under the 2014 wellness program.
- For an employee who, as of August 31, 2014, has family coverage and has enrolled a spouse, the employee's spouse must complete a personal health profile.

In the event of a forfeiture required pursuant to Section 5.5(b) of the Plan, following the death of a member who has no surviving spouse or qualified dependents, the amount forfeited will be divided evenly among the Plan accounts of members of the bargaining unit to which the deceased member last belonged. The amount to be forfeited will be calculated as of the date claims for reimbursement are no longer timely pursuant to terms of the Plan. For purposes of eligibility to receive such forfeited amount, bargaining unit membership will be determined on the date such forfeiture is distributed.

10. Future employee contributions for medical plan and/or Plan contributions will be determined by the Benefits Sub-committee of the Citywide Labor Management Committee; however, absent a subsequent agreement, the City shall bear 82.5% of any generalized medical premium rate increase and the employees shall bear 17.5% of any generalized medical premium rate increase, as determined by Medica.

11. The Parties agree that, except for City contributions to the Plan or other negotiated payments to a tax-qualified health savings account, incentives, discounts or special payments provided to medical plan members that are not made to reimburse the member or his/her health care provider for health care services covered under the medical plan (e.g. incentives to use health club memberships or take health risk assessments) are not benefits for the purposes of calculating aggregate value of benefits pursuant to Minn. Stat. § 471.6161, Subd. 5.
12. The unions shall continue to be involved with the selection of and negotiations with the medical plan carrier.
13. This agreement does not provide the unions with veto power over the City's decisions.
14. This agreement does not negate the City's obligation to negotiate with the unions as described by Minn. Stat. § 471.6161, Subd. 5.
15. The terms of this agreement shall be incorporated into the Collective Bargaining Agreement as appropriate without additional negotiations.

THE PARTIES have caused this Letter of Agreement to be executed by their duly authorized representative whose signature appears below:

FOR THE CITY OF MINNEAPOLIS:

FOR THE UNION:

Timothy O. Giles
Director, Employee Services

Date

Mark Lakosky
President, I.A.F.F. Local 82

Date

CITY OF MINNEAPOLIS

And

**The International Association of Fire
Fighters, Local No. 82**

**LETTER OF AGREEMENT
Amending 2012-2013 Health Care Letter of Agreement**

WHEREAS, the City of Minneapolis (hereinafter “Employer”) and the (Bargaining Unit) (hereinafter “Union”) are parties to a Collective Bargaining Agreement that is currently in force (the “CBA”); and

WHEREAS, the Parties previously entered into a Letter of Agreement for the purpose of providing quality health care at an affordable cost for the protection of employees for the period from January 1, 2012 through December 31, 2013 (the “2012-2013 Health LOA”); and

WHEREAS, the Parties have agreed to amend the 2012-2013 Health LOA to ease the administrative burden of integrating newly hired employees into the health plan maintained by the Employer.

NOW, THEREFORE IT IS HEREBY AGREED AS FOLLOWS:

16. Paragraph 4 of the 2012-2013 Health LOA is hereby amended by adding a new subparagraph e to read as follows:

- i. The following shall apply to employees who become newly eligible for health insurance coverage on or after July 1, 2012:
 - i. *Employees who become newly eligible for health insurance coverage during the period from July 1, 2012 through December 31, 2012.* Upon becoming eligible for health insurance coverage, newly enrolled employees shall, for 2012 and 2013, pay the same employee contribution toward monthly premium as is payable by employees who complete the wellness program requirements (the “Completer Rates”).
 - ii. *Employees who become newly eligible for health insurance coverage after December 31, 2012.* After 2012, new employees shall be treated in the following manner:
 - Newly enrolled employees who are benefit eligible on or before July 1st of a calendar year will pay the Completer Rates for the remainder of the calendar year in which they are hired. If the employee completes the wellness program requirements by August 31st of the year of hire, he/she will continue to pay the Completer Rates for the duration of the subsequent calendar year. If the employee does not complete the wellness program

requirements by August 31st of the year of hire, he/she will pay the "non-completer" rates during the subsequent year;

- Newly enrolled employees who are benefit eligible after July 1st, of a calendar year will pay the lower "completer" rates for the remainder of the calendar year in which they are hired and for the duration of the subsequent calendar year.

17. The 2012-2013 Health LOA and the CBA remain in full force and effect, except as expressly modified by this Agreement.

THE PARTIES have caused this Amendment to be executed by their duly authorized representative whose signature appears below:

FOR THE CITY OF MINNEAPOLIS:

FOR THE UNION:

Timothy O. Giles
Director, Employee Services

Date

Mark Lakosky
President, I.A.F.F. Local 82

Date

CITY OF MINNEAPOLIS

And

**The International Association of Fire
Fighters, Local No. 82**

**LETTER OF AGREEMENT
2012-2013 Health Care Insurance**

WHEREAS, the City of Minneapolis (hereinafter “Employer”) and the I.A.F.F. Local #82 Firefighters Unit (hereinafter “Union”) are parties to a Collective Bargaining Agreement that is currently in force; and

WHEREAS, the Parties desire to provide quality health care at an affordable cost for the protection of employees, which requires a modification to the current Collective Bargaining Agreement as it relates to the funding of Health Care beginning in 2012 and

NOW, THEREFORE BE IT RESOLVED, that the parties agree as follows for the period January 1, 2012 through December 31, 2013:

18. The City will offer a medical plan through Medica Insurance Company (“Medica”). Employees can elect to enroll in one of three provider networks. Medica Elect and Medica Essential are managed care models and Medica Choice is an open access model.
19. Effective January 1, 2012, the monthly premium for family medical coverage will equal 3.2 times the premium for single medical coverage. Effective January 1, 2013, the monthly premium for family medical coverage will equal 2.8 times the premium for single medical coverage.
20. Effective January 1, 2012, Medica will establish a dual medical premium system that will provide wellness program incentives. The monthly medical premiums for subscribers who complete the required wellness program by August 31 of the preceding year (the “completer premiums”) will be lower than the premiums for subscribers who do not complete the required wellness program (the “non-completer premiums”). The required wellness program will consist of the following components of the My Health Rewards by Medica SM program: health assessment, eight health topics and goals and the completion of two phone calls with a Medica health coach, if the employee received an invitation to health coaching.
21. Monthly employee medical contributions for 2012 and 2013 will be determined as follows:
 - a. For employees who complete the required wellness program by August 31 of the preceding calendar year and who enroll in the Medica Elect or the Medica Essential network, monthly medical plan contributions will increase over monthly medical plan contributions in effect for the previous calendar year by a percentage equal to one-half of the overall medical premium increase percentage.

- b. For employees who complete the required wellness program by August 31 of the preceding calendar year and who enroll in the Medica Choice network effective, monthly medical plan contributions will increase over monthly medical plan contributions in effect for the previous calendar year by a percentage equal to the overall medical premium increase percentage.
 - c. For employees who do not complete the required wellness program by August 31 of the preceding calendar year, monthly medical plan contributions will equal the difference between the non-completer premiums, as determined by Medica, and the City's contributions towards the premiums for employees who complete the required wellness program. However, such difference in the employee portion of the premium payable by non-completers relative to completers shall not exceed \$30 per month for single coverage or \$100 per month for family coverage.
 - d. Upon becoming eligible for health insurance coverage, newly enrolled employees shall initially pay the same employee contribution toward monthly premium as is payable by employees who do not complete the wellness program requirements. If the newly enrolled employee completes the wellness program requirements within 60 days of becoming eligible for health insurance coverage, the employee's portion of the monthly premium will be reduced to the employee contribution amount payable by employees who complete the wellness program requirements. Such reduction shall be effective the first of the month following the 60-day deadline and shall remain in effect for the plan year in which the employee was enrolled and for the following plan year. Thereafter the employee must satisfy the wellness program requirements applicable with regard to subsequent plan years. If the newly enrolled employee does not complete the wellness program requirements within 60 calendar days of the commencement of his/her coverage, the employee's portion of the monthly premium will continue at the "non-completer" amount and shall remain at that level for the remainder of the year in which he/she was enrolled and until the beginning of a subsequent plan year for which the employee did satisfy the wellness program requirements applicable to such subsequent plan year.
22. The City will continue the Health Reimbursement Arrangement ("the Plan") which was established January 1, 2004 to provide reimbursement of eligible health expenses for participating employees, their spouse and other eligible dependents; and the Voluntary Employees' Beneficiary Association Trust (the "Trust") through which the Plan is funded.
23. The Plan shall be administered by the City or, at the City's discretion, a third party administrator.
24. The City shall designate a Trustee for the Trust. Such Trustee shall be authorized to hold and invest assets of the Trust and to make payments on instructions from the City or, at the City's discretion, from a third party administrator in accordance with the conditions contained in the Plan. Representatives of the City and up to three representatives selected by the Minneapolis Board of Business Agents shall constitute the VEBA Investment Committee which shall meet not less than annually to review the assets and investment options for the Trust.

25. The City shall pay administration fees for Plan members who are current employees and other expenses pursuant to the terms of the Plan. Plan members who have separated from service will be charged an administration fee of \$1.50 per month beginning the January 1st of the calendar year following the year in which they experience a one year break in service.
26. The City will make a contribution to the Plan in the annual amount of \$1,080.00 for employees who elect single coverage and \$2,280.00 for employees who elect family coverage in the City of Minneapolis Medical Plan. Such City contribution shall be made in monthly installments equal to one-twelfth (1/12) of the designated amount and shall be considered to be contract value in the designated amount.

In the event of a forfeiture required pursuant to Section 5.5(b) of the Plan, following the death of a member who has no surviving spouse or qualified dependents, the amount forfeited will be divided evenly among the Plan accounts of members of the bargaining unit to which the deceased member last belonged. The amount to be forfeited will be calculated as of the date claims for reimbursement is no longer timely pursuant to terms of the Plan. For purposes of eligibility to receive such forfeited amount, bargaining unit membership will be determined on the date such forfeiture is distributed.
27. The Parties agree that, except for City contributions to the Plan or other negotiated payments to a tax-qualified health savings account, incentives, discounts or special payments provided to medical plan members that are not made to reimburse the member or his/her health care provider for health care services covered under the medical plan (e.g. incentives to use health club memberships or take health risk assessments) are not benefits for the purposes of calculating aggregate value of benefits pursuant to Minn. Stat. § 471.6161, Subd. 5.
28. The unions shall continue to be involved with the selection of and negotiations with the medical plan carrier.
29. This agreement does not provide the unions with veto power over the City's decisions.
30. This agreement does not negate the City's obligation to negotiate with the unions as described by Minn. Stat. § 471.6161, Subd. 5.
31. The terms of this agreement shall be incorporated into the Collective Bargaining Agreement as appropriate without additional negotiations.

THE PARTIES have caused this Letter of Agreement to be executed by their duly authorized representative whose signature appears below:

FOR THE CITY OF MINNEAPOLIS:

FOR THE UNION:

Timothy O. Giles

Date

Mark Lakosky

Date

Director, Employee Services

President
I.A.F.F. Local #82

ATTACHMENT "E"

CITY OF MINNEAPOLIS

And

**The International Association of Fire
Fighters, Local No. 82**

**MEMORANDUM OF UNDERSTANDING
FLSA Overtime for Fire Investigators**

This Memorandum of Understanding is made and entered by and between the City of Minneapolis (the "Employer") and the International Association of Fire Fighters, Local 82 (the "Union").

During the negotiations of the 2013-2014 Labor Agreement, the parties discussed the need to memorialize the practice for determining the eligibility for payment at the overtime rate, as required under the Fair Labor Standards Act ("FLSA Overtime"), for employees serving in the position of Fire Investigator.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. As of the date of this Agreement the threshold for FLSA Overtime for Fire Investigators is 43 "hours of work", as defined by the FLSA and the regulations promulgated thereunder, in a 7-day period.
2. Unless the parties otherwise mutually agree in writing, the threshold for FLSA Overtime for employees serving in the position of Fire Investigator shall continue as specified in paragraph 1, above.
3. If the FLSA is amended so as to require a change regarding the threshold for FLSA Overtime as to employees serving in the position of Fire Investigator, the parties shall meet and negotiate to adopt language that appropriately reflects such amendment.

FOR THE CITY:

FOR THE UNION:

Timothy O. Giles Date
Director, Employee Services

Mark Lakosky Date
President, Local 82

ATTACHMENT "F"

CITY OF MINNEAPOLIS

And

**The International Association of Fire
Fighters, Local No. 82**

MEMORANDUM OF UNDERSTANDING Contract Related Matters "To Do"

This Memorandum of Understanding is made and entered by and between the City of Minneapolis (the "Employer") and the International Association of Fire Fighters, Local 82 (the "Union") to be included as part of the collective bargaining agreement between the Employer and the Union for the period from January 1, 2013 to December 31, 2014. (the "Labor Agreement").

During the negotiations of the Labor Agreement, the parties agreed that they would undertake the following tasks and/or continue to meet and confer on the following issues in a timely manner. The parties further agree that, unless the parties enter into a written agreement signed by both of them which modifies or clarifies the Labor Agreement, the parties shall continue to be bound by the expressed terms and conditions of the Labor Agreement with regard to such issues.

The tasks to be undertaken and the issues about which the parties shall continue to meet and confer are:

Emergency Time Off (ETO)

The Employer and Union will meet to discuss the development and implementation of the following tasks relating to ETO:

- Training for employees and supervisors on purposes and appropriate uses of ETO
- Educating employees and supervisors regarding existing verification procedures
- Adopt guidelines and procedures for considering requests for ETO to improve consistency in application
- Improving the working culture so employee will better work together to staff shifts (report on time, willingness to hold over, willingness to trade, etc.)

