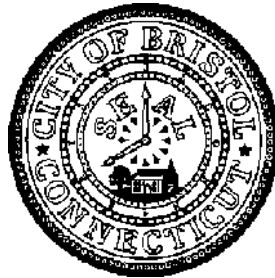


**WORKING AGREEMENT**  
**BETWEEN**  
**THE CITY OF BRISTOL**  
**AND**  
**LOCAL #773**  
**INTERNATIONAL ASSOCIATION OF**  
**FIREFIGHTERS**



**JULY 1, 2019 - JUNE 30, 2023**

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**AGREEMENT BETWEEN THE CITY OF BRISTOL AND LOCAL 773  
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, AFL-CIO**

The following Contract by and between respectively, the City of Bristol, hereinafter referred to as the “City” and Local 773, International Association of Firefighters, hereinafter referred to as the “Union”, is designed to maintain and promote a harmonious relationship between the City of Bristol and such of its employees who are within the provisions of this Contract, in order that more efficient and progressive public service may be rendered.

**ARTICLE I**

**RECOGNITION**

1:1 The City hereby recognizes the Union as the exclusive representative and bargaining agent for the bargaining unit, consisting of all uniformed and investigatory positions within the Bristol Fire Department, except that of Chief.

**ARTICLE II**

**MANAGEMENT RIGHTS**

2:1 The City shall have the absolute right to determine all matters concerning the management or administration of the Fire Department except as specifically set forth in this Agreement. These matters shall include, but shall not be limited to, the following:

2:1.1 To determine the care, maintenance and operation of equipment and property used for and on behalf of the purposes of the City.

2:1.2 To select and to determine the number and types of employees required to perform the City’s operations.

2:1.3 To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the City, provided such rules and regulations are made known in a reasonable manner to the employees

affected by them.

2:1.4 To ensure that incidental duties connected with departmental operations, whether enumerated in job descriptions or not, shall be performed by employees.

2:1.5 To create job descriptions and revise existing job specifications as deemed necessary.

### **ARTICLE III**

#### **PAYROLL DEDUCTIONS OF UNION DUES AND ASSESSMENTS**

3:1 All employees, will be given the option to become and remain members of the Union which is not a condition of employment.

3:2 The City is authorized to deduct per pay period, Union dues of members in such amounts as determined by the Union. Such deductions shall be made only after said employee has voluntarily signed a request form furnished by the Union, authorizing the City to deduct said Union dues. Should an employee decide to revoke his or her authorization to deduct union dues, the City will inform the Union of the revocation. Such dues revocation shall be conducted in accordance with the Union by-laws and policies. If the City does not receive any further request from the employee related to the authorization prior to the end of the next payroll period, the City will cease all deductions pursuant to the revocation, unless and until otherwise notified. The Union shall hold the City harmless against any and all claims, demands, liabilities, lawsuits, attorneys' fees or other costs which may arise out of, or by reason of, actions taken against the City as a result of the enforcement or administration of this Article.

### **ARTICLE IV**

#### **BULLETIN BOARDS**

4:1 The City shall label one bulletin board, in each Fire House, Union Bulletin Board,

to be used by the Union for the posting of notices concerning Union business and activities.

## ARTICLE V

### DISCIPLINARY ACTION

5:1 No regular employee shall be dismissed, discharged, suspended, fined, reduced in rank or disciplined in any other manner except for just cause. If any regular employee is disciplined and in the judgment of such employee this action is taken by the City without just cause, he/she may, no later than ten (10) days after the date of such action, appeal in writing to the Director of Human Resources to have the action rescinded or to have the severity of the punishment reduced. Within fourteen (14) days after receiving such appeal, said Director of Human Resources shall arrange a hearing. Said Director shall have the right to rescind, modify, affirm or increase the penalty ordered by the Chief or his/her designee. Representatives of the City and the Union's grievance committee shall be entitled to attend and participate in such hearing. If such employee is dissatisfied with results of such hearing, the Union may, no later than ten (10) days thereafter submit such dispute to arbitration by the Connecticut State Board of Mediation and Arbitration or the American Arbitration Association as noted below and such Board shall hear the dispute and render a decision which shall be final and binding on all parties. Said Board of Mediation and Arbitration or the American Arbitration Association shall have the power to uphold the action of the City or to rescind or modify such action and such power shall include, but shall not be limited to, the right to reinstate a suspended or discharged employee with full back pay. Nothing contained herein shall prevent any employee from representing himself/herself in these appeal procedures. The procedures described in Article V shall be the exclusive appeal procedure for matters concerning disciplinary action.

5:2 The American Arbitration Association, in accordance with its rules and

regulations, shall be used for all appeals concerning the discharge of bargaining unit members. The union and City shall share equally in the costs of Arbitration. The arbitrator(s) shall have no power to add to, delete from or modify in any way any of the terms of this Agreement.

5:3 All meetings held under this Article shall be closed to the public.

5:4 All written warnings shall be stricken from an employee's personnel record and an employee's slate wiped clear if there is no violation for a period of one (1) year from the last entry. After a suspension, an employee's record will be cleared if there is no further violation for a period of two (2) years from the date of the last suspension. However, evidence of written warnings or suspensions may be used to rebut an employee's claims about his/her disciplinary history.

## **ARTICLE VI**

### **GRIEVANCE PROCEDURE**

6:1 **PURPOSE** - The purpose of the grievance procedure shall be to settle employee grievances on as low an administrative level as possible so as to insure efficiency and employee morale.

**DEFINITION** - A grievance for the purpose of this procedure shall be considered to be an employee or fire union complaint concerned with matters relating to the interpretation and application of a specifically identified article(s) and section(s) of this agreement, or of matters effecting his/her or their health and safety.

6:1.1 The Union shall submit such grievance in writing to the Chief of the Fire Department, setting forth the nature of the grievance. Within seven (7) days after the Chief receives such grievance, he/she shall arrange to and shall meet with the representatives of the Union, for the purpose of adjusting or resolving such grievance.

6:1.2 If such grievance is not resolved to the satisfaction of the Union by the Chief within five (5) days after such meeting, the Union may present such grievance in writing seven (7) days thereafter to the Director of Human Resources. Within fourteen (14) days after receiving such grievance, the Director of Human Resources shall meet with the representatives of the Union for the purpose of adjusting or resolving such grievance.

6:1.3 If such grievance is not resolved to the satisfaction of the Union by the Director of Human Resources within five (5) days after such meeting, the Union may within ten (10) days thereafter submit the dispute in writing to the Connecticut State Board of Mediation and Arbitration or the American Arbitration Association as noted below, with a copy to the Director of Human Resources. Said Board shall hear and act on such dispute in accordance with its rules and render a decision which shall be final and binding on all parties. However, the arbitrator(s) shall have no power to add to, delete from, or modify in any way any of the terms of this Agreement.

6:2 PROCEDURE. The grievance procedure shall be used by an employee or the Fire Union to settle all departmental grievances. The only grievances that will be recognized are those that are initiated within twenty (20) calendar days of the alleged infraction. It is also understood that either the employee, the Union, or the City can represent themselves and/or have representation of their choice.

6:2.1 The word “days” in this Article shall be defined as work days and shall be exclusive of weekends and holidays.

6:2.2 The American Arbitration Association shall be used only if the City and the Union agree to use such service, and when it is mutually agreed all direct arbitration costs shall be equally shared by both parties.

## ARTICLE VII

### UNION BUSINESS LEAVE

7:1 The five (5) members of the Union Negotiating Committee shall be granted leave from duty with full pay for all meetings between the City and the Union for the purpose of negotiating the terms of a Contract, when such members are scheduled to be on duty.

7:2 Two (2) members of the Union Grievance Committee shall be granted leave from duty with full pay for all meetings between the City and the Union for the purpose of processing grievances, when such meetings take place at a time during which such members are scheduled to be on duty. Union Officials must first notify the Deputy Chief before leaving their post, explaining the general reason, approximate length of time, and destination of grievance site and so record on the roster found in the Firehouse Records Management System (“RMS”).

7:3 Such officers and members of the Union, as may be designated by the Union, shall be granted leave from duty with full pay for Union business such as attending labor conventions and educational conferences, provided that the total leave for the purpose set forth in this section shall not exceed twenty-five (25) working days in any fiscal year. A written list of the persons attending shall be furnished to the Fire Chief or his/her designee, in advance of the event, providing the dates and locations of such conventions and conferences. In addition, any employee designated by the Union shall be granted Special Union Business Leave with pay for any regular tour of duty provided he/she is able to secure another employee to work in his/her place at no cost to the City as provided for in Article XVI.

7:4 One (1) representative of the Union on the Retirement Board of the Firemen’s Benefit Fund shall be granted leave from duty with full pay for the purpose of attending all meetings of said Board for the purpose of fulfilling official Board duties.



**ARTICLE VIII**

**STAFFING**

8:1 In order to protect the health and safety of the employees in the bargaining unit, the following shall be the minimum number of fire fighting units and the minimum staffing allowed on each of these fire fighting units:

Engine 1	Two Firefighters and one Officer
Engine 2	Two Firefighters and one Officer
Engine 3	Two Firefighters and one Officer
Engine 4	Two Firefighters and one Officer
Engine 5	Two Firefighters and one Officer
Tower 1	Three Firefighters and one Officer
Fire 2	One Deputy Chief

Support functions may be performed by any engine company that is not the first due engine company, as determined by the Fire Chief or his/her designee, with the exception that the boat may be transported to a boat rescue by the first due engine company stationed where the boat is stored. All administrative functions may be performed by other day staff as determined by the Fire Chief or his/her designee.

8:2 The City reserves the right, acting through its Board of Fire Commissioners, to establish higher or lower company manpower requirements as changing conditions may require, provided the minimum limits established in the preceding Section are not violated.

**ARTICLE IX**

**HOLIDAYS**

9:1 Each employee shall receive holiday pay for each of the following legal holidays:

New Year's Day	Independence Day	Day after Thanksgiving
Martin Luther King Day	Labor Day	1/2 Day December 24
Presidents' Day	Columbus Day	Christmas Day
Good Friday	Veterans Day	1/2 Day December 31
Memorial Day	Thanksgiving Day	

Holiday pay for each employee for each such holiday shall be computed by multiplying his/her hourly rate by twelve (12) hours. It is understood that each employee who is scheduled to work either day or night shift on Independence Day, Thanksgiving Day or Christmas Day will receive six (6) hours additional pay for each entire shift actually worked.

9:2 In the event that any employee who is off duty on sick leave on a holiday, is found to be malingering, the City may impose any appropriate penalty on such employee, including but not limited to forfeiture of holiday pay for that holiday.

9:3 Employees in positions requiring a thirty-seven and one-half (37½ ) hour work week shall follow the City holiday schedule and shall receive holiday pay based on seven and one-half (7½) hours. Such employees shall not receive regular pay and holiday pay for the same work day unless actually worked, in which case he/she shall be paid time and one-half the hourly rate as that which he/she receives for his/her regularly assigned duty, multiplied by the number of hours of overtime work or four (4) hours, whichever is greater.

9:4 In the event that an employee is out sick and has used all his/her accumulated sick leave and the employee remains on sick leave without pay, the employee shall not receive payment for any holidays until he/she has returned to full duty status.

**ARTICLE X**

**WORK WEEK**

10:1 The work week for all employees who perform fire fighting duties, shall be an average of not more than forty-two (42) hours computed over a period of one (1) fiscal year. Each day of a day tour shall be from 8:00 A.M. to 6:00 P.M. and each night of a night tour of duty shall be from 6:00 P.M. to 8:00 A.M. It is agreed and understood that the starting time and relieving time for work of the fire fighting force shall continue in accordance with current practice.

10:2 The work week of the Drillmaster and Fire Equipment Technician shall be thirty-seven and one-half (37½ ) hours per week, based on a five (5) day, Monday through Friday, seven and one-half (7½) hour per day schedule. Once per calendar quarter, with approval of the Fire Chief, the Drillmaster and Fire Equipment Technician may each choose to work on a four (4) day work week. Such four (4) day work week shall not be used on a week with a scheduled holiday, and may not be used consecutively with a following quarter's four (4) day work week. The four (4) day workweek does not carry over to subsequent quarters and does not accumulate.

10:3 The work week of the Fire Marshal and Fire Prevention Inspector shall be thirty-seven and one-half (37½) hours per week, based on a four (4) day, 9.375 hour per day schedule. The four (4) workdays shall be scheduled on any day Monday through Friday. An employee on this four (4) day schedule whose scheduled day off coincides with a holiday will receive Compensation time of 9.375 hours to be used within 12 months of said holiday.

10:4 All paid leave time during a four (4) day work week shall be charged in hours.

10:5 The work period covered by the bargaining unit is defined for the purpose of the Fair Labor Standards Act as any hours worked in excess of one hundred eighty-two (182) hours in a twenty-four (24) consecutive day period. For purposes of this contract, a shift for employees

working a forty-two (42) hour work week equals twelve (12) hours.

## **ARTICLE XI**

### **OVERTIME**

11:1 Whenever any employee works in excess of his/her regularly assigned work week schedule, as provided for in Article X, in addition to any other benefits to which he/she may be entitled, he/she shall be paid for such overtime work at time and one-half the hourly rate as that which he/she receives for his/her regularly assigned duty, multiplied by the number of hours of overtime work except that if any employee works a fourteen (14) hour night tour or a ten (10) hour day tour of overtime duty, his/her overtime pay for such overtime work shall be computed by multiplying his/her regular hourly rate by twelve (12) hours.

11:2.1 Overtime shall be worked for the rank or classification, i.e., Firefighter or Officer, held by the employee last reporting off duty whose absence brings the company on that platoon below the minimum manpower strength allowed. Any employee who is absent on any type of paid time (ex. mutual, sick, vacation, workers' compensation, perfect attendance, bereavement) is not eligible to work an overtime assignment during that shift. In addition, any employee who is absent on sick or workers' compensation on a day shift is not eligible to work an overtime assignment on the evening shift of that calendar day.

11:2.2 The City shall establish a rotating overtime list consisting of all Firefighters. Each day or night tour of overtime work among Firefighters shall be scheduled in rotation among Firefighters on such overtime list.

11:2.3 The City shall establish a rotating overtime list consisting of all officers (Captains and Lieutenants). Each day or night tour of overtime work among officers shall be scheduled in rotation among officers on such overtime list.

11:2.4 The City shall establish a rotating overtime list consisting of all Deputy Chiefs. Each day or night tour of overtime work among Deputy Chiefs shall be scheduled in rotation among such Deputy Chiefs on such overtime list.

11:2.5 For purposes of this Section, the term “last to report off duty” shall mean and include to go off duty on vacation, sick leave, military leave, etc.

11:2.6 When any employee works a tour of such overtime, such employee’s name shall go to the bottom of the rotating list.

11:2.7 In the event that an employee is called back to work after leaving for the day, he/she shall be guaranteed a minimum of four (4) hours pay at the applicable regular overtime rate for such overtime work. In the event that any off-duty employees attend department meetings as authorized by the Chief, said employees shall be paid for time worked with a guaranteed minimum of one (1) hour of pay for such overtime work at their regular overtime rate (rather than a four (4) hour minimum.)

11:2.8 The rotating overtime lists referred to in sub-sections 11:2.2, 11:2.3, and 11:2.4 shall be posted in each Fire Station each Tuesday, covering overtime assignments through the previous Saturday.

11:2.9 When an employee receives a transfer or promotion to another Group/Platoon, said employee shall be granted the first two (2) scheduled shifts of the newly assigned Group/Platoon off.

## ARTICLE XII

### ACTING OFFICERS

12:1 Whenever any employee is required to work in a higher classification, i.e., Acting Deputy Chief, Acting Captain, Acting Lieutenant, Acting Fire Marshal, and Acting Drill Master, except as set forth below for an anticipated extended absence of the Acting Drill Master, such employee for each day of such service shall receive the minimum of the classification in which he/she is performing such duties for a full tour of duty. In the event that a Fire Captain is absent from duty the Senior Lieutenant assigned to the Fire Company in which such vacancy exists, shall be considered and shall serve as Acting Captain at such Fire Company.

#### Acting Drill Master

In the event of an anticipated extended absence of the Drill Master, the following policy for Acting Drill Master will be enacted to ensure continuity of necessary training:

A notice will be posted in all BFD fire stations announcing the vacancy in the Training Division, and the estimated duration of the vacancy.

The notice will include a request for names of those wishing to fill the vacancy on a temporary transfer basis, and the method in which to submit those names. A cutoff date for requests will be included.

Qualified applicants will be certified as FSI-I, and meet the current requirements necessary to promote to the rank of Drill Master as outlined in the current CBA, Article XXXVI *Promotion Process - General*, Section 36:1.

If multiple applications are submitted by qualified applicants, the choice of Acting Drill Master will be made on the basis of seniority.

If no applications are submitted by qualified applicants, the parties shall meet to discuss how to accomplish necessary training.

The work schedule will be as described for Drill Master in the current CBA, Article X, *Work Week*, Section 10:2.

The pay grade will be that of Drill Master, Step 3 as outlined in the current *Salary Schedule* of the CBA in place at the time the Acting Drill Master position is being worked.

If the vacancy lasts longer than expected, the person in the Acting Drill Master position will be given the option of remaining in that position, or opting to return to his/her previous position, providing that there is a suitable substitute willing to fill the position.

The Acting Drill Master will continue to have the ability to work overtime as a Fire Officer as is the current practice. He/she shall be compensated at time and one-half of the salary being received in the position of Acting Drill Master.

The conversion of time earned and used (vacation, sick, EPL) shall be done in adherence with the MOU between the City of Bristol and Local #773 IAFF, executed on January 18, 2011.

If the Acting Drill Master is absent due to use of vacation, EPL, or short-term sick use, the position will not be back filled.

If a person working in the position of Acting Drill Master decides to retire while working in that position, he/she shall be retired at the previous rank/step held, and all retirement calculations will use the factors relative to the previous position held when determining retirement benefits and payout.

If at any time during his/her absence the incumbent Drill Master opts to retire, a competitive promotional exam will be administered as outlined in Article XXXVI, *Promotional Process – General*, in the current CBA.

12:2 No employee may work in an acting capacity at a higher classification unless he/she has been employed for at least five (5) years.

### **ARTICLE XIII**

#### **VACATIONS**

13:1.1 Full time employees who have less than six (6) months of continuous employment as of June 30th of any year, shall receive one (1) week vacation with pay at their regular weekly rate.

13:1.2 Full time employees who have been continuously employed over six (6) months but less than six (6) years as of June 30th of any year shall receive two (2) weeks' vacation with pay at their regular weekly rate.

13:1.3 Full time employees who have been continuously employed for six (6) years but less than eleven (11) years as of June 30th of any year shall receive three (3) weeks' vacation with pay at their regular weekly rate.

13:1.4 Full time employees who have been continuously employed for eleven (11) years or more as of June 30th of any year shall receive four (4) weeks' vacation with pay at their regular weekly rate.

13:1.5 Such week of vacation leave will consist of four (4) shifts for employees working a forty-two (42) hour schedule, and 37.5 hours for employees working a thirty-seven and one half (37.5) hour week.

13:2 Employees shall be permitted to select their vacation leave throughout the fiscal



year, except that the Chief shall have the right to limit the number of employees in each company on each platoon who may be off simultaneously to one (1). Notwithstanding any provision of the preceding sentence to the contrary, no employee shall be permitted to be on vacation on the night shift of December 24, or the day or the night shift of December 25 or the night shift of December 31, if overtime work is required to cover his/her absence of such day, and he/she is unable to secure another employee to work overtime in his/her place. No employee shall be permitted to be on vacation unless he/she has selected such vacation at least two (2) weeks prior to the start of such vacation provided, however, the Chief may waive this time requirement in the case of an emergency. In the event that there is a conflict concerning a choice of vacation leave, preference shall be given on the basis of seniority, except that no employee who is entitled to more than two (2) weeks of vacation leave, shall choose such additional vacation leave until every employee who is entitled to two (2) weeks of vacation leave has chosen same. In the event that any employee goes on sick leave or injury leave prior to the time his/her vacation is scheduled to commence, and he/she is on such sick or injury leave during any part of the time during which he/she is so scheduled to be on vacation leave, such vacation leave shall be postponed. If such employee is unable to reschedule such vacation leave during the fiscal year in which it was originally scheduled, he/she shall receive one (1) weeks' vacation pay for each week of such unused vacation leave in the following fiscal year.

13:3 An employee who resigns, is terminated for any reason or is laid off shall be paid out his/her balance of unused vacation time, but shall not be eligible for payment of prorated vacation. An employee who retires shall be paid his/her balance of unused vacation time. An employee who retires shall also receive a vacation pay-out on a pro-rated basis for the next fiscal year's vacation period provided that he/she has given at least four (4) weeks advance written

notice. Such notice requirement may be waived for special circumstances by mutual agreement. If an employee dies, pro-rated vacation and unused vacation time shall be paid to the employee's estate at the employee's rate as death benefits.

13:3.1 In the event of an employee's death, his/her pro-rated accumulated vacation pay shall be paid to his/her survivor(s).

13:4 Any employee may select his/her vacation on an individual day basis, however, no employee shall be permitted to be on vacation unless he/she has selected such vacation day or days at least seventy-two (72) hours prior to the start of such vacation. The Deputy Chief on duty may waive this time requirement if he/she feels the circumstances justify waiver, and provided a replacement is available.

13:4.1 Such days may be at the option of the employee but such selection will not be made in conflict with another employee's full week vacation, and such full week vacation will have precedence at all times.

13:5 Any employee who is regularly scheduled to work a thirty-seven and one-half (37½) hour work week may select his/her vacation on an hourly basis.

13:6 Any employee who is regularly scheduled to work a forty-two (42) hour work week, may select two (2) of his/her full vacation days, to be taken in three (3) four (4) hour increments at the beginning or end of his/her shift. Each four (4) hour leave may not be used consecutively. Any vacation balance subsequently less than a full day unit (12 hours) at the end of the fiscal year shall be paid out at the start of the following fiscal year at the prior fiscal year's pay rate.

13:7 In each fiscal year each employee shall be allowed to carry over one (1) week of current vacation and accumulate said vacation to a maximum of eight (8) weeks including current

vacation.

## **ARTICLE XIV**

### **SICK LEAVE**

14:1 Sick leave shall be considered an absence from duty with pay for a bona fide illness or injury which is not covered under Article XV Injury Leave, and which did not arise out of and in the course of his/her employment with an employer other than the City of Bristol.

14:2 Each employee shall earn sick leave with pay or shall be considered as having earned sick leave with pay on the basis of the following formula:

14:2.1 Each employee who has less than five (5) years Fire Department service, shall be credited with five (5) working days or shifts as applicable of sick leave with full pay upon his/her appointment to the Fire Department, provided no such employee may use such sick leave until he/she has completed six (6) months of service. Each employee who has less than five (5) years of Fire Department service shall be credited with an additional twelve (12) working days or shifts as applicable of sick leave with full pay for each year of such service.

14:2.2 Each employee who has five (5) or more years of Fire Department service but less than ten (10) years of Fire Department service, shall be credited with an additional eighteen (18) working days or shifts as applicable of sick leave with full pay for each year of such service.

14:2.3 Each employee who has ten (10) or more years of Fire Department service, shall be credited with an additional twenty-one (21) working days or shifts as applicable of sick leave with full pay for each year of service.

14:2.4 On his/her anniversary date of employment in each year, each employee shall be credited with unused sick leave plus the new accumulation as provided in Sections 14:2.1, 14:2.2 and 14:2.3 of this Article.

14:2.5 For the purposes of this Article, service shall be as defined in Article XXI, Seniority.

14:3 If any employee is absent on sick leave for more than two (2) consecutive working days or shifts as applicable, upon returning to work he/she shall supply a statement from a physician at no cost to the City, which statement shall establish such employee's fitness to return to work and shall substantiate his/her reason for such absence. If the City has reason to believe that an employee is malingering or if the City wishes to determine whether an employee is fit to return to work, the City may send such employee to a doctor at the City's expense. Nothing contained herein shall preclude the City from investigating suspected malingering in any other reasonable manner.

14:3.1 An employee may elect to use sick leave for a wellness visit, colonoscopy, mammogram, and/or PET scan without being subject to the provisions set forth in Section 14:6. An employee using sick leave for any purpose in this section must provide a written statement to the Director of Human Resources from his/her attending physician documenting the visit and its purpose.

14:3.2 Employees shall be permitted to use (2) two sick working days or shifts as applicable per fiscal year to care for the employee's immediate family members without being subject to the provisions set forth in Section 14:6. "Immediate family member" shall include Mother, Father, Brother, Sister, Husband, Wife, Daughter, Son, Mother in law, Father in Law, Step son, Step Daughter, Step Mother, Step Father, Grandchild, or any relative who is an actual member of the household.

14:4 Employees shall call in on or before their assigned starting time or they shall not receive sick leave pay for said work day or shift as applicable, unless the reason for tardy

notification is deemed satisfactory.

14:5 In the case of extended illness or injury, a monthly statement from the employee's treating physician shall set forth the approximate time the employee's absence is expected to continue.

14:6 An employee who is absent from work due to illness or injury not covered under Article XV shall receive no pay for the first day of such absence following the fourth period of illness or injury during his/her anniversary year.

14:7 At the time of the employee's retirement or death, as the case may be, each employee or spouse shall receive forty-five percent (45%) of all unused sick leave which he/she has to his/her credit at such time not in excess of two hundred (200) working days. If the employee dies and is not survived by a spouse, the accrued sick leave shall be paid to the estate. Each day of sick leave pay shall be computed by multiplying the employee's regular hourly rate at the time of retirement or death by twelve (12) hours or seven and one half (7.5) hours, whichever is applicable.

14:8 After the expiration of sick leave days, employees shall be eligible to apply for benefits under the terms of the Temporary Disability Plan for up to thirteen (13) weeks, or 52 work shifts, or whichever is applicable.

14:9 Prior to an employee seeking benefits under the Temporary Disability Plan, employees in the bargaining unit shall be permitted to donate sick leave to another employee. Such donation shall be voluntary and will not be unreasonably denied by the Chief or his/her designee. An employee seeking to receive donated sick leave may make a request in writing to the Fire Chief or his/her designee in a reasonable time frame prior to the anticipated exhaustion of his/her accumulated sick leave. The Union and the Fire Chief would then meet and discuss such

employee's eligibility for receipt of donated sick leave, and, if mutually agreed upon, such employee, after depleting all his/her accumulated sick leave and vacation time, would be granted donated sick leave working days from volunteers.

## **ARTICLE XV**

### **INJURY LEAVE**

15:1 Each employee who is injured or disabled in the performance of his/her duties shall be entitled to injury leave with full pay from date of injury until such time as he/she is able to return to duty, reaches the point of maximum recovery, or after 78 weeks, whichever comes first. If such employee is assigned to a position allocated to a classification which is lower than that which he/she held at the time of such disability, he/she shall continue to receive the same rate of pay as that which he/she would be entitled had he/she not been so assigned. Nothing contained herein shall preclude the City from investigating absence due to illness or injury in any reasonable manner

15:1.1 Work-related injuries and illnesses will be handled through the City's workers compensation medical care plan. Additionally, a Return to Work Program has been established for modified duty assignments when medically appropriate.

15:2 In the event that a third party action is brought by the injured employee for injury or disability in the performance of his/her duties and such action is sustained in a court of law or a settlement is reached, the employee shall reimburse the City for any and all payments made and costs incurred by the City up to the amount of the settlement or damages awarded. The employee shall reimburse the City for the injury leave, as well as replacement of personal property, uniforms or equipment, and the cost of continuing the employee's insurance benefits and pension contributions while he/she was receiving payment under this Article.

**ARTICLE XVI**

**SPECIAL LEAVE**

16:1 Each employee shall be granted special leave with pay up to a maximum of thirty (30) working days or shifts as applicable per fiscal year for any day or days on which he/she is able to secure another employee to work in his/her place provided:

16:1.1 Such substitution does not impose any additional costs on the City.

16:1.2 Such substitution is within classification only and the substitute is qualified to perform the general duties of the position involved. In addition, when the regular or back up driver is not scheduled to work on the requested day of special leave, the substitute must also be qualified to perform the additional duties of driver for that particular apparatus.

16:1.3 The Deputy Chief on duty on the date of the special leave shall be notified in writing prior to the start of the shift. Such special leave shall not be in conflict with Sections 16:1.1 and 16:1.2 of this Article.

16:1.4 Neither the Department nor the City is held responsible for enforcing any agreement made between employees.

**ARTICLE XVII**

**FUNERAL LEAVE**

17:1 The City of Bristol shall grant up to a maximum of four (4) working days or shifts as applicable with pay in the event of death in the immediate family. The funeral leave granted shall only be from the date of death through the date of the funeral, and the City may request proof of attendance. The immediate family shall include Mother, Father, Brother, Sister, Husband, Wife, Daughter, Son, Mother in Law, Father in Law, Step Son, Step Daughter, Step Mother, Step Father, Grandchild or any relative who is an actual member of the household.

17:2 In the event of a death of a Grandparent, Brother-in-law, Sister-in-law, or Aunt, Uncle, Niece, Nephew of the employee or employee's spouse, two (2) working days or shifts as applicable will be allowed if necessary to permit attendance at the funeral or wake.

17:3 The Chief can allow up to an additional two (2) working days or shifts as applicable leave in addition to the leave allowed in Sections 17:1 and 17:2 of this Article, should he/she deem the reason(s) unusual and worthy provided that it does not disrupt the efficient operation of the Department.

### **ARTICLE XVIII**

#### **UNIFORM ALLOWANCE**

18:1 The City shall provide each employee with his/her own dress uniform and, when necessary, it shall replace or repair same. Optional items to dress uniform listed in the Bristol Fire Department's Standard Operating Procedures on Uniforms and Grooming may be purchased with the annual clothing credit.

18:1.1 Deputy Chiefs, Fire Marshal, and Fire Prevention Inspector shall be provided uniforms annually as follows:

- Four (4) white shirts
- Two (2) dress pants
- One (1) pair dress shoes or safety shoes
- Replacement of jacket as needed
- One (1) Sweatshirt
- One (1) Job Shirt

18:2 The City shall provide each employee with his/her own protective clothing of good quality and condition. Such clothing shall consist of

- One (1) Ben 2 Low Rider Traditional helmet
- Two (2) protective hoods
- One (1) pair of Morning Pride Tails waist high bunker pants w/suspenders
- One (1) short Morning Pride Tails bunker coat
- One (1) pair of Warrington pro high leather boots



One (1) pair of protective gloves

One (1) pair of form-fitted rubber boots or other suitable substitute may be substituted for the one (1) pair of high leather boots

18:3 The City shall maintain a voucher system by which work clothing is made available to employees of the City of Bristol. The City shall retain the exclusive authority to determine the parameters and method of record keeping for the voucher system which shall be coordinated with the private vendor(s). The City shall determine the specifications of all clothing that is made available to employees through this voucher system. All clothing obtained through the voucher system shall be kept in proper condition by the employees as stipulated by the Chief or his/her designee. Said uniforms shall be worn during all duty hours. It is understood that uniforms shall not be worn during off duty hours. The Chief and the Union shall meet as necessary for the purpose of discussing all matters related to the standardization of uniforms, the voucher system and the methods of procurement and the issuance of such uniforms.

For the first two fiscal years during which an employee works, they shall be provided with the items specified in Article XVIII, Sec. 18:4. During all successive fiscal years during which an employee works for the City (i.e., beginning with the third fiscal year), employees will be credited an annual amount, subject to approval of the annual budget, which will determine the amount of annual clothing credit per employee. The City, based upon budget constraints, will attempt to ensure that the annual credit allocation amount keeps reasonable pace with the rate of inflation. Annual amounts of credit shall be based upon the City's fiscal year. Should an individual employee not exhaust his/her entire annual clothing credit allocation, the remaining balance of the clothing credit allocation shall not carry over to the following fiscal year and said balance shall be forfeited. All orders under this section shall be made no later than May 31<sup>st</sup> of that fiscal year.

The clothing items provided under the voucher system during the first two fiscal years of service by employees, in addition to the annual clothing credit allocation received by employees after their first two fiscal years of service, shall be utilized solely and exclusively by the individual employee to which it is granted. As such, the clothing items obtained through the voucher system and/or the clothing credit allocations shall not be sold, traded or donated, or transferred from one employee to another, or to any non-employee, and any such conduct is strictly prohibited.

18:4 First and second year employees shall be provided with the following items through the voucher system on the basis of specifications mutually agreed upon by the City and the Union:

- Three (3) pairs of work pants
- Three (3) work shirts long/short with patches
- Six (6) T-shirts
- One (1) pair of safety shoes or boots
- One (1) jacket (1st year only)
- One (1) sweatshirt (2nd year only)
- One (1) Fire Department uniform badge (1st year only)

First year employees are expected to obtain their uniform items via the voucher system prior to reporting for work. The City, through the Fire Department, is expected to notify the vendor(s) of the hiring of a new employee as soon as is practical so that the items above will be made available to new employees as soon as possible.

18:5 Under the voucher system, uniform items shall be model number specific to ensure uniformity. Available clothing items shall be restricted to the following categories subject to the per-person annual credit allowance:

- Work shirts — Long/short sleeve
- Work shirt
- Work pants
- T-shirts

Safety work shoes/sneakers/boots  
Sweatshirts  
Jackets  
Work Shorts (Pants are required for outdoor maintenance.)

The following ancillary equipment may be purchased by employees through the use of the voucher system:

Flashlights  
Extrication Gloves  
Rope Rescue Gloves  
Knives/Hand Tools  
Safety Glasses  
Personal Rope/Webbing

Any ancillary equipment purchased shall meet applicable standards if any exist. The individual employee will be responsible for the care, maintenance, and replacement of any ancillary equipment as needed. Because some ancillary equipment listed may not be available for purchase through the chosen uniform vendor, some items may have to be ordered through other vendors approved by the Chief.

18:6 The City shall be responsible for an employee's personal items, such as dentures and prescription eye glasses which are damaged or lost in the performance of his/her duties, provided the loss or damage is reported to the officer on duty before the termination of his/her tour of duty. The City shall reimburse for watches (subject to \$100 maximum) which are damaged or lost in the performance of his/her duties, provided the loss or damage is reported to the officer on duty before the termination of his/her tour of duty. The City shall not be responsible for replacing such items if such damages or loss was caused by the employee's willful or wanton negligence or by horseplay.

## **ARTICLE XIX**

### **INSURANCE**

19:1 The City shall maintain a Section 125 pretax salary deduction plan in accordance with the applicable provisions of Section 125 of the Internal Revenue Code (and in accordance with any amendments to said provisions) so long as said provisions allow for such a plan. The City shall incur no obligation to engage in any form of impact bargaining in the event that a change of law reduces or eliminates the tax exempt status of the employee insurance contributions. Increases or decreases in costs shall be in effect the first full pay-period of each July thereafter, unless otherwise indicated below.

19:2 For contract years 2019-2020 and 2020-2021 (2020-2021 is for employees hired prior to July 1, 2020), the City of Bristol shall pay for all full time members of the bargaining unit and enrolled dependents, including dependent children to age 25 (currently age 26 subject to Federal Affordable Health Care Act remaining in effect) the cost of the medical co-pay insurance plan and prescription plan subject to the cost shares below. The summary of the medical plan is set forth in Appendix F which is attached hereto. Appendix F is for reference purposes only, with the group summary plan being on file in the City Comptroller's Office. Effective upon ratification of the 2019-2023 Agreement, employees who are eligible for the co-pay plan shall pay 20.00% of the cost share for medical and dental coverage and that of any enrolled dependents on per pay period basis through pre-tax payroll deductions in accordance with Section 125 of the IRS Code. Effective July 1, 2020, employees who are eligible for the co-pay plan (i.e., hired before July 1, 2020) shall pay 21.50% of the cost share for medical and dental coverage and that of any enrolled dependents on a per pay period basis through pre-tax payroll deductions in accordance with Section 125 of the IRS Code. An employee's cost share shall be reduced by one and one half

percent (1.5%) if during the preceding calendar year the employee and the employee’s enrolled spouse participated in each of the following wellness components: 1) biometric screening; 2) health risk assessment; and 3) age appropriate preventive screenings to include annual exam.

19:2.1 Effective July 1, 2020, the City shall provide to employees hired prior to July 1, 2020 an optional High Deductible Health Plan (“HDHP”) with a Health Savings Account (“HSA”) as follows. The HDHP/HSA will be the only health insurance plan available to employees hired after July 1, 2020:

HDHP/HSA	Effective July 1, 2020
Deductible	\$2,000/\$4,000
In-Network Benefits	100%
In-Network Co-Insurance	100%
Out of Pocket Max (Inc. Ded)	\$2,000/\$4,000
Preventive Services	100% not subject to deductible
Out of Network Benefits	
Deductible	\$2,000/\$4,000
Coinsurance	80%
Out of Pocket Max (Inc. Ded)	\$4,000/\$8,000
Pharmacy Benefits	100% after deductible
Employer HSA Funding	50%

19:2.2 For the July 1, 2020 through June 30, 2021 fiscal year only, the City’s contributions toward the HSA deductible (50%) for employees who elect to participate in the HDHP/HSA shall be deposited into the employees’ HSA accounts in one installment in July of 2020. For each year of the contract thereafter, the City’s contributions toward the HSA deductible (50%) shall be deposited into the employees’ HSA accounts in two installments, the first in July and the second in January of each fiscal year. The contribution to the HSA for an employee hired after the start of the plan year shall be prorated for the plan year based on the employee’s date of hire.

19:2.3 The parties acknowledge that the City's contribution toward the funding of the HSA is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed employees. The City shall have no obligation to fund any portion of the deductible for retirees or other individuals upon their separation from employment.

19:2.4 An Health Reimbursement Account ("HRA") shall be made available for any employee who is precluded from participating in the HSA bank account because the individual receives Medicare and/or veterans' benefits. The annual maximum reimbursement by the City shall not exceed the City's annual deductible contribution for those in the HSA. Premium contributions for the individuals in the HRA shall be the same as the HDHP/HSA. The City shall have no obligation to reimburse any portion of the HRA for retirees or other individuals upon their separation from employment.

19:2.5 Effective July 1, 2021, the HDHP/HSA will become the core health insurance plan available to employees. Employees hired before July 1, 2020 will have the option of buying-up to the co-pay insurance plan if they so choose. As of June 30, 2022, the co-pay insurance plan will no longer be available to employees and the only plan available as of July 1, 2022 will be the HDHP/HSA.

19:2.6 Appendix G is for reference purposes only, with the group summary plan entitled being on file in the City Comptroller's Office.

19:2.7 Effective July 1, 2020, employees shall pay 16.75% of the cost share for the HDHP/HSA and dental coverage and that of any enrolled dependents on a per pay period basis through pre-tax payroll deductions in accordance with Section 125 of the IRS Code. Effective July 1, 2021, employee cost share for the HDHP/HSA and dental coverage will be 17.75%.

Effective July 1, 2022, employee cost share for the HDHP/HSA and dental coverage will be 18.75%. An employee's cost share shall be reduced by one and one half percent (1.5%) if during the preceding calendar year the employee and the employee's enrolled spouse participated in each of the following wellness components: 1) biometric screening; 2) health risk assessment; and 3) age appropriate preventive screenings to include annual exam.

19:3 The City shall provide members of the bargaining unit and enrolled dependents, including dependent children to age 25, the Blue Cross Co-Pay Dental Plan with Riders A, B, C, D and Dependent Child Rider.

19:4 The City reserves the right to substitute at any time during the term of this contract any benefit plan which provides equal or better benefits than any existing plan.

19:5 The City of Bristol shall provide and pay for each full-time employee term life insurance coverage in the amount of \$100,000.

19:6 For employees who retire on or after January 1, 1998, the City will pay the full cost of the health insurance coverage cited in Section 19:2, hereinabove, for the retiree and spouse for ten (10) years after the date of retirement, beginning on a date of the retiree's choice provided that the starting date does not begin on or after the retiree reaches 55 years of age, subject to the conditions set forth in Section 19:6.1, Section 19:6.2 and Section 19:6.3 below.

19:6.0 Retirees eligible for retiree health benefits will not contribute to the cost-share for such benefits in retirement. For employees who remain on the co-pay plan (i.e. do not switch back and forth with the HDHP/HSA), including when the co-pay plan is a buy up option, and who retire on or before June 30, 2022, coverage shall consist of the co-pay plan described in section 19:2. For employees who retire on or after July 1, 2022, coverage shall consist of the HDHP/HSA described in section 19:2.1. The City shall have no obligation to fund any portion of the HSA

deductible or reimburse any portion of an HRA for retirees or other individuals upon their separation from employment.

19:6.1 Any retiree who wishes to enroll additional dependents, and any retiree (or spouse or dependent of a deceased retiree) who wishes to remain enrolled beyond ten (10) years following the date of retirement, may do so at their own expense, carrier permitting.

19:6.2 The retiree must be eligible for and must be collecting regular or disability retirement benefits under the City's pension plan, and must not be eligible for comparable group health insurance coverage through any other employer.

19:6.3 The City will presume all retirees 65 or over are recipients or participants in Medicare Part A and B. The City will designate Medicare as the primary insurer. Any retiree who is not eligible for Medicare Part A and B must present documentation to the City from: U.S. Health & Human Services Department of Social Security Administration and when such documentation has been validated the City will not designate Medicare as primary insurer.

## **ARTICLE XX**

### **LEAVE OF ABSENCE WITHOUT PAY**

20:1 A leave of absence without pay for good cause may be granted not to exceed one (1) year. A request for leave of absence must be made in writing by the employee with the explanation of reasons therefore and showing dates from and to on the request and presented to the Chief. If approved, the Chief will so indicate by signing the employee's request. The request for leave shall be then sent for final approval to the Director of Human Resources. It is understood that leaves of absence will not be granted to specifically pursue other full time paid employment.



20:2 A properly authorized leave of absence shall have no effect on the employee's length of service, or any other benefit based on length of service, except that no additional leave time or other benefits shall continue to accrue after thirty (30) days of such leave. Any employee who wishes to retain group insurance coverage after thirty (30) days of such leave must do so at his/her own expense. Upon the return to work of the employee, he/she shall be required to pass a physical examination prior to his/her return from such leave, and the Chief shall notify the Human Resources Department giving all necessary information to effectuate the employee's return to work.

## **ARTICLE XXI**

### **SENIORITY**

21:1 Seniority shall consist of the relative length of accumulated service of each employee in the Fire Department. An employee's length of service shall not be reduced by time lost due to sick or injury leave. Notwithstanding the provision of the first sentence of this Article to the contrary, in the event an employee resigns from the Bristol Fire Department, or an employee is discharged for just cause from said Department on or after such date which discharge is not rescinded and such terminated employee is re-employed, his/her service prior to such interruption of service shall not be included when computing his/her seniority, unless his/her absence during such interruption was for a period of two (2) weeks or less.

21:2 On or before thirty (30) days after this Contract is executed and on or before May 15th of each calendar year thereafter, the City shall furnish the Union with a copy of the seniority list. The City and the Union will have thirty (30) days in which to make any corrections and signify their approval thereof.

21:3 Unless the context requires otherwise, seniority shall mean rank seniority which

shall be based on the relative length of accumulated service of each employee with the Bristol Fire Department in his/her particular rank and position. For the purposes of this Article, rank shall mean and include the following: Firefighter, Fire Lieutenant, Fire Captain, Fire Prevention Inspector, Fire Equipment Technician, Fire Marshal, Drill Master, Deputy Chief.

21:4 If it becomes necessary to reduce the manpower of the department or reduce the manpower within a particular rank, the order of layoff shall be determined in accordance with the following procedure. The City shall give a twelve (12) working day notice of layoff. If the need to reduce the manpower within any rank above Firefighter arises, an officer holding said rank shall be demoted rather than laid off. The officer with the least rank seniority shall be the first employee demoted. When this occurs, the demoted officer shall become the senior employee in the next lower rank, at the top pay step, and shall be entitled to bump the employee with the least rank seniority in such lower rank. Any officer who is bumped by this process may avail himself/herself of the same process as against a lower ranking officer, in order that the affected officer may be demoted rather than laid off. When the demotion-bumping process is completed and the firefighting rank is attained, then the employee with the least rank seniority as a firefighter will be laid off. Provided however, firefighters in their probationary period may be discharged or laid off at the sole discretion of the City. If laid off and recalled, such employee will be required to complete the stipulated period of probation. Notwithstanding the foregoing provisions of this section, when the demotion of an officer holding the rank of Fire Prevention Inspector, Fire Equipment Technician, Fire Marshal or Drill Master becomes necessary, demotions from these ranks shall be accomplished by the return of the officer to the highest rank previously held by said officer if applicable.

21:5 When an employee has been laid off or an officer has been demoted, the name of

such employee shall be placed on a re-employment list for the appropriate rank. In filling any vacancy in any rank, the re-employment list shall have priority over any other list. All names shall remain on any re-employment list until each laid off employee is offered the opportunity for rehire or such demoted officer is offered the opportunity for restoration to his/her former rank. When a laid off employee is rehired, or when a demoted officer is restored to his/her former rank, he/she shall regain the rank seniority held prior to layoff or demotion. Laid off or demoted employees shall be notified of their rehiring, or restoration, at the last address on file with the fire department and/or the Human Resources Department. Any such employee shall forfeit his/her right to rehire or restoration if he/she does not report in writing his/her willingness to return to work to the Fire Chief within fifteen (15) calendar days after written notification of such right; but must return within twenty (20) calendar days or lose his/her recall rights.

21:6 Any officer who has been reduced in rank during his/her period of probation will be required to complete the stipulated period of probation if he/she is reappointed to his/her former rank. Notwithstanding the foregoing provisions of this section, employees laid off shall only retain recall rights for three years from the date of the layoff.

In the event of layoff, seniority shall not continue to accumulate, but in the event an employee returns to work within the period of his/her recall rights, he/she shall be accredited at the time of recall with the same seniority he/she had as of the date of his/her layoff.

21:7 Any employee laid off and who is subsequently recalled to duty may be required to take and pass a physical in order to be recalled. Such physical shall be done at the sole discretion of the City and at the City's expense.

**ARTICLE XXII**

**UNION ACTIVITY PROTECTED**

22:1 Except for the right to strike or to withhold services which are hereby prohibited, all other Union activities are protected. Nothing shall abridge the right of any duly authorized representative of the Union to present the views of the Union to citizens on issues which affect the welfare of its members.

**ARTICLE XXIII**

**PROBATIONARY PERIOD**

23:1 To enable the Board of Fire Commissioners to exercise sound discretion in filling of positions within the Fire Department, no appointment or employment as a regular Firefighter shall be deemed final and permanent until after the expiration of a period of eighteen (18) months probationary service and the successful completion of Recruit Firefighter Training at the Connecticut Fire Academy or, at the discretion of the City, equivalent out of state, full time, recruit firefighter training program. Firefighters will be considered manpower upon successful completion of the program. Said Training Program shall be scheduled as soon as possible after employment by the Drill Master. Any Firefighter who has successfully completed the Recruit Firefighter Training Program at the Connecticut Fire Academy, or at an out of state, full time firefighter training program that is acceptable to the City, shall not be required to repeat the program. Successful completion of the Recruit Firefighter Training Program does not apply to the position of Fire Equipment Technician or to a Fire Inspector hired from outside the department.

23:2 The probationary period for promotional classifications shall be six (6) months.

23:3 During the probationary period of any employee, the Board of Fire Commissioners may terminate the employment of a new employee or return a promoted employee

to his/her former classification, if during this period upon observation and consideration of his/her performance of duty, they shall deem him/her unfit for such appointment.

23:4 Nothing contained herein shall be used to deny any employee of any rights or any benefits to which he/she may be entitled under the pension provisions of the City Charter covering employees of the Fire Department.

23:5 During the probationary period, all probationary employees may be discharged or disciplined without recourse to the grievance procedure. This section does not apply to promotions.

#### **ARTICLE XXIV**

#### **MISCELLANEOUS**

24:1 The officer in charge shall apportion all work among subordinates as equitably as practicable.

24:2 The designated smoking areas in each fire station shall be eliminated. If state law changes regarding smoking in the workplace in the future, the parties shall meet to discuss smoking options. In no event shall the City be required to make any expenditures or structural changes to create a smoking area.

24:3 Employees hired after August 7, 2016 shall reside within twenty (20) miles of Central Fire Headquarters. An employee shall be in compliance with the residence requirement provided he/she resides within a town, any part of which falls within a twenty (20) mile radius of Central Fire Headquarters, prior to the end of any probationary period.

24:4 The Memorandum of Understanding regarding the use of respirators (S.C.B.A.) signed December 9, 1991 shall be immediately eliminated.

24:5 The City reserves the right to implement bi-weekly pay periods and will provide

ninety (90) days' notice prior to implementation. Should bi-weekly pay be implemented, employee insurance costs in Article XIX shall also be bi-weekly.

## **ARTICLE XXV**

### **SAVINGS CLAUSE**

25:1 The City recognizes its obligations under the Municipal Employees Relations Act and shall not make unilateral changes in any substantial conditions of employment without prior negotiations upon request of the Union.

25:2 If any provision of the Agreement is, or shall at any time be, contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law, and any substitute action shall be subject to appropriate consultation and negotiation with the Union.

25:3 In the event that any provision of this Agreement is, or shall at any time be, contrary to law, all other provisions of this Agreement shall continue in effect.

## **ARTICLE XXVI**

### **WAGES**

26:1 Effective and retroactive to July 1, 2019, the salaries at all Classifications and steps on the salary schedule in effect on June 30, 2019 shall be increased by 2.75%. Effective July 1, 2020, the salaries at all Classifications and steps on the salary schedule in effect on June 30, 2020 shall be increased by 2.75%. Effective July 1, 2021, the salaries at all Classifications and steps on the salary schedule in effect on June 30, 2021 shall be increased by 2.50%. Effective July 1, 2022, the salaries at all Classifications and steps on the salary schedule in effect on June 30, 2022 shall be increased by 2.50%. The wages for all employees shall be as set forth in Appendices A, B, C, and D attached hereto.

**ARTICLE XXVII**

**MILITARY LEAVE**

27:1 An employee departing for military service shall, upon written request, receive payment for unused vacation time accrued to his credit and such employee's seniority rights shall not be impaired during his period of military duty.

27:2 An employee who reports to the City following his honorable release from military service in compliance with USERRA regulations, shall be returned to a position as required by USERRA.

27:3 An employee who is a member of the reserve corps of any branch of the armed forces of the United States, including the National Guard, as defined in section 27-103 of the Connecticut General Statutes, is entitled to leave while engaged in required field training in such reserve corps. Such leave, shall be in an amount specified by Connecticut Statute, or thirty (30) working days, whichever is greater. Pay for such military leave shall be the difference in pay, if any. Proof of the above must be furnished.

**ARTICLE XXVIII**

**FIRE WATCH DUTY**

28:1 Whenever any private person or organization is required to or shall seek the services of the employees of the Fire Department for fire watch duty, such work shall be rotated by the Chief of the Fire Department among those employees who volunteer for such work during their off duty hours. The rate of pay for such work shall be one and one-half (1½) the employee's regular hourly rate, except when said watch is performed for the City of Bristol, the rate shall be the employee's regular hourly rate for the first four (4) hours and one and one-half (1½) the employee's regular rate thereafter, however, should other City employees be receiving premium

pay for said fire watch then Firefighters shall also be paid at one and one-half (1½) their regular hourly rate.

## **ARTICLE XXIX**

### **PENSION**

29:1.1 There shall be in the City of Bristol, a Retirement System also referred to as the “Fire Fighters’ Benefit Fund” in this contract. Three percent (3%) thereof shall be collected from employees as deductions from pay and transmitted immediately to the trustees of said fund. Of this three percent (3%), three-quarter percent (0.75%) of which shall be applied to the firefighter retiree health fund. As of July 1, 2020 this amount shall increase to four percent (4%), of which one percent (1%) will be applied to the firefighter retiree health fund. In the event that the City’s pension actuary annual report reflects a pension fund funding ratio of less than 110%, a funding policy will be created to establish a floor of at least 110% liability coverage for the City of Bristol Retirement System. At any time the ratio falls below 110%, the City, the City’s actuaries, and the Union will cause a plan to be created for the City to make contributions to bring the funding ratio to a minimum of 110% within 90 days of the City of Bristol Retirement System falling below 110%. Employee contributions towards the firefighter retiree health account shall be irrevocable and non-refundable. Such pension contribution payroll deductions will be made in accordance with IRS Code Section 414(h)(2) on a pre-tax benefit basis. The deductions referred to herein shall cease upon the completion of twenty-five years of service. If any member of the fire department resigns from said department or if any member of the fire department is discharged from the fire department, for any cause, such member, upon making application to the Board of Trustees of said reserve fund, shall be entitled to draw from said reserve fund a sum equal to the assessments such member has paid into said reserve fund. If any such member dies either before



or after the date of retirement, there shall be paid to his/her legal representative the excess, if any, of the total amount of his/her assessments hereunder over any benefit payments made to him/her; provided this provision shall be effective only in case no benefits are otherwise payable from the Fire Fighters Benefit Fund on account of the death of such member.

29:1.1.2 Effective July 1, 2003, employees shall be fully vested after ten (10) years of continuous service in the department as a regular firefighter. The term “fully vested” shall mean that upon separation from employment with the Bristol Fire Department such employee may elect not to withdraw the assessments paid into the fund and instead upon reaching the age when he/she would have been eligible for a normal pension collect a retirement allowance based on two and eight tenths percent (2.8%) of compensation per year of continuous service completed prior to separation from employment. Such percentage shall be applied against the rate of base compensation at the time of separation from employment and the resulting allowance shall not be increased thereafter for any reason. Compensation shall be defined to mean the annual rate of the base salary for the employee’s rank and step, as set forth in the applicable collective bargaining agreement (if any). This section shall not apply in the case of a discharge for just cause which is not reversed upon appeal or a resignation by an employee who has been informed he/she is under investigation for an offense which constitutes just cause for discharge and from which he/she is not exonerated. For purposes of this section, compensation excludes sick leave payout as it is not applicable.

29:1.2 The Mayor, the City Treasurer, the members of the Board of Fire Commissioners and a regular member of the Fire Department of said City shall be a Retirement Board of the Firefighters Benefit Fund of said City, and the Treasurer of the City of Bristol shall be the treasurer thereof. Such regular member of the Fire Department shall be nominated by the regular members

of the Fire Department of said City and appointed by the City Council of said City at its regular meeting in January for a term of two (2) years and until his/her successor shall be appointed and shall have qualified. The Chairman of the Board of Fire Commissioners shall be the Chairman of the Retirement Board and shall draw all orders upon said fund, which orders shall be countersigned by the secretary of said Retirement Board, who shall be chosen by said Board. The secretary shall keep a record of the proceedings of said Board and all actions taken by it in regard to said fund; and said board may direct the treasurer to invest any portion of said fund in any securities in which trust funds may be invested under the provisions of the General Statutes or to deposit the same, or any portion thereof, in any of the banks of the State.

29:1.3 Said Board shall report to the Board of Finance yearly the condition of said fund, with all items of receipts and disbursements on account thereof. If the income of the Firefighters Benefit Fund shall be found at any time insufficient to meet the requirements upon it, the Board of Finance, upon the application of said Board, shall make an appropriation to make good such deficiency, and any prospective deficiency in the income of said fund.

29:1.4 In addition to the regular Firefighters of the City of Bristol, there shall be an honorary grade known as the "Veteran Reserve", to which the Board of the Firefighters Benefit Fund for said City may transfer any member of the Fire Department who shall, through age or physical disabilities incurred in the discharge of his/her duties, become permanently disqualified for the active duties of the Fire Department, but such transfer may be revoked at any time if the disability shall be removed and the member shall thereupon be returned to active duty in the Fire Department. Effective July 1, 2003, the pay of a member of the Veteran Reserve shall be at the rate of seventy percent (70%) of base pay (including 1/4 of an employee's unused sick leave paid out at the time of transfer if applicable) he/she was receiving at the time of his/her transfer, but the

Board of Fire Commissioners may call upon any member of the Veteran Reserve for such temporary services as he/she may be fitted to perform, and, during such service, he/she shall receive the full pay of a regular member of the Fire Department of the same grade.

29:1.5 Effective July 1, 2003, the Board of the Firefighters Benefit Fund shall permanently retire at the rate of seventy percent (70%) of base pay (including 1/4 of an employee's unused sick leave paid out at the time of retirement if applicable) any member of the regular or Veteran Reserve force who shall have become permanently disqualified from performing any duty upon a certificate of a physician or physicians appointed by said Board of Fire Commissioners showing that such member is permanently disqualified for the performance of all fire duty, and that such disqualification is caused by the natural infirmities of old age, or by some injury received, disease contracted or exposure endured while performing the duties of his/her service, without fault on his/her part.

29:1.6 All members of the regular Fire Department shall be retired on the day following attainment of age sixty-five (65).

29:1.7 Effective July 1, 2003, the Board of the Firefighters Benefit Fund shall permanently retire at the rate of seventy percent (70%) of base pay (including 1/4 of an employee's unused sick leave paid out at the time of retirement) any qualified member of the Fire Department, upon his/her written request, when such member shall have completed twenty-five (25) years of continuous service in the Fire Department as a regular Firefighter. Said payments shall be paid in bi-weekly installments.

29:1.8 Effective July 1, 2003, any regular member of the Fire Department who shall have completed twenty (20) years of continuous service and who shall have attained the age of sixty-five (65) years, shall, upon his/her written request to the Board of Fire Commissioners, be

permanently retired from the Fire Department and shall receive from said fund during his/her lifetime, seventy percent (70%) of base pay (including 1/4 of an employee's unused sick leave paid out at the time of retirement) in bi-weekly installments.

29:1.9 Effective July 1, 2019, when any qualified member of said regular Fire Department shall have been killed while in the actual performance of duty, or shall have died from the effects of any injury received while in the actual discharge of his/her duties, one hundred percent (100%) of base pay (including 1/4 of an employee's unused sick leave paid out if applicable) of such member shall be paid bi-weekly from said fund to the widow/widower of such Firefighter; or if he/she has no widow/widower to his/her child or children under twenty one (21) years of age, and to his/her child or children under twenty one (21) years of age after the death or marriage of his/her widow/widower; provided such bi-weekly payment to any such widow/widower shall cease upon his/her remarriage, and such bi-weekly payment to any such child shall cease when such child shall attain the age of twenty one (21) years; and if there be more than one (1) child under twenty one (21) years of age entitled to receive payments, the payments shall be equally divided between them. Payments due to such child or children shall be made to their legal guardian or to such other person to expend for them. If there be no other widow/widower or child such payment shall be made to any dependent.

29:1.10 When any qualified member of said department who shall have been in the service of the City as a regular Firefighter for ten (10) years or any member of said Fire Department who shall have been permanently retired or placed on the Veteran Reserve list shall die, the widow/widower of such deceased member shall receive annually the equal amount of money that would be paid such retired member at the time of his/her death until the retired member would have reached age seventy-five (75). Thereafter, the widow/widower of such deceased member

shall receive annually one-half the amount of money that would be paid such retired member at the time of his/her death. All annual payments to such widow/widower set forth in this section shall cease upon her/his marriage.

29:1.11 When any member of the regular Fire Department who shall have been in the service of the City as a regular Firefighter for ten (10) years or more and who shall have become permanently disqualified from performing any duty upon a certificate of a physician or physicians appointed by said Board of Fire Commissioners and such disqualification was not endured in the performance of duties he/she shall be retired at a rate equal to twenty-eight percent (28%) of compensation for the first ten (10) years of service and an additional two and eight-tenths percent (2.8%) of compensation for each additional year for each year thereafter to a maximum of seventy percent (70%) of compensation.

29:1.12 All regular members of the department, whether or not on the payroll as of January 1, 1972, will be covered by the escalator. Effective July 1, 2003, such escalator shall be capped at 2.25% per year based on salary increases provided to active bargaining unit members at the same rank and step as the retiree held at the time of retirement.

## **ARTICLE XXX**

### **EDUCATION**

30:1 The City shall pay for the complete cost of tuition (which is understood to include other per credit fees), up to the highest of all state college tuition rates for accredited courses which are part of an undergraduate degree program in Fire Service, for each employee participating in such courses who has successfully completed his/her entry-level probationary period, upon satisfactory completion of each course. Satisfactory completion for college level courses shall be a grade of C or better. Prior approval of the Fire Chief is required except if

registered prior to June 11, 2013.

30:2 Employees in the classification included in the bargaining unit shall receive additional compensation for education attainments in accordance with the following schedule: Such additional compensation shall not be processed until the required documentation for coursework is received by the Fire Chief. The City is not obligated to process any additional compensation retroactively.

30:2.1 Employees receiving additional compensation of seven dollars (\$7.00) per week or nine dollars (\$9.00) per week as of July 1, 2004 for a partial Associate's degree shall continue to do so. No other employees shall be eligible.

30:2.2 Upon receipt of a diploma for an Associate degree in Fire Service from an accredited college or university OR satisfactory completion at a grade C or better of one-half (1/2) of a Bachelor's degree in Fire Service from an accredited college or university, employees shall earn an additional fourteen dollars (\$14.00) per week. Upon receipt of a diploma for a Bachelor's degree in Fire Service from an accredited college or university, employees shall earn an additional twenty dollars (\$20.00) per week.

30:2.3 The City shall pay complete course fees for State Fire Academy courses, with prior approval of the Fire Chief, upon satisfactory completion of each course. Satisfactory completion shall mean certification or recognition of completion, as applicable. Books purchased by the City shall be returned to the City upon completion of the course. The City will pay for EMT, MRT or Paramedic certification or recertification with prior vendor approval of the Chief.

**ARTICLE XXXI**

**PRINTING OF CONTRACT**

31:1 The City and the Union shall equally share three hundred (300) copies of this Contract and shall equally share the cost of printing.

**ARTICLE XXXII**

**NONDISCRIMINATION**

32:1 Both parties agree to continue their policies of not discriminating against any employee on the basis of race, color, religion, age, sex, national origin, marital status, sexual orientation, gender identity, physical or mental disability, or any other classification protected by federal or state law which is unrelated to the ability of the employee to perform a particular job. As used in this Agreement, masculine or feminine pronouns shall include reference to either sex.

**ARTICLE XXXIII**

**PHYSICAL FITNESS**

33:1 The City and the Union agree it is the responsibility of each employee to achieve and maintain a reasonable level of physical fitness and general good health.

33:2 There shall be no restriction on the right of the City to impose physical and psychological testing requirements on new recruits.

33:3 All employees shall be required not to exceed the maximum acceptable weight standards as set forth below which is the official weight chart for all employees within the Bristol Firefighters Bargaining Unit.

33:4 The chart specifies the maximum acceptable weight by height.

33:5 The maximum acceptable weight shall represent the maximum permissible weight for any new employee within the Firefighters Bargaining Unit.

33:6 All members of the Bargaining Unit shall be weighed during July or as soon thereafter as practical to complete all such weigh ins.

33:7 The scale to be utilized for measuring height and weight shall be located in the Fire Department.

33:8 All employees to be weighed shall be allowed to wear customary underwear, trousers and shirt. The column designated Maximum Weight includes an additional four (4) pounds to compensate for the clothing referred to herein.

33:9 Height is to be measured without shoes.

33:10 All employees of the Bargaining Unit are not to exceed the level of maximum permissible weight on each subsequent annual weigh-in. Failure on the part of any new employee to remain within the allowable weight shall be cause for appropriate disciplinary action by the Fire Chief.

33:10.1 Notwithstanding Section 33:5, any employee whose body structure is such that his/her normal weight exceeds that which is required by the height and weight charts in Section 33:13, (as established by a requested weigh-in prior to, and conducted in the same manner as the July weigh-in) he/she may request prior to the July weigh-in, to be examined by a health care provider as determined by the City, at no cost to the employee, for percentage of body fat. Failure by the employee to make such request shall result in the height and weight chart standard being used for that employee. To successfully pass the body fat exam, the employee must not exceed the percent body fat standard as set forth below:

Male employees- 23%

Female employees- 29%

33:11 Any employee who receives a letter of reprimand or a suspension in accordance



with Section 33:10 herein above, shall have such reprimand or suspension removed from his/her personnel file provided such new employee reaches the level of maximum permissible weight at the next July weigh-in. Any employee who fails to remain within the allowable weight for more than two (2) consecutive on or about July 1 weigh-ins, shall be subject to discharge.

33:12 All such weigh-ins may be conducted by the Chief or his/her designated subordinate and shall occur during the work shift. Weigh-ins shall be conducted so as to cause a minimum of inconvenience to the individual employee and to the operation of the Fire Department. During weigh-ins one (1) Union Official shall be allowed to be present.

33:13 The following is the Bristol Fire Department Official Height and Weight Chart:

<u>Height</u>	<u>MALE</u> Maximum Acceptable Weight	<u>Height</u>	<u>FEMALE</u> Maximum Acceptable Weight
5 ft. 0 in.	158	4 ft. 8 in.	140
“ 1 in.	162	“ 9 in.	143
“ 2 in.	166	“ 10 in.	145
“ 3 in.	170	“ 11 in.	147
“ 4 in.	174	5 ft. 0 in.	151
“ 5 in.	178	“ 1 in.	155
“ 6 in.	183	“ 2 in.	158
“ 7 in.	189	“ 3 in.	162
“ 8 in.	193	“ 4 in.	165
“ 9 in.	197	“ 5 in.	169
“ 10 in.	203	“ 6 in.	174
“ 11 in.	207	“ 7 in.	177
6 ft. 0 in.	222	“ 8 in.	182
“ 1 in.	226	“ 9 in.	187
“ 2 in.	232	“ 10 in.	192
“ 3 in.	238	“ 11 in.	198
“ 4 in.	245	6 ft. 0 in.	204
“ 5 in.	251		
“ 6 in.	258		

33:14 Any employee not exceeding the maximum acceptable weight as set forth in Section 33:13 or the body fat percentage standard as set forth in Section 33:10.1, having attained the following years of service as of July 1st, shall receive yearly during the month of July:

- 10 years of service - \$100
- 15 years of service - \$150
- 20 or more years of service - \$200

#### **ARTICLE XXXIV**

##### **PERFECT ATTENDANCE DAYS**

34:0 Leave time shall be granted for perfect attendance under the following conditions:

34:1 An employee shall earn one (1) day leave with pay for each calendar quarter of perfect attendance to be taken within one year from the time earned beginning with time earned April 1, 2004. Perfect attendance time not taken within one year from the time earned shall be forfeited. The calendar quarters shall begin January 1, April 1, July 1, and October 1 of each year.

34:2 Any accumulated lost time shall constitute a break in continuity of perfect attendance unless it is allowable time off as covered in Section 34:3. The regularly scheduled work day for employees working both ten (10) and fourteen (14) hour shifts shall be considered to be twelve (12) hours.

34:3 The following leave time shall be considered earned toward perfect attendance:

34:3.1 Earned Vacation

34:3.2 Perfect Attendance Leave

34:3.3 Allowable Union Business Leave

34:3.4 Injury on Duty (for initial period of absence only, and subject to a limitation of thirty (30) calendar days)

34:3.5 Special Leave

34:3.6 Funeral Leave

34:4 Perfect attendance leave shall be scheduled by mutual agreement between the employee and the Chief in the same manner as vacation leave is scheduled.

## **ARTICLE XXXV**

### **JURY DUTY**

35:1 The City shall pay the difference between an employee's regular straight time pay and payment received for demanded service on any State or Federal Jury. Employees serving on said juries must file proof of Jury Duty tenure and all necessary monetary statements to the Chief before payment can be processed for the employee.

35:2 When employees who are serving on Jury Duty are not required to serve a full day, he/she shall report back to work. Failure of the employee to return to work shall result in the employee receiving payment for such Jury Duty from the Court only. If the employee is excused from Jury Duty not later than three (3) hours prior to the end of his/her shift, the employee shall return to work.

## **ARTICLE XXXVI**

### **PROMOTIONS PROCESS - GENERAL**

For testing processes beginning after January 12, 2016, the following sections of the City Charter shall be read as follows:

36:1 Section 42(a) of the City Charter shall read as follows: Tests for promotion in the Bristol Fire Department shall be open only to those persons who have been employed as regular members of said department for five years or more prior to the last date upon which applications

will be accepted for participation in the examination for promotion to the rank of lieutenant; two years in the rank of lieutenant or fire inspector in the case of examination for promotion to the rank of fire marshal, two years in the rank of lieutenant for captain or training captain, must hold rank of a non-probationary captain in the case of examination for promotion to the rank of deputy chief. The incumbent Training Captain as of the contract ratification date (December 4, 2012) shall be grandfathered for eligibility to participate in the examination for deputy chief.

36:2 The fourth sentence of Section 42(c) shall be read as follows: The purpose of such oral and written examinations is to establish an eligibility list for such classification from which appointments shall be made based upon the following factors and weights:

Written exam.....	40%
Oral exam.....	40%
Credit for Service .....	<u>20%</u>
	100%

36:3 The fourth sentence of Section 42(d) shall read as follows: Only those candidates who have achieved a mark of seventy percent or better on the written exam shall be allowed to take the oral examination; only those candidates who have achieved a mark of seventy percent or better on the oral exam shall be placed on the final eligibility list.

36:4 The final sentence of Section 42(e) shall read as follows: If a tie should occur, the candidate with the highest rank seniority shall be appointed.

36:5 In the case of promotion of any uncertified employee to the rank of Fire Prevention Inspector or Fire Marshal, Charter Section 42(f) shall be interpreted that in lieu of the thirty day requirement to fill such vacancy or new position, the vacancy or new position shall be filled by the Board of Fire Commissioners within one hundred-twenty days or prior to the

expiration of any affected promotional lists, should they be in place, whichever is sooner.

## **ARTICLE XXXVII**

### **DURATION**

37:1 Unless otherwise expressly provided herein, this Agreement shall become effective upon ratification by both parties. It shall remain in full force and effect through June 30, 2023, and from year to year thereafter unless modified as provided herein.

37:2 On or about March 1, 2023, or any March 1 thereafter, either party may give written notice to the other party that it wishes to negotiate a successor Agreement to be effective not earlier than July 1 of the same year. If no successor Agreement is reached by such date, this Contract will hold over and remain in force until such new Agreement becomes effective.


ARTICLE XXXVIII

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties have caused their names to be signed on this

19<sup>th</sup> day of May, 2020.

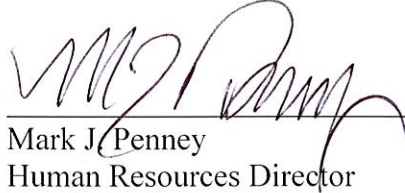
FOR THE CITY OF BRISTOL



Ellen Zoppo-Sassu  
Mayor



Diane Waldron  
Comptroller

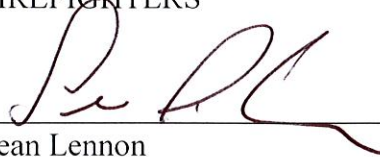


Mark J. Penney  
Human Resources Director



Therese Pac, Town and City Clerk

FOR BRISTOL FIRE UNION, LOCAL #773  
INTERNATIONAL ASSOCIATION OF  
FIREFIGHTERS



Sean Lennon  
President, Local #773



Max Corvo  
Secretary, Local #773

As per vote of the City Council on April 14, 2020; and vote of IAFF Local #773 on April 18, 2020.

**APPENDIX A**

**SALARY SCHEDULE FROM JULY 1, 2019**

Effective and retroactive to July 1, 2019, the salaries at all Classifications and steps on the salary schedule in effect on June 30, 2019 shall be increased by 2.75%.

<b><u>CLASSIFICATION</u></b>	<b><u>STEP 1</u></b>	<b><u>STEP 2</u></b>	<b><u>STEP 3</u></b>	<b><u>STEP 4</u></b>
Firefighter	\$57,885 See Note #2	\$61,892	\$66,113	\$68,702
Fire Equipment Technician	\$70,877	\$74,392		
Fire Lieutenant	\$70,877	\$74,392	\$75,762	
Fire Prevention Inspector	\$70,877	\$74,392	\$78,402	
Fire Captain	\$79,231	\$83,167	\$84,749	
Drill Master	\$80,935	\$84,749	\$86,175	
Fire Marshal	\$80,935	\$84,749	\$89,344	
Deputy Chief	\$88,583	\$92,992	\$94,763	

Note #1: Any employee with less than one (1) year of service in his/her Classification shall be paid Step 1 of the salary range of his/her Classification. Any employee with one (1) but less than two (2) years of service shall be paid at Step 2 of the salary range of his/her classification. Any employee with two (2) or more years of service in his/her Classification shall be paid Step 3 of the salary range of his/her Classification. Where applicable, any employee with three (3) or more years of service in his/her Classification shall be paid Step 4 of the salary range of his/her Classification.

Note #2: Notwithstanding the provisions of Note #1, any firefighter hired prior to successfully completing a recruit firefighter training program as per Article 23:1 shall be paid an annual salary of \$50,885 upon hire, \$54,385 at six (6) months of service, and Step 1 at one (1) year service. Beginning with two (2) years of service and thereafter, step advancement is in accordance with Note 1.

Note #3: Notwithstanding the provisions of Note #1, any Fire Captain who is appointed as a Drill Master shall be paid Step 3 of the salary range of the Drill Master Classification.

Note #4: All rates set forth in Appendices are fixed as stipulated.

**APPENDIX B**

**SALARY SCHEDULE FROM JULY 1, 2020**

Effective July 1, 2020, the salaries at all Classifications and steps on the salary schedule in effect on June 30, 2020 shall be increased by 2.75%.

<b><u>CLASSIFICATION</u></b>	<b><u>STEP 1</u></b>	<b><u>STEP 2</u></b>	<b><u>STEP 3</u></b>	<b><u>STEP 4</u></b>
Firefighter	\$59,477 See Note #2	\$63,594	\$67,931	\$70,591
Fire Equipment Technician	\$72,826	\$76,438		
Fire Lieutenant	\$72,826	\$76,438	\$77,845	
Fire Prevention Inspector	\$72,826	\$76,438	\$80,558	
Fire Captain	\$81,410	\$85,454	\$87,080	
Drill Master	\$83,161	\$87,080	\$88,545	
Fire Marshal	\$83,161	\$87,080	\$91,801	
Deputy Chief	\$91,019	\$95,549	\$97,369	

Note #1: Any employee with less than one (1) year of service in his/her Classification shall be paid Step 1 of the salary range of his/her Classification. Any employee with one (1) but less than two (2) years of service shall be paid at Step 2 of the salary range of his/her classification. Any employee with two (2) or more years of service in his/her Classification shall be paid Step 3 of the salary range of his/her Classification. Where applicable, any employee with three (3) or more years of service in his/her Classification shall be paid Step 4 of the salary range of his/her Classification.

Note #2: Notwithstanding the provisions of Note #1, any firefighter hired prior to successfully completing a recruit firefighter training program as per Article 23:1 shall be paid an annual salary of \$52,477 upon hire, \$55,977 at six (6) months of service, and Step 1 at one (1) year service. Beginning with two (2) years of service and thereafter, step advancement is in accordance with Note 1.

Note #3: Notwithstanding the provisions of Note #1, any Fire Captain who is appointed as a Drill Master shall be paid Step 3 of the salary range of the Drill Master Classification.

Note #4: All rates set forth in Appendices are fixed as stipulated.



**APPENDIX C**

**SALARY SCHEDULE FROM JULY 1, 2021**

Effective July 1, 2021, the salaries at all Classifications and steps on the salary schedule in effect on June 30, 2021 shall be increased by 2.50%.

<b><u>CLASSIFICATION</u></b>	<b><u>STEP 1</u></b>	<b><u>STEP 2</u></b>	<b><u>STEP 3</u></b>	<b><u>STEP 4</u></b>
Firefighter	\$60,964 See Note #2	\$65,184	\$69,629	\$72,356
Fire Equipment Technician	\$74,647	\$78,349		
Fire Lieutenant	\$74,647	\$78,349	\$79,791	
Fire Prevention Inspector	\$74,647	\$78,349	\$82,572	
Fire Captain	\$83,445	\$87,590	\$89,257	
Drill Master	\$85,240	\$89,257	\$90,759	
Fire Marshal	\$85,240	\$89,257	\$94,096	
Deputy Chief	\$93,294	\$97,938	\$99,803	

Note #1: Any employee with less than one (1) year of service in his/her Classification shall be paid Step 1 of the salary range of his/her Classification. Any employee with one (1) but less than two (2) years of service shall be paid at Step 2 of the salary range of his/her classification. Any employee with two (2) or more years of service in his/her Classification shall be paid Step 3 of the salary range of his/her Classification. Where applicable, any employee with three (3) or more years of service in his/her Classification shall be paid Step 4 of the salary range of his/her Classification.

Note #2: Notwithstanding the provisions of Note #1, any firefighter hired prior to successfully completing a recruit firefighter training program as per Article 23:1 shall be paid an annual salary of \$53,964 upon hire, \$57,464 at six (6) months of service, and Step 1 at one (1) year service. Beginning with two (2) years of service and thereafter, step advancement is in accordance with Note 1.

Note #3: Notwithstanding the provisions of Note #1, any Fire Captain who is appointed as a Drill Master shall be paid Step 3 of the salary range of the Drill Master Classification.

Note #4: All rates set forth in Appendices are fixed as stipulated.

**APPENDIX D**

**SALARY SCHEDULE FROM JULY 1, 2022**

Effective July 1, 2022, the salaries at all Classifications and steps on the salary schedule in effect on June 30, 2022 shall be increased by 2.50%.

<b><u>CLASSIFICATION</u></b>	<b><u>STEP 1</u></b>	<b><u>STEP 2</u></b>	<b><u>STEP 3</u></b>	<b><u>STEP 4</u></b>
Firefighter	\$62,488 See Note #2	\$66,814	\$71,370	\$74,165
Fire Equipment Technician	\$76,513	\$80,308		
Fire Lieutenant	\$76,513	\$80,308	\$81,786	
Fire Prevention Inspector	\$76,513	\$80,308	\$84,636	
Fire Captain	\$85,531	\$89,780	\$91,488	
Drill Master	\$87,371	\$91,488	\$93,028	
Fire Marshal	\$87,371	\$91,488	\$96,448	
Deputy Chief	\$95,626	\$100,386	\$102,298	

Note #1: Any employee with less than one (1) year of service in his/her Classification shall be paid Step 1 of the salary range of his/her Classification. Any employee with one (1) but less than two (2) years of service shall be paid at Step 2 of the salary range of his/her classification. Any employee with two (2) or more years of service in his/her Classification shall be paid Step 3 of the salary range of his/her Classification. Where applicable, any employee with three (3) or more years of service in his/her Classification shall be paid Step 4 of the salary range of his/her Classification.

Note #2: Notwithstanding the provisions of Note #1, any firefighter hired prior to successfully completing a recruit firefighter training program as per Article 23:1 shall be paid an annual salary of \$55,488 upon hire, \$58,988 at six (6) months of service, and Step 1 at one (1) year service. Beginning with two (2) years of service and thereafter, step advancement is in accordance with Note 1.

Note #3: Notwithstanding the provisions of Note #1, any Fire Captain who is appointed as a Drill Master shall be paid Step 3 of the salary range of the Drill Master Classification.

Note #4: All rates set forth in Appendices are fixed as stipulated.

## APPENDIX E

### **SUBSTANCE ABUSE POLICY & DRUG/ALCOHOL TESTING PROCESS**

#### **Policy**

The City has a vital interest in maintaining a safe and healthy working environment in which all employees may perform in a productive manner. The City also has a commitment to its citizens, residents, visitors and the community in which it operates and where our employees and families live. Therefore, it is unlawful to manufacture and dispense controlled substances; and the illegal use, possession, distribution, purchase or sale of controlled substances on City premises or while on City business is prohibited. Violation of this policy will subject employees to severe discipline which may include immediate termination. Unlawful manufacturing and dispensing of controlled substances, illegal possession, distribution, purchase or sale of controlled substances on City premises or while on City business may also be reported to the appropriate law enforcement agencies. Employees will notify management within five (5) days of conviction for a criminal drug law offense occurring in the workplace.

To protect the vast majority of employees who do not misuse controlled substances and to ensure that the City's interests are properly safeguarded, a program, which includes detection, awareness training, communication, and employee assistance, shall be employed. The basis of the program is as follows:

1. No applicant for employment will be placed on the payroll until a pre-employment medical examination is completed and the drug screen results are deemed negative. Employees returning after an extended absence are subject to drug screening before returning to work when there is a prior history of substance abuse or reason to believe that drugs are being used.
2. When there is reason to believe that controlled substances may be affecting an employee's safety, health or productive performance, the City will take action in order to detect or confirm the use or presence of controlled substances. The City will endeavor to recognize the sensitivity of employee privacy and confidentiality. Such action may include surveillance, controlled substance testing, or searches of property under control of the City but used by employees for their personal or other use.
3. The City shall provide awareness training for supervisory and managerial employees in order to effectively implement this policy but the lack of such training of a particular supervisor shall not prevent his/her determination of reasonable suspicion of substance abuse, unless the lack of training is shown to have undermined the reliability of the determination. This training will be updated periodically.
4. When there are reasons to believe that the City's policy on controlled substances has been violated, details concerning such incidents and the individuals involved must be immediately reported to the appropriate manager or department head in the Human Resources Department. An exception to this reporting requirement are those incidents involving employees who, on their own volition, seek and accept treatment for a controlled substance problem.
5. All visitors, contractors, subcontractors and their employees are prohibited from the illegal use, possession, distribution, purchase or sale of controlled substances on City premises or while on business for the City. It is also unlawful to manufacture or dispense controlled substances on City

premises or while on business for the City.

6. It is the responsibility of supervisors, managers and department heads to ensure that this policy is communicated and implemented throughout the organization for all employees of the City of Bristol.

## **Testing Process**

### **Section 1. Basis for Testing.**

- a) Testing shall be performed upon reasonable suspicion that an employee is using or is under the influence of illegal drugs or is reporting for duty under the influence of illegal drugs.
- b) All employees shall be subject to random drug and alcohol testing as defined herein.

### **Section 2. Reasonable Suspicion.**

An employee may be required to undergo testing based on “reasonable suspicion” when objective facts and observations are brought to the attention of a superior officer and, based upon the reliability and weight of such information, the superior officer can reasonably infer or suspect that the member is using illegal drugs or is reporting for duty under the influence of illegal drugs. Reasonable suspicion must be supported by specific facts which may include, but are not limited to: reports and observations of the member’s drug related activities; an otherwise unexplained change in the member’s behavior or work performance; an observed impairment of the member’s ability to perform his or her duties. If the employee is ordered to submit to a drug test, the employee shall be given a brief verbal statement of the basis for reasonable suspicion. A written record of the basis for reasonable suspicion testing shall be signed by the supervisor within twenty-four (24) hours and made available to the employee upon his/her request. However, the testing shall not be delayed to await the written record.

A superior officer, when making a determination that he/she has reasonable suspicion that an employee has engaged in substance abuse, shall consult with and receive approval from his/her immediate supervisor prior to ordering the officer to undergo a test. Immediate notification must also be made to the Fire Chief or his/her designee. When an employee is informed of the supervisory determination to undergo a test, such employee shall be entitled to Weingarten rights.

An employee tested under reasonable suspicion shall be placed on paid administrative leave pending the results of such test.

Under this section, the consequences of a positive test for use of an illegal drug shall be discipline, up to and including discharge.

**Section 3. Random Drug and Alcohol Testing.**

Random drug and alcohol tests will be unannounced and spread reasonably throughout the year with no more than twenty-five (25) employees tested annually. There will be no pattern to when random drug and alcohol tests will be conducted and all on duty employees have an equal chance of being selected for testing from the random pool each time random tests are conducted. Employees shall remain in the pool even after being selected and tested. Therefore, an employee may be selected for a random test more than once during a year. Medworks will be responsible for random selection for testing and will use a scientifically valid method such as a random number table matched to the employee’s name when determining which employees will be randomly tested. The random selection of an employee will not result in that employee’s name being removed from any future selection process. Any employee randomly selected for a drug and alcohol test will be ordered to report as soon as available during their current shift.

Under this section, the consequence of a positive drug or alcohol test shall be discipline, up to and including discharge.

**Section 4. Testing Procedures.**

All testing shall be administered during an employee’s regular work hours.

Urine testing will be the method for drug testing. All aspects of urine analysis, drug testing, collection and chain of custody procedures shall be conducted in strict accordance with D.H.H.S. standards as outlined in 49 CFR Part 40. The designated laboratory must be certified by HHS under the National Laboratory Certification Program (NLCP).

For urine testing, the sample will be split into two parts. An employee whose drug test results in a positive report may, within seventy-two (72) hours of receiving notification of such result, request in writing to Medworks that the second part of the sample be made available for re-testing at a licensed or certified laboratory of the employee’s choosing. The second part of the sample shall be transferred to that laboratory in such manner as to ensure proper chain of custody. The second test performed at the employee’s request shall be at the expense of the employee. If the second test is negative, the positive test shall be null and void and the City shall reimburse the employee for the cost of the second test.

The following cutoff levels shall be used in determining whether specimens are positive or negative in a random test:

Drugs	Initial Test Levels (ng/ml)*	Confirmation Test Levels (ng/ml)*
Marijuana	50	15
Cocaine Metabolite	150	100
Opiates	2000	2000
Phencyclidine (PCP)	25	25
Amphetamines	500	250

\*Nanograms per milliliter. A nanogram is one billionth of a gram. A milliliter is one thousandth of a liter.

The following cutoff levels shall be used in determining whether specimens are positive or negative in a reasonable suspicion test:

Drugs	Initial Test Levels (ng/ml)*	Confirmation Test Levels (ng/ml)*
Marijuana	50	15
Cocaine Metabolite	150	100
Opiates	2000	2000
Phencyclidine (PCP)	25	25
Amphetamines	500	250
Barbiturates	300	300
Benzodiazepines	300	300
Methadone	300	300
Methaqualone	300	300
Propoxyphene	300	300
Anabolic Steroids	10	10

\*Nanograms per milliliter. A nanogram is one billionth of a gram. A milliliter is one thousandth of a liter.

All of the above cutoff levels are subject to change according to amendments to 49 CFR Part 40.

A BAC level of .04 or above shall be used in determining a positive or negative test for alcohol. Should a positive alcohol test be obtained, a confirmation test will be conducted after a fifteen (15) minute interval has passed to ensure that the sample was not tainted by recent use of food, tobacco, or other products. The confirmation test is done on the same EBT as the first test. If the two results are different, the confirmation test results are controlling.

**Section 5. Interference With or Refusal to Submit to Testing.**

Any alteration, switching, substituting or tampering with a sample or test, refusal by an employee to submit to a drug screening test pursuant to the provisions of this Appendix or refusal to submit to a search of City property which may be used by employees for their personal or other use shall be grounds for dismissal.

**Section 6. Voluntary Admission.**

The opportunity for rehabilitation may be granted once for any employee who is not involved in any drug related misconduct who voluntarily admits to drug abuse prior to being selected for either random or reasonable suspicion testing. An employee referred to the program under this section shall not be disciplined for the substance abuse disclosed. However, failure to comply with the terms of the program, or refusal of an opportunity for rehabilitation, shall subject the employee to discipline.

**Section 7. Rehabilitation.**

Rehabilitation shall be offered through the City’s Employee Assistance Program upon voluntary admission as described in Section 6. The employee shall use accumulated sick or vacation leave for the period of any absence for the purpose of rehabilitation. All treatment will be at the sole expense of the employee, to the extent not covered by the employee’s health benefits plan.

As part of any rehabilitation program, the employee may be required to undergo periodic screening for drugs as recommended by the program. The employee shall be responsible to pay for such screenings. However, the City will reimburse the employee for up to three screenings once all requirements of the rehabilitation program have been successfully completed. Failure to comply with the terms of the program shall subject the employee to discipline. If, after screening, the employee has tested positive, he will be immediately suspended and will be subject to discharge. An employee who participates in the EAP under this section shall be required to authorize release of information relating to participation, progress and completion of the program from the EAP to the Personnel Director.

**APPENDIX F**

**Effective July 1, 2018**

**City of Bristol  
CIGNA  
Benefits at a Glance**

	<b>In Network You pay:</b>	<b>Out-of-Network You pay:</b>
Office Visit Copayment	\$30	You pay 20% Plan pays 80% After the deductible is met
Hospital Copayment	\$300	You pay 20% Plan pays 80% After the deductible is met
Outpatient Surgery Copayment	\$150	You pay 20% Plan pays 80% After the deductible is met
Coinsurance	\$0	You pay 20% Plan pays 80% After the deductible is met
Calendar year deductible ( <i>individual/2-member family/3+ member family</i> )	\$0	\$1000/\$2000/\$3000
Calendar year out-of-pocket maximum ( <i>individual/2-member family/3+ member family</i> )	\$3000/\$6000/\$9000	\$3000/\$6000/\$9000
Lifetime Maximum	Unlimited	

**PREVENTIVE CARE**

Routine Preventive Care - (Routine well child care, routine OB/GYN care, routine health examinations) - <i>unlimited</i>	No charge	You pay 20% Plan pays 80% After the deductible is met
Mammograms	No charge	
Hearing screenings	No charge	

**MEDICAL CARE**

Office visits	\$30 Copay	You pay 20% Plan pays 80% After the deductible is met
Specialist consultations	\$30 Copay	
OB/GYN care	\$30 Copay	
Maternity care - <i>initial visit subject to copayment, no charge thereafter</i>	\$30 Copay	
Lab and X-ray	\$15 Copay	
High cost diagnostics (includes CAT, CTA, PET, SPECT, MRA, MRI) (capped at 4 co-pays)	\$100 Copay	
Allergy Services <i>Office visits/testing</i> <i>Injections</i>	\$30 Copay No charge	



<b>HOSPITAL CARE - <i>Prior authorization required.</i></b>	<b>In Network <i>You pay:</i></b>	<b>Out-of-Network <i>You pay:</i></b>
Semi-private room	\$300	You pay 20% Plan pays 80% After the deductible is met
Maternity and newborn care	\$300	
Skilled nursing facility, Rehabilitation Hospital, Sub-Acute Facilities - <i>up to 180 days per calendar year</i>	\$300	
Outpatient surgery - <i>in a hospital or surgi-center</i>	\$150	

#### **EMERGENCY CARE**

Walk-in center/Urgent Cares	\$50/\$50 Copay	\$50/\$50 Copay
Hospital emergency room - <i>copayment waived if admitted</i>	\$150 Copay	150 Copay
Ambulance	\$50	\$50

#### **OTHER HEALTH CARE**

Outpatient rehabilitative services: 50 days maximum for PT, OT, ST and Chiro. per year excess covered as out of network	No charge after 30 per office visit Copay for 1 <sup>st</sup> 50 days	You pay 20% Plan pays 80% After the deductible is met
Cardiac Rehab - unlimited days per calendar year	No charge	
Pulmonary rehab - unlimited days per calendar year Cognitive therapy - unlimited days per calendar year	No charge after \$30 per office visit Copay	
Prosthetic devices	No charge	You pay 20% Plan pays 80% After the deductible is met
Durable medical equipment	No charge	You pay 20% Plan pays 80% After the deductible is met
Hospice Care	No charge	You pay 20% Plan pays 80% After the deductible is met
Home Health Care <i>unlimited days per calendar year</i>	No charge	You pay 20% Plan pays 80% After the \$50 deductible is met
Routine eye exams - <i>Coverage under CIGNA Vision Care Network - 1 exam annually</i>	No charge	Coinsurance Plan reimburses 80% to Maximum of \$170

#### **MENTAL HEALTH/SUBSTANCE ABUSE CARE**

Inpatient	\$300 Copay	You pay 20% Plan pays 80% After the deductible is met
Outpatient physician office visits	\$30 Copay	
Outpatient facility visits	No charge	

<b>PRESCRIPTION BENEFITS*</b>	<b>In Network You pay:</b>	<b>Out-of-Network You pay:</b>
Retail Generic	\$10	20% after deductible
Retail Brand Formulary	\$25	
Retain Brand Non-Formulary	\$40	
Mail Order Generic	\$20	
Mail Order Brand Formulary	\$50	
Mail Order Brand Non-Formulary	\$80	
Pharmacy Out of Pocket Maximum	\$2000	
Prescription Annual Maximum	Unlimited	

**\*Assumes mandatory generic substitution**

**Note:** In situations where the member is responsible for obtaining the necessary pre-certification or prior authorization and fails to do so, benefits may be reduced or denied.

This summary outlines some highlights of your plan. For a complete list of both covered and not covered services, see your employer's summary plan description the official plan document. If there are any differences between this summary and the plan document, the information in the plan document takes precedence.

**APPENDIX G**

HDHP Plan Summary

See Comptroller's Department for a copy of plan summary.

## APPENDIX H

The City shall provide each employee an option to elect a “Deferred Retirement Option Plan” benefit referred from here forward as the “DROP.” The DROP will be offered within the City Pension Plan. The DROP allows for each eligible participant hired prior to ratification of the 2019-2023 Agreement, while maintaining active employment with the City of Bristol, the right to earn and receive fifty-five percent (55%) of what would have been the pension benefits such participant would have been paid had he or she retired from the City on the effective date of his or her election into the DROP, but with the actual DROP payment to be made to such participant at the time of his or her actual normal retirement from the City in accordance with the specified terms set forth below. For employees hired after ratification of the 2019-2023 Agreement, the fifty-five percent (55%) set forth above will be twenty-five percent (25%).

- (a) The DROP shall be provided as an option for each employee at the completion of twenty-five (25) years of service (normal retirement).
- (b) A participant who is eligible for normal retirement under the terms of the DROP must notify the City, in writing, at least four (4) weeks prior to the participant’s eligibility for normal retirement or such other date thereafter, of his or her election to participate in the DROP.
- (c) The DROP period shall be calculated in six (6) month increments with a maximum DROP period of up to two (2) completed years. The decision to participate in the DROP is voluntary and irrevocable. No participant can modify the declared DROP period set forth in his or her DROP election. Once an employee reaches the conclusion of the DROP period the participant will no longer be an active employee and will be retired from the City for all purposes.
- (d) The participant’s pensionable compensation on the effective date of his or her entry into the DROP will be used for purposes of calculating benefits under the DROP and subsequent pension benefits after the DROP. No further pension benefits will accrue for such participant after entry in the DROP, except at the conclusion of the DROP period any cost of living adjustment (capped at 2.25% as set forth in Section 29:1.2) that would have been applied to the participant’s pension had he or she retired upon entry into the DROP, if any, will be used to recalculate the participant’s pension upon completion of the DROP period. The participant will not receive any cost of living adjustments for DROP benefits.
- (e) While in the DROP period, the participant shall remain in full service with the City of Bristol at the participant’s then current rank/seniority, with all the terms, rights, conditions and benefits set forth in the current collective bargaining agreement, including any general wage increases (which will not be used to recalculate the participant’s pension benefit upon completion of the DROP period), except while in the DROP period a participant will accrue additional sick time as set forth below.

- (f) Each DROP participant shall be paid out sick time in accordance with ARTICLE XIV upon the effective date of such participant's entry into the DROP and, accordingly, his or her accrued sick time shall be reduced to zero, except for any sick time accrued over 2400 hours, if any, on the participant's DROP effective date, up to a maximum of one hundred twenty (120) hours, shall be carried over into the DROP period. In addition to the carried-over hours, if any, the participant will be allowed to accrue additional sick time during the DROP period as set forth in ARTICLE XIV. The carried-over hours and accrued hours may be used, but unused hours will not be paid out by the City of Bristol at the completion of the DROP period.
- (g) At the end of the DROP period, the DROP participant will be eligible for retiree benefits set forth in the collective bargaining agreement. Should a DROP participant suffer disability during the DROP which would qualify the participant for disability retirement, the participant shall be considered retired but not eligible for disability retirement benefits.
- (h) For employees hired prior to ratification of the 2019-2023 Agreement, during the DROP period, the participant's monthly pension payment to be credited to the DROP for such participant will be 55% of the monthly pension payment the participant would have been entitled to receive had the participant actually retired on the effective date on his or her entry into the DROP without electing the DROP. For employees hired after ratification of the 2019-2023 Agreement, during the DROP period, the participant's monthly pension payment to be credited to the DROP for such participant will be 25% of the monthly pension payment the participant would have been entitled to receive had the participant actually retired on the effective date on his or her entry into the DROP without electing the DROP. At the end of his or her DROP period, such participant will receive a lump sum payment of his or her DROP account at the completion of the DROP period. In the event of a participant's death while in the DROP period, the participant's listed beneficiary will receive the DROP funds accrued up to the date of death. Participants will not have the right to self-direct the investment of his or her own DROP funds.

MEMORANDUM OF AGREEMENT  
BETWEEN THE CITY OF BRISTOL  
AND LOCAL #773  
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS

The City of Bristol, hereinafter referred to as the “City,” and IAFF Local # 773, hereinafter referred to as the “Union,” do hereby agree to the following:

1. With the exception of Section 11:1 and the 1st sentence of Section 11:2.7, contract language contained in Article XI shall not apply to any emergency manpower call-backs.
2. Whenever an emergency manpower call-back shall be implemented (examples include second alarm, brush fire, need for an additional engine company), in lieu of any existing overtime list, Dispatch shall electronically initiate a call to all qualified personnel. Should manual call-backs be initiated in lieu of the electronic process, the most recently updated overtime 2nd alarm list maintained by the Fire Department shall be used.
3. Staffing of fire personnel shall then occur on a first response basis until manpower levels are met or it is determined that the manpower is not needed.
4. Fire personnel contacting dispatch shall state their name, rank and the assignments they are qualified to work.
5. Any employee who is absent on sick leave or workers compensation\*, or who is unable to respond within the timeframe allowable by the 2nd alarm Standard Operating Procedure, is not eligible to work and must decline the overtime assignment.  
\*(Per 08-28-14 Grievance Settlement)
6. There shall be no compensation paid to fire personnel for their telephonic response to Dispatch.
7. It is understood that the safety officer can be filled by the following ranks: Senior Captain-Drill Master, Captain, Deputy Chief.
8. It is understood that officers can be filled by Captains, Lieutenants and Senior Captain - Drill Master.
9. It is understood that fire investigators, when filled at the discretion of the Deputy Chief/Incident Commander, can be filled by Fire Prevention Inspector and Fire Prevention Officer. Should no fire department staff respond and other resources of the City are unavailable, the Deputy Chief/Incident Commander shall direct Central Dispatch to contact the State Fire Marshall’s office for assistance.
10. Except for the amendments made herein, this agreement shall not be considered a waiver of the parties’ rights under Article XI as they were intended.
11. The conditions of this Agreement shall be effective January 1, 2012.

12. The parties agree to meet to review the process and consider any adjustments upon the request of either party.

As executed on December 8, 2011.

MEMORANDUM OF AGREEMENT  
BETWEEN THE CITY OF BRISTOL  
AND LOCAL #773  
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS

The City of Bristol, hereinafter referred to as the “City,” and IAFF Local # 773, hereinafter referred to as the “Union,” do hereby agree to the following:

1. When an employee earns vacation time while assigned to a “staff” position, he/she earns the time based on a 5 day work week (37.5 hours). When that employee is transferred “on-line” where a vacation week is equal to 4 days @ 12 hours/day or 48 hours, the City and the Union agree that the employee’s time will be transferred “week for week”. In other words, if the employee has a week’s vacation as “staff” which is 5 days @ 7.5 hours/day or 37.5 hours, he /she will be credited with 10.5 hours of time, so that it equals a week’s vacation “on-line” (48 hours).
2. Similarly, if an employee transfers from “on-line” to a 37.5 hour / week position, the vacation time will be transferred “week for week”. In other words, if an “on-line” employee has a week’s vacation of 4 days @ 12 hours/day (48 hours) and transfers to a 37.5 hour/week position, he/she will still have a week of vacation; however, it would be reduced by 10.5 hours so that it equals a week’s vacation on “staff” which is 5 days @ 7.5 hours/day (37.5 hours).
3. When an employee earns sick or perfect attendance time while assigned to a “staff” position, he/she earns the time in days (7.5 hours). When that employee is transferred “on-line”, the City and the Union agree that the employee’s time will be transferred “day for day”. In other words, if the employee has 1 sick or pad day as “staff” (7.5 hours), he /she will be credited with 4.5 hours of time, so that it equals 1 sick or Pad day “on-line” (or 12 hours).
4. Similarly, if an employee transfers from “on-line” to a 37.5 hour / week position, the sick or PAD time will be transferred “day for day”. In other words, if an “on-line” employee has 1 sick or PAD day (12 hours), and transfers to a 37.5 hour/week position, he/she will still have 1 sick or Pad day; however, in hours that reduces to 7.5 hours.
5. Conversion of partial sick leave days will be pro-rated on a percentage basis. In other words, if an “on-line” employee with a partial sick day of 6 hours (50% of a 12 hour day) transfers to a 7.5 hour/day position, he/she will be credited with 3.75 hours (50% of a 7.5 hour day) of sick time and conversely if going from a “staff” to “on-line” position.
6. Conversion of partial vacation weeks shall be pro-rated on a percentage basis. In other words, if an “on-line” employee with a partial vacation week of 3 days (75% of a 4 day vacation week) transfers to a “staff” position, he/she will be credited with 3.75 days (75% of a 5 day vacation week) and conversely if going from a “staff” to “on-line” position.

As executed on January 18, 2011.



MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF BRISTOL  
AND LOCAL #773  
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS

The City of Bristol (hereinafter referred to as the “City”), Local #773, International Association of Firefighters (hereinafter referred to as the “Union”) hereby agree as follows:

All personnel shall be neat in appearance and well-groomed while on duty.

Hair must be clean, neatly trimmed, conservatively styled and colored in a natural shade. Men’s hairstyles must be trimmed above the collar. Hair must be kept sufficiently away From the face so as not to obscure vision and so as to comply with all applicable safety requirements.

Men should be clean shaven. Exceptions will be made for cultural, medical or religious necessity that is confirmed by documentation or other applicable means. Neatly trimmed mustaches will be permitted and must comply with all applicable safety requirements. Sideburns must not extend beyond the bottom of the ear lobe.

As executed on December 4, 2012.