

**Agreement
Between the
Town of Needham
and
Needham Firefighters Local 1706 Unit A**

July 1, 2016 through June 30, 2019

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THIS AGREEMENT made and entered into as of this 1st day of July, 2016 by and between the Town of Needham (hereinafter called the "Town"), acting by and through its duly designated representatives, and Needham Firefighters Local No. 1706, Unit A, affiliated with International Association of Firefighters, AFL-CIO (hereinafter called "Local 1706, Unit A"), under and pursuant to the provisions of Massachusetts General Laws, Chapter 150E, as amended.

PREAMBLE

WHEREAS Chapter 150E of the General Laws, as amended, grants to municipal employees the right to bargain collectively with the Town through representatives of their own choice; and

WHEREAS by virtue of a decision of the Massachusetts Labor Relations Commission dated November 3, 1967, an election held on November 15, 1967, pursuant to said decision, Local No. 1706, was duly certified as the exclusive bargaining agent for all employees in Unit A; and

WHEREAS the parties did enter into an Agreement dated 24th of February 1970, and by this agreement desire to establish a state of amicable understanding, cooperation and harmony consistent with the obligation of the Town to protect the safety and welfare of all its inhabitants.

NOW, THEREFORE, in consideration of the mutual agreements herein contained, the parties hereto mutually covenant and agree as follows:

ARTICLE 1

RECOGNITION, PERSONS COVERED BY THIS AGREEMENT

Pursuant to the certification by the Massachusetts Labor Relations Commission dated November 22, 1967, the Town recognizes Local 1706 as the sole and exclusive bargaining agent for Unit A (Firefighters, Lieutenants, and Captains) of the Needham Fire Department Personnel for the purpose of collective bargaining with a view toward reaching a mutual understanding and agreement relative to questions of wages, hours, and other conditions of employment.

All other municipal employees of the Town of Needham are excluded from the terms and provisions of this Agreement.

It is understood and agreed between the parties hereto that the provisions of this Article shall be subject to any changes in the structure of composition of the employee unit as may at any time be made by decision of a court of competent jurisdiction, by legislation, or by decision of an appropriate commission or other agency of the Commonwealth of Massachusetts.

ARTICLE 2
UNION SECURITY - DUES DEDUCTION

Section 1. The Town agrees not to discharge or discriminate in any way against employees covered by this Agreement on account of Union membership or lawful Union activities. Representation by Local 1706 in the capacity of bargaining agent should be available to all firefighters in Unit A covered by this Agreement who are eligible for membership.

Effective as of March 8, 1978, employees covered by this Agreement who are not members of the Union shall be required, as a condition of continued employment, to pay to the Union an agency service fee as authorized by Sections 12 of the Massachusetts General Laws, Chapter 150E, as amended, and 17G of the Massachusetts General Laws, Chapter 180.

Section 2.

- (a) The Town agrees that through its duly authorized representative in accordance with the provisions of Chapter 180, Section 17A of the General Laws of Massachusetts, as amended, it will request the Town Treasurer to deduct membership dues from the salaries of firefighters who have voluntarily submitted a written authorization in the form set forth below and all other conditions have been complied with as prescribed by said Section 17A.
- (b) The Town agrees that through its duly authorized representative in accordance with the provisions of Chapter 150E, Section 17G of Massachusetts General Laws, it will request the Town Treasurer to deduct the agency service fee referred to in Section 1 of this Article from the salaries of firefighters who have voluntarily submitted a written authorization which conforms to the requirements and conditions prescribed by Section 17G of Chapter 150E.
- (c) Dues or agency service fees, as aforesaid, will be deducted in equal monthly payments. No such monthly deduction shall be required prior to thirty (30) days from the date of receipt of the appropriate authorization forms as provided for in the preceding paragraphs (a) and (b) of this Section 2. For this purpose any authorization heretofore furnished the Town shall meet this requirement until revoked in writing.

The amount so deducted will be remitted in accordance with such authorization to Local 1706, provided that the Town shall be under no obligation to make any such deduction after the termination of the term of this Agreement or after the receipt of a revocation, in accordance with the terms thereof.

- (d) Local 1706 shall indemnify and save the Town harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the Town in reliance upon documents or cards or other information furnished to the Town by Local 1706 in complying with any of the provisions of this Article. Further, the Town shall incur no liability for loss of dues monies after the Union receives said monies in person from the Town Treasurer.
- (e) Dues Authorization Card.

Dues Authorization Card

TO: Town of Needham
 Town Treasurer
 Needham, Massachusetts

I hereby request and authorize the Town Treasurer to deduct from my earning and transmit to Local 1706 an amount sufficient to provide for the regular payment of monthly membership dues as certified by Local 1706.

This authorization shall remain in effect (1) until the termination of the Agreement between the Town and Local 1706 for such deductions or, (2) my written revocation of this authorization, which shall become effective 30 days after receipt of such revocation by the Town Treasurer.

I hereby waive all rights and claim for said monies so deducted and transmitted in accordance with this authorization, and relieve the Town and all of its officers and agents from any liability therefore.

Date _____
 Signature _____
 Address _____

Section 3. Local 1706 or its duly authorized representative will certify to the Town Treasurer in writing the current monthly rate of its membership dues. Local 1706 further agrees that it will notify the Town Treasurer in writing of any changes in the monthly rate of its membership dues at least 60 days prior to the effective date of such change.

ARTICLE 3
MANAGEMENT RIGHTS

The Town, the Board of Selectmen, the Town Manager and the Fire Chief respectively reserve and retain all powers, authority and prerogatives not expressly abridged, abrogated or modified by this Agreement. Unless this Agreement expressly makes provisions to the contrary, neither the Town nor

the Selectmen nor the Town Manager nor the Fire Chief shall be deemed to be limited in any way by this Agreement in the exercise of the regular and customary function of municipal management.

ARTICLE 4
DUTIES - FIREFIGHTERS

Section 1. Under the supervision and control of the Chief, the Deputy Chief, Captain, or the Lieutenant on watch, to serve during an assigned shift as a member of a firefighting company; to keep in readiness to respond to fire alarms; to attend fires and assist as directed in extinguishing them and in saving lives and property; and to perform other work as required.

Section 2. Work which would normally be performed by a carpenter, plumber, electrician, painter or work involving the repair of radio equipment will be performed by employees covered by this Agreement on a voluntary basis.

Section 3.

- (a) It is agreed that effective with the Town's acquisition of its ambulance, the employees of the Fire Department will operate an ambulance for emergency purposes only.
- (b) The Town shall equalize as nearly as possible, the number of EMT's assigned to each group.
- (c) One member of the bargaining unit shall be designated by the Fire Chief to be EMS Administrator for the department.
- (d) Newly hired firefighters shall be assigned to a training facility, i.e., Mass. Fire Academy, Boston Fire Academy, or a similar facility, mutually agreed upon by both parties, prior to beginning a regular scheduled shift, and shall not be assigned overtime duty until completion of their training.

Section 4. EMT Certification It is a condition of employment that all firefighters appointed after July 1, 1991 must obtain EMT certification during the applicable probationary period, and maintain such certification thereafter. Failure to obtain or maintain certification as an EMT will result in termination from Town service, unless waived by the Fire Chief and Town Manager in extraordinary circumstances.

Section 5. Civilian and/or Joint Police/Fire Dispatch When the Town implements civilian and/or joint Police/Fire dispatching, it may do so subject to the following:

- (a) The Town will not implement any changes to the dispatching system until the implementation of Enhanced 911 in the Town of Needham.

- (b) No one who is a member of bargaining unit A or C on July 1, 1995 will be laid off while a civilian or joint dispatcher is retained.
- (c) Upon implementation of civilian and/or Police/Fire dispatching, the Town will provide each member of bargaining units A and C with a \$100.00 annual payment effective the first day of the fiscal year in which the implementation takes place.

Section 6. Advanced Life Support The Town agrees to upgrade to the Advanced Life Support level of Emergency Medical Services subject to the following conditions:

- (a) If, in the discretion of the Town, the ALS program, or the implementation of the ALS program, shall result in a situation in which the net increase in costs associated with ALS is not offset by a net increase in revenue associated with ALS, or shall be deemed otherwise not financially feasible, the Town may unilaterally discontinue the ALS program or program implementation, which decision shall not be grievable. To the extent that the defibrillation differential remains a separate pay type, the Town will continue to pay the defibrillation differential to those Firefighters who maintain their defibrillation certification, regardless of the Town's ALS status.
- (b) The Town shall have the discretion to determine the appropriate number of Paramedics necessary for the operation of the Emergency Medical Service.
- (c) Paramedic Certification Employees hired on the basis of paramedic certification or who received tuition and/or the Paramedic Certification Incentive Payment are required as a condition of employment to maintain the Paramedic Certification thereafter except as set forth in sections (g) and (h) below. Failure to maintain such Paramedic Certification will result in termination from Town service, unless waived by the Fire Chief and Town Manager in extraordinary circumstances.
- (d) The Fire Chief shall have the right to transfer Paramedics from one group to another in order to equally balance out the number of Paramedics per group.
- (e) Notwithstanding any rights already retained by the Town, the Town of Needham may hire future firefighter/Paramedics from the "Paramedic Selective Certification" subject to Civil Service regulations.
- (f) The Town and the Union agree to make every effort to maintain the number of paramedics on duty at any time to be consistent with regulations promulgated by the Commonwealth of Massachusetts Office of Emergency Medical Services (OEMS) as of July 1, 2003. These efforts may include the following as necessary to maintain Advanced Life Support (ALS) service: to require paramedic for paramedic overtime coverage for vacation, sick, personal and other leave categories; to limit swaps requested by paramedics to other paramedics; to limit the number of paramedics on vacation at any time; and to hold-over or call-back paramedics to ensure that the requisite number of paramedics are on duty at all times. These practices will be used

on an as-needed basis and shall not be construed for permanent policy changes. Any paramedic called for overtime coverage out of his or her normal rotation will be skipped when his or her name next appears on the normal rotation.

- (g) Firefighter/Paramedics who are promoted in rank or special assignment and thereby removed from the ambulance rotation, and who remain certified, will receive out of rotation paramedic pay in the amount of 4.5%.
- (h) Once and as long as the Town reaches a complement of 32 paramedic in rotation, the most senior paramedic who desires to do so may opt out of the paramedic rotation in accordance with the following:
 - 1. For a paramedic with at least ten years of service as a paramedic in Needham in rotation, no paramedic differential will be paid. In such case, only the 5% EMT differential will be paid.
 - 2. For a paramedic with at least 15 years of service as a paramedic in Needham in rotation, a paramedic differential of 2.25% will be paid, in addition to the 5% EMT differential.
 - 3. For a paramedic with 20 or more years of service, a paramedic differential of 4.5% will be paid in addition to the 5% EMT differential.
 - 4. Paramedics out of rotation must maintain their paramedic certification as a condition of employment.
 - 5. The senior paramedic must make an irrevocable declaration of intent to opt out of the paramedic rotation when notice of the filling of a vacancy is provided to the Union by the Fire Chief. The effective date of the out of rotation status will be the date the new paramedic begins working on the rotation.
 - 6. As of the date of the Agreement, the provisions of the collective bargaining agreement pertaining to stepping down from the paramedic rotation are null and void, with the exception that the three firefighters who have given notice of intent to opt out of the paramedic rotation under the provisions of the collective bargaining agreement dated July 1, 2013 through June 30, 2016.

ARTICLE 5

APPOINTMENTS AND PROMOTIONS

Section 1: The Town agrees to appoint and to promote in accordance with the Civil Service law and rules.

ARTICLE 6
HOURS OF WORK AND OVERTIME

Section 1.

- (a) The average regular work week over an eight week cycle as established by the Fire Chief for all employees covered by this agreement shall be 42 hours. The regular work schedule shall consist of one twenty-four hour shift commencing at 8:00 a.m. and concluding at 8:00 a.m. the following day. The regular work week shall consist of one (1) 24 hour period on duty followed by three (3) 24 hour days off duty.
- (b) The applicable provisions of Chapter 48, Section 58C of the General Laws of Massachusetts, as amended, shall apply to hours of duty in excess of the average regular work week. The Fire Chief shall be solely responsible for determining whether an employee is given time off or such employee is paid for such period of overtime duty as provided in Section 58C.
- (c) It is understood that the conversion to the "twenty-four hour shift" shall not apply to the Deputy Chief of Operations, the designated Fire Inspectors, or firefighters assigned to temporary modified work programs in accordance with Article 11, Section 5 of this Agreement.
- (d)
 - 1. The twenty-four hour shift shall retain all aspects of the current 10 and 14 hour schedule so that current practices with regard to leave time remain intact. The terms "shift," "tour," and "day" as appearing in this Agreement are synonymous and shall continue to mean one (1) 10 hour day or one (1) 14 hour night and not the full 24 hour period unless specifically indicated as such.
 - 2. Vacation An employee will be charged 10 hours for a day tour (8:00 a.m. to 6:00 p.m.) and 14 hours for the night tour (6:00 p.m. to 8:00 a.m.) in accordance with the provisions of Article 12.
 - 3. Sick Leave An employee will be charged one "tour" for each day or night absent due to illness in accordance with the provisions of Article 16.
 - 4. Personal Leave An employee will be charged one 24 hour period in accordance with the provisions of Article 13.
 - 5. Union Business An employee will be charged one day or one night, as appropriate in accordance with the provisions of Article 13.

- (e) Nothing shall prohibit the Fire Chief from conducting training sessions for employees in the evening and/or on weekend hours.
- (f) The 24 hour shift shall not serve to increase or decrease the benefit level of any section of the contract not specifically enumerated herein.

Section 2. Hourly overtime rate of pay is figured by taking actual rate of pay in classification, dividing it by numbers of weeks in the year (52), dividing answer to above by number of hours in average work week (42) for Fire Department, and then multiplying previous figure by one and a half.

Section 3. Substitutions Uniformed members of Fire Department shall be permitted to substitute or exchange time with members of equal rank within department subject to approval of the Chief, or Deputy Chief. Request for substitutions shall be in writing and shall set forth time when the substitutions will be adjusted. Time must be adjusted within 60 days.

Section 4. The payroll week shall consist of any 7 consecutive days used by the Town for payroll purposes.

Section 5. An employee called back to work shall be guaranteed a minimum of four (4) hours work at time and one-half. This guarantee of four (4) hours shall not apply if an employee is called to work within the four (4) hour period immediately prior to the regular starting time of his/her shift.

Section 6. The present practice of allowing employees a "meal hour" when assigned to work a consecutive shift shall continue, except that said meal hour shall be compensated at the same overtime rate of pay (time and one-half) as each other hour of said consecutive shift, however, effective upon the issuance of the arbitration award in Case No. PF 20-1976 the following policy shall apply:

In the case of a firefighter working consecutive shifts, such firefighter shall be given the option of (a) remaining at work in the fire station for one (1) hour at the break in the shift and being paid at time and one-half for that hour, as well as for the other hours of the additional shift, or (b) taking the hour as a meal period during which time he/she is free to leave the station and for which he/she will not be paid.

Section 7. Work Schedules for Fire Inspectors

- (a) The work schedules of Fire Inspectors shall consist of the following, and will be arranged such that a Fire Inspector is scheduled to work every day from Monday through Friday: a two week rotation consisting of Monday through Thursday one week and Tuesday through Friday the next, ten hours per day ("4/4 rotation").
- (b) One Fire Inspector shall be "on-call" each week of the year, and in return for remaining available, each Inspector on the "4/4" schedule shall be paid two and one half (2.5) hours of regular straight time pay each week. Fire Inspectors required to

return to work after a completed shift or on a scheduled day off shall be entitled to the four (4) hour call back provisions contained in Article 6, Section 5.

- (c) The on-call pay and overtime shall be paid out of the \$445,000 contractual overtime account.
- (d) The Fire Inspector assignment will first be offered to Firefighters, the selection of which shall be determined by the Fire Chief. In the event that no Firefighter makes an application to serve as a Fire Inspector within 30 days of the posting of the assignment vacancy, the Fire Chief may reassign any or all of the duties of the Fire Inspector to a new employee in Unit B. In such instances, the Fire Chief may assign those portions of the Fire Inspectors' work as cannot appropriately be assigned to Unit B employees to a member or members of Unit A. The Town acknowledges that the Union reserves the right to bargain over the impact of such assignment to Unit A. Future vacancies in the Fire Inspector assignment will be offered first to Firefighters in Unit A.

ARTICLE 7

DETAIL ASSIGNMENTS

Section 1. Detail assignments outside of the Fire Department consist of those performed for another Town department or private organization or individual.

Section 2. All such detail assignments shall in each instance be offered by the Fire Chief or his or her designee to those who are willing to volunteer and the Fire Chief will endeavor to maintain on an evenly distributed and rotating basis consistent with the right to volunteer concept.

Section 3. It is the policy of the Town to allow additional detail assignments outside of the department to be voluntarily worked as herein authorized, provided that the physical capacity and well being of the individual firefighter, within the judgment of the Fire Chief, is not impaired or such work does not adversely affect the performance capability during regular tours of duty or official duties when assigned by the Chief.

Section 4. In no event shall any additional detail assignments be performed without the prior approval of the Fire Chief or his or her designee in part due to the following:

- (a) It is the duty and responsibility of the Fire Chief to protect the interest of the Town to see that certain risks and liabilities are adequately assumed by appropriate private organizations or individual as determined by the Chief.
- (b) The fiscal responsibility of the Fire Chief and the Finance Department to comply with the provisions of M.G.L. c 44 Section 53C accepted under Article 20 of the 1973 Annual Town Meeting.

Section 5. Detail Rates shall be paid according the following schedule:

Basic Rate	\$48
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Section 6. Details worked for the Town of Needham shall be paid according to the following schedule:

Basic Rate	\$41
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For the purposes of this section, Town details shall be defined as work performed at the request of and paid for by a Town department, excluding work performed at the request of outside contractors.

Section 7. Administrative Fee The Town of Needham reserves the right to assign an administrative fee to the extent authorized by state law on non-Town details, excluding details worked pursuant to Town contracts.

Section 8. Firefighters working paid details shall be guaranteed a minimum of four (4) hours pay. Firefighters working between four (4) and six (6) hours for Town details shall be paid for a minimum of six (6) hours. Those working between six (6) and eight (8) hours for Town details shall be paid for a minimum of eight (8) hours. Firefighters working non-Town details beyond four (4) hours shall be guaranteed four (4) hours additional pay for hours worked between four (4) and eight (8) hours. Hours worked beyond eight (8) hours shall be paid on an hour for hour basis. Those details which last for more than eight (8) hours of continuous duty by the Firefighter shall be paid at an additional half time for all hours or a portion thereof, worked in excess of eight (8) hours.

ARTICLE 8 **MANPOWER**

Section 1. The Town agrees to appropriate for each fiscal year the sum of \$445,000 for overtime in bargaining Units A and C of Local 1706 IAFF and shall offer workers of Units A and C overtime opportunities in such amount.

In the event that an opportunity is offered and not accepted by members of Local 1706 after reasonable efforts have been made to contact all members, the dollar amount of such opportunity shall be treated as if expended and shall be credited to the Towns obligation hereunder.

In the event that the dollar amount of such overtime opportunities is not offered then the Town shall distribute the amount not offered equally among the members of units "A and C" of Local 1706.

Section 2. Vacancies-Fire Officers Ranks As far as possible the department shall continue to anticipate and plan for filling vacancies in officers' ranks and shall endeavor to have a promotion list available. The department shall continue to make promotions as soon as practicable after vacancy occurs.

Section 3. Promotion

- (a) All appointments and promotions within the Department through the rank of Captain shall be made as a result of competitive examinations given and granted by the Commonwealth of Massachusetts Human Resources Division.
- (b) The Union agrees that the Town may change its method of selecting candidates for promotion to the rank of Deputy Chief once the list in effect as of September 1, 2000 expires. The determination of the appropriate method of selection shall be the exclusive prerogative of the Town Manager, consistent with State law and the Human Resources Division Rules and Regulations in effect as of September 1, 2000. The Town will notify the Union one year prior to the examination date for the Deputy Chief title if a change will be made to the selection methodology used in the establishment of the previous list, and shall not be required to bargain further over the selection methodology.

Section 4. Overtime as required for a full tour of duty (10 hour day or 14 hour night), shall be Civil Service firefighters and shall be compensated at the statutory overtime rate.

Section 5. Insofar as is practical extra duty shall be assigned on a rotating seniority basis by station consistent with the sound operation of the department. A man/woman shall work extra duty when assigned or may obtain a substitute.

Section 6. In the event that the Fire Chief may have under consideration the transfer of a member or members of the bargaining unit from one station to another he/she will give consideration to any mental or physical problems of the employee being considered for transfer, and will, upon request of the Union, discuss such problems with the Union representatives. It is understood and agreed that final decisions concerning any transfers shall be in the sole discretion of the Fire Chief and such decisions may not be made the subject matter of the grievance or arbitration provisions of this Agreement.

**ARTICLE 9
HOLIDAYS**

Section 1. The Town recognizes the following holidays for the purpose enumerated below, for all employees covered by this Agreement:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans' Day

Patriots' Day
Memorial Day
Independence Day

Thanksgiving Day
Half Holiday the day before Christmas Day
Christmas Day

Section 2. For the purposes of this Article, any of the above mentioned holidays which fall on Sunday shall be deemed to fall on the following Monday, except the day before Christmas, Christmas, and New Year's Day. A holiday shall be deemed to be the 24-hour period from midnight of the day on which the holiday falls.

Section 3. Holiday Pay Members of the bargaining unit shall receive one fourth of a week's pay (10.5 hours) for each of the eleven holidays and 5.25 hours pay for the half holiday the day before Christmas day, to be paid weekly. It is understood that Holiday Pay will not be included in the calculation of overtime.

Section 4. Holiday Premium Any employee covered by this Agreement who is scheduled to work either the 8:00 a.m. to 6:00 p.m. or the 6:00 p.m. to 8:00 a.m. shift on the holiday, and who works such holiday, shall be paid an additional 5.25 hours pay for one of the eleven (11) holidays or 2.625 hours for working the day before Christmas.

Section 5. If an employee assigned to work on a holiday shall not report for duty because of non-occupational illness, he/she shall not be entitled to holiday premium pay.

Section 6. Any member of the bargaining unit who, when on his/her non-scheduled work day, performs overtime work on any of the above holidays shall be entitled to holiday premium for both holiday shifts as well as overtime pay, if applicable.

ARTICLE 10 **INJURY ON DUTY**

When a member of the bargaining unit is incapacitated for duty because of injury or illness sustained in the performance of duty without fault of his/her own, he/she shall be granted leave without loss of pay in accordance with M.G.L. Chapter 41 Section 111F and will be indemnified for reasonable and customary expenses in accordance with M.G.L. Chapter 41 Section 100, subject to the provisions outlined below and pursuant to the Needham Fire Department Injured on Duty Policy.

Section 1. Determination of IOD Status The determination of eligibility for IOD status in accordance with M.G.L. Chapter 41 Section 111F shall be made as promptly as possible after application is made, by the Town Manager or his/her designee. Prior to the approval of eligibility for benefits under this section, the employee may be placed on non-occupational sick leave. If the request for benefits under this section is approved, the period of the non-occupational sick leave shall be converted retroactively to Injured on Duty status.

Section 2. Physical/Psychological Examinations The Town may require an employee who requests benefits under this section to submit to physical or psychological (if psychological injury is claimed) examinations (limited to matters involved in the injury) within 14 calendar days of the

request, at the expense of the Town, prior to being placed on IOD status. The results of such examination will be reviewed by the Town Manager or his/her designee as the basis for a determination as to whether or not the employee is entitled to Injured on Duty benefits.

Section 3. Appeals An employee whose claim for benefits under this section is denied by the Town shall have the right to file for arbitration under this Agreement or to file an appeal under the applicable provision of Massachusetts General Law.

Section 4. Accruals During the first two (2) years of employment, employees shall accrue sick leave while on IOD status. After the first two years of employment, employees shall not accrue sick leave for any month in which the employee is on IOD status for the entire calendar month.

Section 5. Medical Case Management Upon application of a firefighter, the Town Manager shall review all requests for indemnification and make payment for reasonable hospital, medical, surgical and other expenses under M.G.L. C. 41, Section 100. If the Town Manager denies an application in whole or in part, it shall set forth in writing its reasons and provide a copy to the applicant. Injured employees will be required to provide medical information release forms (limited to the injury in question) from all relevant medical providers.

Section 6. Injury on Duty Policy Incorporated herein and considered an integral part thereof is the Injury on Duty Management Policy dated May 3, 1995.

Section 7. Members of the bargaining unit who accept benefits under this Article and in accordance with M.G.L. c. 41 Sections 100 and 111F thereby and forever waive a claim for benefits for the same injury in any forum.

ARTICLE 11

TEMPORARY MODIFIED WORK PROGRAM

Section 1. If a physician designated by the Town of Needham determines that a firefighter receiving IOD benefits is eligible for temporary modified work, the Fire Chief may assign that firefighter to a temporary modified work program. Failure of the firefighter to comply with the temporary modified work program may result in suspension of IOD benefits. Disputes with regard to a firefighter's ability to perform temporary modified work will be resolved in accordance with Section E(1)(g) of the Injury on Duty Policy dated May 3, 1995.

Section 2. Upon release to the Town of the medical reports necessary to make a determination of ability to perform temporary modified work, an employee on NOSL may request a temporary modified work assignment. If the employee's physician determines that the employee is eligible for TMWP, the Fire Chief may assign that employee to a temporary modified work program.

Section 3. Temporary modified work duties shall be in the Fire Department and shall include, but not be limited to the following:

- a. information and data gathering;

- b. education (speaking in schools);
- c. canvassing of businesses;
- d. inspecting, provided that such assignment does not displace the Inspectors or affect their overtime opportunities;
- e. computer data entry;
- f. record keeping;
- g. perform watch as assigned;
- h. driving a car;
- i. answering the telephone;
- j. any other task agreed to by the Chief and Local 1706, IAFF.

Section 4. The Fire Chief at his or her sole discretion may limit the number of firefighters on temporary modified work plans at any given time. TMWP shall be reviewed on a periodic basis and notice shall be provided to the firefighter whether or not the TMWP is to continue. In no event will a firefighter be authorized for TMWP in excess of six (6) consecutive months without advance approval of the Town Manager or his or her designee.

Section 5. The Fire Chief may change the work schedule of the firefighter if the work assignment clearly requires an alternative shift schedule. Such work shift shall remain only for the period of the TMWP. Schedules will be developed in order to accommodate the firefighter's need for on-going treatment.

Section 6. Firefighters on TMWP may attend educational and recertification classes that are determined by the Fire Chief to be unlikely to hinder recovery but shall not be eligible for any other overtime or detail assignments except in extraordinary circumstances with the advance approval of the Fire Chief or his or her designee.

ARTICLE 12

VACATIONS

Section 1. Scheduling Vacation time may be taken by an employee after 72-hour notice.

Section 2. Eligibility Employees must be on the payroll as of July 1 of any fiscal year in order to be eligible to receive vacation leave allowance credit for the prior fiscal year, except as provided in Section 4.

Section 3. Use and Accumulation The vacation year for all employees shall be the period from July 1 to June 30. Vacation leave allowance must be taken in the vacation year immediately following the one in which it is earned. Vacation leave credit shall not be cumulative from one vacation year to another except when an employee's vacation scheduled for the month immediately preceding the date on which it is due to expire is canceled by the Fire Chief to meet an emergency or offset a critical personnel shortage. In such instances, the amount of such canceled vacation leave may be carried over into the next vacation year.

Section 4. Members of the bargaining unit on approved Injury on Duty status in accordance with Article 10 after March 1st of the fiscal year, and who have been on approved IOD status for more than thirty (30) days in that fiscal year may have the Town buy back the remainder of their vacation leave, at their regular rate of pay, available as of June 30th of the fiscal year.

Section 5. Employee Termination or Death Whenever employment is terminated through dismissal through no fault on the part of the employee, or by retirement, or by an employee eligible to receive a vested pension from the Needham Retirement System, or by entrance into military service under orders, or by death, the employee shall be paid an amount equal to the vacation as earned and not yet granted in the vacation year prior to such termination. In addition, payments shall be made for that portion of the vacation leave earned in the vacation year during which the termination occurred, up to the time of the employee's separation from the payroll.

Section 6. Amount of Paid Vacation Leave Allowance

- (a) Employees who have been employed for less than twelve (12) months as of July first (1st) shall be granted paid vacation leave allowance at the rate of one shift for each complete calendar month of continuous employment in the prior fiscal year, up to but not exceeding eight (8) shifts.
- (b) Vacation leave allowance shall be granted to eligible employees after one year of continuous service, as follows:

<u>Length of Continuous Service</u>	<u>Vacation Leave Allowance July 1</u>
One (1) Year but less than Five (5) Years	4D 4N
Five (5) Years but less than Ten (10) Years	6D 6N
Ten (10) Years but less than Twenty (20) Years	8D 8N
Twenty (20) or more Years	10D 10N

- (c) Granting of the third, fourth, and fifth vacation weeks to eligible employees with the required length of service shall be made as of July 1 of the fiscal year in which the employee's fifth, tenth or twentieth anniversary occurs, respectively, for use during that fiscal year.

ARTICLE 13
AUTHORIZED UNPAID LEAVE OF ABSENCE

Section 1. Unpaid Leave of Absence

- (a) At the discretion of the Fire Chief, members of the bargaining unit may be permitted an unpaid leave of absence of up to two weeks duration, upon submission of a written request therefore stating the reason and length of the requested leave.

- (b) Requests for leaves of absence of longer than two weeks duration must be submitted in writing and approved in advance by the Town Manager, as well as the Fire Chief.
- (c) Employees granted leaves of absence in excess of thirty (30) days, will not be eligible to earn vacation, sick or other leave credits for the period of the leave, but may be permitted to continue insurance coverage at the employee's expense. Longevity and leave eligibility dates will be adjusted by the number of days equal to the leave of absence.

Section 2. Personal Business One 24 hour shift leave of absence with full pay shall be granted for personal business during any fiscal year with written approval of the Fire Chief and shall be requested in writing at least forty-eight (48) hours prior to the date selected. It is understood that the day tour will be covered on an overtime basis and the night tour will be included in the daily fallback amount.

Section 3. Union Business Upon timely written request, the Town agrees to grant a total of not more than twenty-eight (28) tours (one day or one night) off with pay in each fiscal year for Union business. It is agreed that the Town is not required to cover any union business tours on an overtime basis.

One member of the bargaining unit who is employed by the Town and is elected as an officer of the Professional Firefighters of Massachusetts (PFFM) shall be granted leave without loss of pay (and with full direct and fringe benefit compensation) to conduct the business of the PFFM. The maximum number of tours (one day or one night) to be covered annually shall be ten (10). It is agreed that the Town is not required to cover any PFFM union business tours on an overtime basis.

Section 4 Administrative Leave The Fire Chief shall have the discretion to place a member of the bargaining unit on paid administrative leave for a period not to exceed 45 calendar days in situations including, but not limited to, the investigation of a Firefighter's conduct, or the Firefighter's involvement in a traumatic event. The period of paid administrative leave may be extended by mutual agreement of the parties. The placement of a Firefighter on paid administrative leave shall not be grievable.

ARTICLE 14 **COURT LEAVE**

Section 1. Court leave of absence shall be granted to any member of the bargaining unit who (1) is called to serve upon a jury or (2) is summoned to appear in court as a witness or (3) shall request court leave for the purpose of appearing in court as a defendant or litigant. Such leaves shall be granted only for the period of such jury service or for the period during which said employee is required to be in court; and it shall in no way affect the employment rights of said employee.

Section 2. If the jury or witness fees, exclusive of travel allowances, received by said employee for such jury or for service as a witness in court shall be less than the regular rate of compensation received by him/her from the Town, the difference between said fees and said regular rate of compensation shall be paid to such employee by the Town. If the amount of such fees received by such employee shall exceed the regular rate of compensation received by him/her from the Town, no compensation shall be paid to him/her by the Town for the period of his/her jury duty or witness duty; provided, however, that to qualify for any payment by the Town hereunder, the employee aforesaid must furnish the Town Accountant with complete and satisfactory evidence of the jury or witness fees paid. As used in this paragraph, the phrase "regular rate of compensation" shall mean the amount of salary or wages which the Town would pay to such employee for the hours of work which he/she would normally perform during the fiscal time period otherwise consumed by his/her jury or witness service.

Section 3. When court leave is granted to an employee to appear in court as a defendant or litigant, it shall be granted without pay; provided however, that the said employee may, with the approval of the Chief, substitute one day of court leave with pay for one day of vacation leave with pay due to said employee during the year in which such court leave with pay is granted.

ARTICLE 15 **MILITARY LEAVE**

Section 1. Reserve Service An employee who is a member of a state or federal military reserve unit shall be entitled to leave of absence from a permanent position for required military service under orders for a period not to exceed seventeen (17) days per calendar year, up to one normal working week of such leave to be with full regular straight-time pay for normally scheduled work hours.

Section 2. Draft Board Appearances and Physicals Military leave of absence with full regular straight time pay for normally scheduled work hours shall be granted to employees on occasion of their required appearance under orders before armed forces draft boards or for physical examinations by such boards.

Section 3. Active Duty Military leave of absence without pay shall be granted to employees called under orders for active duty with the state or federal armed forces for compulsory service other than the annual routine tour of duty for training purposes.

Section 4. Notification and Approval Requirements Every employee desiring military leave as provided hereunder shall request such leave in writing in advance from the Fire Chief, and such request shall provide written proof from military or selective service officials indicating the date of departure and length of service required.

ARTICLE 16 **NON-OCCUPATIONAL SICK LEAVE**

Section 1. Eligibility Members of the bargaining unit shall be eligible for non-occupational sick leave as provided hereunder.

Section 2. Accrual Members of the bargaining unit shall accrue one and one quarter (1 ¼) tours of non-occupational sick leave for each full calendar month of continuous employment per fiscal year. The aforementioned accruals shall be added to the employee's permanent record of available non-occupational sick leave and referred to as the "non-occupational sick leave bank." For the purposes of sick leave buy back in accordance with Section 7 below, for Units A and C, one sick tour shall be equivalent to 12 hours.

Section 3. Usage Use of non-occupational sick leave shall be granted to an employee only when the employee is incapacitated from the performance of duties by personal sickness, injury or quarantine by public health authorities, except that represented employees shall be allowed to use up to three (3) tours of non-occupational sick leave when available per fiscal year for illness of a parent, spouse or child of the employee.

During each fiscal year, there shall be charged to the employee's total non-occupational sick leave bank the total number of tours absent from work because of non-occupational illness. An employee who reports for work and who leaves due to illness prior to 1:00 p.m. will be charged for one day (10 hours) and one night (14 hours). An employee who reports for work and who leaves due to illness after 1:00 p.m. but before 1:00 a.m. will be charged one night (14 hours). An employee who reports for work and who leaves due to illness after 1:00 a.m. will not be charged non-occupational sick leave for the absence

Section 4. Notification Non-occupational sick leave shall commence on the date that notification of the employee's sickness, injury or quarantining is given to the appropriate authority or department head by the employee or the employee's family or physician.

Section 5. Certification of Illness, Injury or Quarantine The Fire Chief shall investigate and ascertain the validity of any request for non-occupational sick leave made by an employee, and shall approve the same if satisfied as to the validity of the request. A physician's certificate may be required by the Chief in any case of non-occupational sick leave.

Section 6. Extended Sick Leave

- (a) When a member of the bargaining unit has exhausted available non-occupational sick leave credits, extended sick leave with pay in excess of earned sick leave may be granted on an individual basis by the Town Manager for up to sixty (60) shifts per fiscal year, upon receipt of a written request for extended sick leave submitted by the Fire Chief, and upon receipt of written confirmation from a practicing physician that the employee is unable to report to work.
- (b) Requests for extended sick leave as provided herein shall not be submitted until the employee has used all available paid leave credit, including vacation leave and personal leave.

- (c) In determining whether to grant extended sick leave, the Town Manager shall take into account the employee's length of continuous employment and absence record. Granting of extended sick leave is subject to availability of appropriation.
- (d) Any granting of extended sick leave shall be made on the terms established by the Town Manager, in his/her sole discretion, as to vacation or other leave eligibility accruals, and the computation of continuous service, during the period of the absence.

Section 7. Non-occupational Sick Leave Buy-Back

- (a) An employee who terminates employment with the Town by retirement or disability shall be entitled to a cash payment upon termination at the employee's current rate of pay for twenty-five percent (25%) of the non-occupational sick leave credit outstanding after proper adjustments are made for the current fiscal year. The spouse, duly designated beneficiary or legal representative of the estate of an employee whose employment with the Town is terminated by death, shall be entitled to cash payment at the employee's rate at the time of termination for twenty-five percent (25%) of the non-occupational sick leave credit outstanding at the time of termination after proper adjustments are made for the current fiscal year.
- (b) Members of the bargaining unit who have not attained ten years of service with the Town of Needham as of June 30, 2012 shall be subject shall be subject to a 1,440 hour (120 day) cap on the number of sick days to be used in calculating the 25% sick leave buy-back at retirement. The 1,440 cap shall not be construed as limiting the accumulation of non-occupational sick leave.

Section 8. Fitness for Duty Members of the bargaining unit will be required to submit medical verification of their current ability to perform their essential job functions upon return to work following use of sick leave in excess of five (5) consecutive 24 hour shifts, or after hospitalization or surgery.

ARTICLE 17
BEREAVEMENT LEAVE

Section 1. Bereavement leave without loss of regular straight-time pay for normally scheduled working hours, not to exceed five (5) consecutive calendar days per occurrence, shall be granted to any employee on account of a death in the immediate family of the employee; immediate family to include spouse, parents, parents of spouse, children, brothers, sisters, grandparents and grandchildren of the employee. Such leave shall be taken either commencing with the death or notification of death, or concluding two calendar days after the funeral, memorial, or other such service, unless an alternate period is approved by the Fire Chief.

Section 2. Bereavement leave of up to one day (one twenty-four hours shift) without loss of regular straight-time pay for normally scheduled working hours may be granted per occurrence for the death of an employee's brother-in-law, sister-in-law, aunt or uncle.

ARTICLE 18
CLOTHING

Section 1. Uniforms The following articles of uniforms shall be provided by the Town: hat, blouse, pants, overcoat, black tie, dress shirts, a pair of boots or shoes, work jacket, sweatshirt, two work shirts and two work pants. An employee's request for replacement of any article of uniform damaged or destroyed while on duty will be honored promptly. Employees shall not wear articles of uniform listed above except while on duty or from duty. Replacement of articles of uniform shall be subject to the approval of the Chief.

Section 2. Protective Clothing The following equipment such as helmets, rubber or canvas coats, night hitches, boots or any protective clothing necessary to perform Fire Department work shall be provided by the Town and shall be replaced subject to approval of the Chief.

Section 3. Footwear Members of the bargaining unit will receive a \$100 payment on or about July 1st of each fiscal year for the purchase of black uniform shoes as approved by the Fire Chief.

ARTICLE 19
NO STRIKE CLAUSE

In view of the fact that the International Association of Firefighters, AFL-CIO, and the Needham Firefighters Local 1706, AFL-CIO constitutions prohibit and forbid striking against the public safety, and also that Chapter 150E of the General Laws prohibits such striking, and recognizing that it is unlawful for any employee of Unit A of the Needham Fire Department to engage in, induce or encourage any strike, work stoppage, slowdown or withholding of services, Local 1706 agrees that neither it nor its officers or paid representatives will call, instigate, authorize, sanction or ratify any strike, slowdown, or stoppage of work by employees of Unit A of the Needham Fire Department.

ARTICLE 20
STABILITY OF AGREEMENT

Section 1. No agreement, understanding, alteration or variation of the agreements, terms or provisions herein contained shall bind the parties hereto unless made and executed in writing by the parties hereto.

Section 2. The failure of the Town or Local 1706 to insist in any one or more incidents upon performance of any of the terms or conditions of this Agreement shall not be considered as a waiver or relinquishment of the right of the Town or of Local 1706 to future performance of any such term

or conditions, and the obligations of Local 1706 or of the Town to such future performance shall continue in full force and effect.

ARTICLE 21
SETTLEMENT OF GRIEVANCES

Section 1. A grievance is an employee's expressed feeling of dissatisfaction, presented in writing, concerning aspects of his/her employment or working conditions, which has not been resolved to the employee's satisfaction through informal discussion with the Deputy Chief or Chief. Such grievance may relate to the interpretation or application of, or compliance with, any of the provisions of said Agreement. Grievances of the employees shall be advanced to the Town by Local 1706, but nothing in this Article shall prevent individual employees from presenting their own grievances, provided that representatives of Local 1706 are given notice of any grievance meeting between the Town and an individual employee, and an opportunity to attend such meeting, and further provided that any settlement of such individual grievances shall not be inconsistent with the terms of the Agreement.

Section 2. It is anticipated that the Town and Local 1706 will make a sincere effort to reconcile their differences. The following procedures are established for settlement of grievances:

Section 3. The employee's grievance must contain the following information:

- (a) a statement of the grievance which cites that part of the Agreement which has been violated, or the circumstances which gave rise to the grievance;
- (b) a statement of remedial action or relief sought;
- (c) evidence (documentary, if available) to support the grievance; and
- (d) a statement of reasons why the aggrieved believes that the remedy should be granted.

The foregoing statement of grievance content standards shall not prevent Local 1706 from changing its position as to one (1) or more of the elements of grievance content in the course of pursuing the grievance procedures.

Section 4. Step One Any grievance must be presented for informal discussion with the Deputy Chief or Chief within ten (10) business days of the occurrence of the event(s) giving rise to the grievance, or, within ten (10) business days of Local 1706's gaining knowledge of such event(s), whichever is later.

Section 5. Step Two Any grievance left unresolved after a five (5) business day period devoted to such informal discussion may be presented to the Chief in written form within five (5) business days of the termination of the informal discussion period. The Chief must make his/her decision in writing within five (5) business days after receipt of the grievance unless it is agreed by

Local 1706 that additional time to answer is allowed. If the grievance is denied by the Chief, the Chief must set forth in writing the reasons for such denial.

Section 6. Step Three Should the grievance remain unsettled, it shall be presented to the Director of Human Resources within ten (10) business days after the decision of the Chief is rendered, otherwise the matter will be considered resolved. The Director of Human Resources shall make his/her decision within fifteen (15) business days after receipt of the grievance unless it is mutually agreed by Local 1706 that additional time to answer is allowed.

Section 7. Step Four

- (a) Should the Union wish to appeal the decision of the Director of Human Resources, it shall present the grievance to the Personnel Board within ten (10) business days after the decision of the Director of Human Resources is rendered, otherwise the matter will be considered resolved. If, after its own investigation, the Personnel Board agrees with the decision of the Director of Human Resources, the Personnel Board will issue a decision.
- (b) If the Personnel Board determines that it will require additional information before issuing a decision, it will convene a meeting of the Joint Resolution Committee (JRC). The JRC will be comprised of two (2) members of the Personnel Board, two (2) members of the Board of Selectmen and the Town Manager.
- (c) The JRC shall present its findings to the Personnel Board. Three (3) affirmative votes of the JRC will be required to overturn the decision of the Director of Human Resources (Step 3). If the JRC is deadlocked, voting two (2) for and two (2) against the previous ruling, the Personnel Board shall then issue a decision based upon the majority vote of the Personnel Board.
- (d) The Personnel Board will issue a decision within 30 business days of receipt of the grievance by the Director of Human Recourses. The time-frames in this section may be extended at the agreement of the parties.

Section 8. Arbitration Should the grievance remain unsettled after the decision of the Personnel Board, Local 1706 may, by giving written notice to the Town Manager, submit the grievance to arbitration. Such notice shall be given within fifteen (15) business days from the date of the decision of the Personnel Board. If such written notice is not given, the grievance shall be deemed to be settled.

- (a) In the event that Local 1706 elects to submit a grievance to arbitration, the arbitrator shall be selected according to, and be governed by, the following procedure: The arbitrator is to be mutually selected by the Town and the Union. If the Town and Local 1706 cannot agree within fifteen (15) business days after the written notice specified above of the intention to arbitrate, then the party demanding arbitration

shall, within five (5) business days thereafter, request the American Arbitration Association to provide a panel of arbitrators. Said arbitrators are then to be selected under the provisions of the Voluntary Labor Arbitration Rules.

- (b) The fees of the American Arbitration Association and of the arbitrator and the expenses of any required hearings shall be shared equally by Local 1706 and the Town, but each party shall bear the expenses of its representatives, participants, witnesses and for the preparation and presentation of its own case. The obligation of the Town and its agents under the terms of this section shall be limited to those obligations which the Town and its agents may legally undertake, and in no event shall any present or future member of the Personnel Board or the Town Manager have any personal obligation for payment under the provisions of this contract.
- (c) The arbitrator's award shall be in writing and shall set forth the arbitrator's findings of fact with reasoning and conclusions. The arbitrator shall arrive at his/her decision solely upon the facts, evidence and contentions presented by the parties through the arbitration proceeding. The arbitrator shall have no power to add to, subtract from or modify any of the terms of this Agreement, and in reaching his/her decision shall interpret the Agreement in accordance with the commonly accepted meaning of words used herein and the principle that there are no restrictions intended on the rights or authority of the Town or Fire Chief other than those expressly set forth herein. The award of the arbitrator shall be final and binding upon the Town, its officers and agents and upon Local 1706 and the employees whom it represents.
- (d) Notwithstanding anything to the contrary, no dispute or controversy shall be the subject of arbitration unless it involves the interpretation or application of provisions of this Agreement. The parties may, by mutual agreement, submit more than one pending grievance to the same arbitrator.

Section 9. Any decision relating to eligibility for non-occupational sick leave, pursuant to the Compensation Adjustment Option program contained in Article 25 shall be at the sole discretion of the Fire Chief and shall not be subject to the grievance procedure contained in this article.

ARTICLE 22 **DISCIPLINE OR DISCHARGE**

Employees shall neither be disciplined nor discharged except for just and sufficient cause.

ARTICLE 23 **SEPARABILITY AND SUBORDINATION TO EXISTING LAW**

Should any of the provisions of the Agreement become doubtful or questionable because of existing federal or state legislation, a Town By-Law, a Civil Service rule or regulation, a decision by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby.

Subject to the provisions of Chapter 150E of the General Laws, nothing in this Agreement shall diminish the authority and power of the Civil Service Commission, any Retirement Board or Personnel Board established by law.

ARTICLE 24
EFFECT OF AGREEMENT

- (a) This Agreement contains and constitutes the entire Agreement between the Town and Local 1706 arrived at as a result of collective bargaining. No amendment, extension, or alteration of this Agreement and no other agreement between the parties hereto which is inconsistent with the terms hereof shall be effective or enforceable unless it is in writing and signed by the parties hereto.
- (b) The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Town and Local 1706 for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered by this Agreement.
- (c) The waiver of any breach or condition of this Agreement by either party shall not constitute precedence with respect to future enforcement of all the terms and conditions of this Agreement.
- (d) No provision of this Agreement shall be retroactive prior to the effective date, unless specifically stated herein.
- (e) Where this Agreement requires the appropriation of funds or other vote on the part of the Town to effect the carrying out of any provision hereof, to that extent this Agreement is subject to such action as may be taken by the Town Meeting pertaining to the required appropriation or other vote.

ARTICLE 25
WAGES

The following shall constitute the official Fire Department Personnel, Unit A, hourly rates of compensation:

Unit A - July 1, 2016									
	Weekly Hours	1	2	3	4	5	6	7	New Step
Firefighter	42	X	\$21.66	\$22.75	\$23.88	\$25.07	\$26.34	\$27.65	\$28.21
Lieutenant	42				\$28.75	\$29.96	\$31.19	\$32.75	\$33.41
Captain	42						\$33.90	\$35.60	\$36.32

Unit A - January 1, 2017									
	Weekly Hours	1	2	3	4	5	6	7	8
Firefighter	42	X	\$23.18	\$24.34	\$25.55	\$26.83	\$28.18	\$29.59	\$30.19
Lieutenant	42				\$30.77	\$32.06	\$33.37	\$35.05	\$35.75
Captain	42						\$36.27	\$38.10	\$38.87

Unit A - July 1, 2016									
	Weekly Hours	1	2	3	4	5	6	7	8
Fire Inspector	40	X	\$22.75	\$23.88	\$25.07	\$26.33	\$27.64	\$29.03	\$29.61
EMS Administrator	40	X	\$22.75	\$23.88	\$25.07	\$26.33	\$27.64	\$29.03	\$29.61

Unit A - January 1, 2017									
	Weekly Hours	1	2	3	4	5	6	7	8
Fire Inspector	40	X	\$24.34	\$25.55	\$26.83	\$28.17	\$29.58	\$31.06	\$31.68
EMS Administrator	40	X	\$24.34	\$25.55	\$26.83	\$28.17	\$29.58	\$31.06	\$31.68

Unit A - July 1, 2017										
	Weekly Hours	1	2	3	4	5	6	7	8	New Step
Firefighter	42	X	\$23.64	\$24.83	\$26.06	\$27.37	\$28.74	\$30.19	\$30.80	\$31.42
Lieutenant	42				\$31.39	\$32.70	\$34.04	\$35.75	\$36.47	\$37.20
Captain	42						\$37.00	\$38.86	\$39.65	\$40.45

Unit A - July 1, 2017										
	Weekly Hours	1	2	3	4	5	6	7	8	9
Fire Inspector	40	X	\$24.83	\$26.06	\$27.37	\$28.73	\$30.17	\$31.68	\$32.32	\$32.97
EMS Administrator	40	X	\$24.83	\$26.06	\$27.37	\$28.73	\$30.17	\$31.68	\$32.32	\$32.97

Unit A - July 1, 2018										
	Weekly Hours	1	2	3	4	5	6	7	8	9
Firefighter	42	X	\$23.88	\$25.08	\$26.32	\$27.65	\$29.03	\$30.50	\$31.11	\$31.74
Lieutenant	42				\$31.70	\$33.03	\$34.38	\$36.11	\$36.83	\$37.58
Captain	42						\$37.37	\$39.25	\$40.05	\$40.86

Unit A - January 1, 2019										
	Weekly Hours	1	2	3	4	5	6	7	8	9
Firefighter	42	X	\$24.12	\$25.33	\$26.59	\$27.93	\$29.32	\$30.81	\$31.42	\$32.06
Lieutenant	42				\$32.02	\$33.36	\$34.73	\$36.47	\$37.20	\$37.96
Captain	42						\$37.75	\$39.64	\$40.45	\$41.27

Unit A - July 1, 2018										
	Weekly Hours	1	2	3	4	5	6	7	8	9
Fire Inspector	40	X	\$25.08	\$26.32	\$27.64	\$29.02	\$30.47	\$32.00	\$32.65	\$33.31
EMS Administrator	40	X	\$25.08	\$26.32	\$27.64	\$29.02	\$30.47	\$32.00	\$32.65	\$33.31

Unit A - January 1, 2019										
	Weekly Hours	1	2	3	4	5	6	7	8	9
Fire Inspector	40	X	\$25.33	\$26.58	\$27.92	\$29.31	\$30.77	\$32.32	\$32.98	\$33.64
EMS Administrator	40	X	\$25.33	\$26.58	\$27.92	\$29.31	\$30.77	\$32.32	\$32.98	\$33.64

Annual Dispatching Payment Upon the implementation of civilian and/or Police/Fire Dispatching, the Town will provide each member of bargaining units A and C with a \$100 annual payment in July of each year.

EMT Differential Effective July 1, 2008 all registered Emergency Medical Technicians (EMT) shall be granted additional compensation of 5% annual base salary to be paid weekly.

Defibrillation Differential Effective July 1, 2011, a differential of 3% of annual base salary will be paid weekly for certification in defibrillation. Effective January 1, 2017 the 3% defibrillation differential will be rolled into the base hourly rates.

Paramedic Differential Effective July 1, 2008 for certification as a Paramedic, a differential of 6.5% of annual base pay will be paid weekly in accordance with the provisions contained in Article 4 Section 6 of this Agreement for those in the ambulance rotation. Paramedics not included in the ambulance rotation will receive 4.5%.

EMS Administrator The EMS Administrator, when assigned by the Fire Chief and Town Manager, shall receive an additional 15% of his or her current base pay to be paid weekly. The EMS Administrator shall work a schedule of four, ten hour days as determined by the Fire Chief, and shall be considered out-of-rotation in accordance with Section 6 (g) of Article 4.

Director of Emergency Management Services The Town Manager may annually appoint a member of the bargaining unit to serve as Director of Emergency Management Services. The Director of Emergency Management will be paid a stipend of \$2,000 per year, but will not be eligible to receive this stipend in addition to any other contractual stipend. The stipend and overtime paid to the Director of Emergency Management associated with the Emergency Management program will not be paid out of the \$445,000 contractual overtime appropriation. The Town Manager may rescind this appointment with 30 days' notice (which action shall not be subject to the arbitration provisions of this Agreement) provided that a statement of reasons for such action has been given, and, if requested, a hearing has been held.

Equipment Mechanic Additional \$250 per month when assigned to and performing the duties of Equipment Mechanic as designated by the Fire Chief. The Equipment Mechanic assignment will first be offered to Firefighters, the selection of which shall be determined by the Fire Chief. In the event that no Firefighter makes an application to serve as Equipment Mechanic within 30 days of the

posting of the assignment vacancy, the Fire Chief may reassign the duties of the Equipment Mechanic to a civilian employee. Future vacancies in the Equipment Mechanic assignment will be offered first to members of Unit A.

Fire Inspector Fire Inspectors on the "4/4" rotation referred to in Article 6, section 7, shall receive a differential of 10% of base pay, paid weekly.

Haz-Mat Response Team Stipend -- The Town will pay an annual stipend in the amount of \$3,000 to the member(s) of either Bargaining Unit A or C who is/are the official member(s) of the Haz-Mat Team and who completes all requirements for such membership in accordance with the rules and regulations issued by the Haz-Mat Policy Board. Payment will be made after certification of training has been received by the Town, and will not be paid in the event that the State fails to fund the program or if the Town chooses to withdraw from such program. The stipend and any overtime associated with this program paid to the Haz-Mat team member will not be paid out of the \$445,000 contractual overtime appropriation.

Haz-Mat Team Coordinator of Training The Town will pay an annual stipend in the amount of \$1,250 to that member of the bargaining unit who is an approved member of the state-wide Haz-Mat Response Team and who is chosen to be the Haz-Mat Team's Coordinator of Training. The Firefighter must be the official member of the Haz-Mat Team who is appointed as the Haz-Mat Team Coordinator of Training, and must have completed all requirements for such membership in accordance with the rules and regulations issued by the Haz-Mat Policy Board. The Firefighter will be paid the stipend in a lump-sum after notification of appointment as the Coordinator of Training has been received by the Town. Payment will not be paid in the event that the Commonwealth fails to appropriate the funding for the program, or the Town chooses to withdraw from such program. The stipend and Haz-Mat related overtime paid to the Haz-Mat Team member will not be paid out of the \$445,000 contractual overtime appropriation.

Night Differential Effective July 1, 2012, all bargaining unit personnel will receive night differential pay equal to 4% of their annual regular base salary to be paid weekly. Effective January 1, 2017 the 4% night differential will be rolled into the base hourly rates.

Rank Differential Lieutenants shall be paid 18% above the basic rates of Firefighters as shown in Schedule B-3 - Fire Salary Schedule and Captains shall be paid 28% above said basic rates of Firefighters.

Working out of Grade Employees who are assigned to fill a vacancy of a higher ranking position by the Chief or designee shall be compensated following the schedule below:

Firefighter (F1) to Lieutenant (F2)	Top step F1 to top step F2
Lieutenant (F2) to Deputy Chief (F4)	Top step F2 to top step F4
Captain (F3) to Deputy Chief (F4)	Top step F3 to top step F4

The difference shall be added to the employee's regularly hourly rate for the time working out of grade.

Longevity Pay In addition to the step-rate increases or advancement provided above, there shall be added to the annual compensation of each full-time employee in the bargaining unit .005 of base salary after completion of each and every five years of full-time employment except that, at the completion of 19 years of full-time employment, each such employee shall receive .01 of base salary for each and every five years of full-time employment. Interruption of such employment for the purpose of performing military service shall not be deemed to break the continuity of service with the Town in calculating benefits payable under this paragraph, provided that no employment other than military service is entered into by the employee during the period of said interruption. Subject to the approval of the Town Manager, a full-time employee whose employment has been interrupted through no fault of his/her own and who has been subsequently reinstated to full-time employment, may be given credit for longevity purposes for such prior town service.

Cafeteria Plan The Town shall institute a so called "cafeteria plan" in compliance with state law and the Internal Revenue Code. The parties agree that any reasonably incurred administrative expenses will be paid by those employees participating in said plan. The administrative fee charged for other plans will be borne by the participants of those plans. The Town, at its sole option, may terminate non-health insurance cafeteria plans on a Town-wide basis, with 60 days' notice.

Pay Day The Town may at its option and with at least two weeks advance notice move the pay day from Wednesday to the following Friday which shall thereafter be the regular payday.

Rates of Compensation An employee's weekly rate shall be his/her annual rate divided by 52. An employee's hourly rate shall be the appropriate annual rate divided by 52 divided by 42.

Compensation Adjustment Option

1. At any time an employee may elect a one-time cash payment adjustment to his/her annual compensation package. This payment will be based on the following formula; the current rate of pay multiplied by 25% of the compensation adjustment factor as of the date of enrollment in this option multiplied by twelve (12). The compensation adjustment factor will be a number equal to any portion of an employee's non-occupational sick leave credit (expressed in tours) accrued as of the date of enrollment and maintained while in the program. The date of enrollment shall be defined as the date of the first payment hereunder. This payment will be made in equal weekly installments over a minimum twelve (12) and a maximum thirty-six (36) months, commencing no sooner than July 1st following the employee's notice of intent to participate which must occur by October 1st for the following fiscal year.
2. An amount of sick leave allocation used as the basis of arriving at the compensation adjustment factor under this option shall remain available for use in accordance with Article

- 16, Sections 3 and 5; however such amount shall be ineligible to be used for payment under the provisions of Article 16, Section 7.
3. Bargaining unit members may elect a compensation adjustment factor equal to no more than 288 tours of sick leave credit available as of the date of enrollment; provided, however, that such election does not result in a sick bank with fewer than 12 tours as of the date of enrollment. Such notice of intent shall be irrevocable upon the issuance of the first payment, and a specified amount of sick leave credit (not to exceed 288 tours) equal to the number used for the compensation adjustment factor will remain available for use under the provisions of Article 16, Sections 3 and 5. In the event that an employee elects this option and retires while participating in the program, the Town will pay the remainder of the compensation adjustment factor as sick leave buy-back due in a lump sum at severance, in accordance with the provisions of Article 16, Section 7.
 4. Nothing in this section shall prohibit members of the bargaining unit from consideration under Article 16, Section 6 of this agreement.
 5. It is understood that compensation adjustment option payments will not be included in the calculation of overtime under this contract subject to the provisions of the Fair Labor Standards Act (FLSA).

Hiring Above the Minimum Entrance Rate

1. With prior approval of the Town Manager, the Fire Chief may appoint Firefighters who transfer or are re-employed from other full-time fire departments and who have completed the required academy training, at a step rate higher than the minimum entrance rate. This decision shall not be grievable. The step at which the Firefighter is hired shall be based on the number of complete years of experience he or she has served as a full-time Firefighter, education, references, job responsibilities and experience, and other factors deemed by the Fire Chief to reflect the level of proficiency.
2. Upon the recommendation of the Fire Chief, the Town Manager may approve the payment of a rate of pay higher than the minimum rate at the time of promotion if such payment would result in an increase in pay determined not to be commensurate with the increase in responsibility at the time of promotion.

ARTICLE 26 **EDUCATIONAL INCENTIVE COMPENSATION**

Section 1. Educational Committee There shall be established an Educational Committee (hereinafter referred to as the "Committee") comprised of the Fire Chief, the Town Manager his/her designee, and a member of Local 1706 designated by the Union President. It shall be their

responsibility to supervise and implement the programs listed below. They have the following responsibilities:

- (a) Approval of courses, which have been requested by a firefighter, for credit in the Educational Program.
- (b) Certification of credits after submission of proof by a firefighter and authorization for payment of incentive.
- (c) Establishing of In-Service training courses.
- (d) Approval of payment of career pay upon completion of courses.

Section 2. Members of the bargaining unit as of October 1, 2000 may elect to participate in the Education Incentive Program set forth in this Section, or in Section 3, but not both. Qualifying members of the bargaining unit shall be paid the amounts set forth in this section, in 52 weekly installments:

For 50% of the credits (30 Semester Hours) necessary for a qualifying Associates Degree or 25% of credits (30 Semester Hours) necessary for a qualifying Bachelor's Degree:	\$544.50
For having earned a qualifying Associate's Degree or 50% of credits (60 Semester Hours) necessary for a qualifying Bachelor's Degree:	\$998.25
For 75% of credits (90 Semester Hours) necessary for a qualifying Bachelor's Degree:	\$1,452.00

For the purposes hereof, a qualifying degree shall mean a degree conferred by an educational institution accredited by the State in which such educational institution is located upon completion of a course of study:

- (a) in the field of Fire Science; or
- (b) in any field provided that the degree holder has completed such number of credits in areas directly related to Fire Science as is equal to one-half the total number of credits required for such degree.

For the purposes hereof, a qualifying Master's Degree shall mean a Master's Degree conferred by an educational institution accredited by the State in which such institution is located, upon completion of a course of study in the field of public administration, business administration, education, engineering, or any other field if approved in advance by the Education Committee.

Section 3. Members of the bargaining unit who have obtained education levels will be paid the educational incentives listed in this section in 52 weekly installments. For the purposes

hereof, a qualifying degree shall mean a degree conferred by an educational institution accredited by the State in which such educational institution is located upon completion of a course of study in the field of Fire Science; or in any field provided that the degree holder has completed such number of credits in areas directly related to Fire Science as is equal to one-half the total number of credits required for such degree.

- (a) **Associate's Degree** Effective January 1, 2010, members of the bargaining unit shall be paid 7.5% of base pay for completion of a qualifying Associate's Degree, or for matriculation in a qualifying Bachelor's Degree program equal to the Associate's Degree level.
- (b) **Bachelor's Degree** Effective January 1, 2010, members of the bargaining unit shall be paid 15% of base pay for completion of a qualifying Bachelor's Degree.
- (c) **Master's Degree** Effective January 1, 2010, members of the bargaining unit shall be paid 15% of base pay for completion of a Master's Degree in Fire Science.

It is agreed that members of the bargaining unit as of October 1, 2000 who are receiving education payment at the Associates Degree/60 credit or 90 credit level, will be entitled to participate in the new education program at the Associates Degree level.

Section 4. In-Service Training

- (a) An in-service training program shall be conducted within the Fire Service. The program shall provide a minimum of 60 hours off-duty training. To be eligible for the Transitional Career Incentive pay, an individual must satisfactorily complete 40 hours of off-duty, in-service training for which he/she will be paid time and one-half his/her rate of pay in effect at the time of the training session. Credit for courses, which would be duplication of courses received elsewhere may be allowed by the Committee upon written submission of proof of attendance by the individual desiring to receive such credit for other in-service courses.
- (b) Courses taken for Emergency Medical Training (EMT) recertification shall constitute off-duty in-service training for the purpose of this Section and the Section below ("Transitional Career Incentive Pay").
- (c) Employees attending an Emergency Medical Training (EMT) course during off-duty hours shall be compensated for all such hours up to 81 hours at their overtime rates of pay. The Town will reimburse employees for the costs of registration fees and books, if such books are required, incurred in connection with said EMT course. To the extent only that any tuition or course charge is imposed by a hospital where such EMT training is provided, the Town will reimburse the employee. It is expressly understood that the foregoing reimbursement for tuition

or course charges will not apply in the case of EMT training at any college or university.

- (d) Nothing in this section shall affect on-duty training for which no extra compensation shall be paid.

Section 5. Transitional Career Incentive Pay Firefighters employed by the Needham Fire Department before October 1, 2009 and who do not receive educational incentive pay and who each year satisfactorily complete 40 hours of off-duty in-service training, or its equivalent as determined by the Board, shall be paid career incentive pay for service in the Needham Fire Department as follows:

For the fiscal year in which the 5th through 9th service anniversary occurs:	\$600
For the fiscal year in which the 10th through 19th service anniversary occurs:	\$1,250
For the fiscal year in which the 20 th or longer service anniversary occurs:	\$2,300

Such payments shall be in lump sum increments as determined by the Committee and shall be rendered on any reasonable dates after July 1 and after completion of the in-service training yearly.

Any incentive pays referred to in Article 26 shall not be used to compute holiday or overtime rates.

It is agreed and understood that there shall be no duplication of incentive pays referred to in this article.

ARTICLE 27 **INDEMNIFICATION**

The Town shall indemnify and hold bargaining unit employees harmless from any liability arising from their acting within the scope of their employment. In the event that an application for a criminal complaint is made against a firefighter for action taken in the performance of his/her duty and the firefighter is found not guilty or the application for the criminal complaint against said firefighter is denied, the Town will reimburse the firefighter for legal fees incurred up to \$250.00 for the hearing on the application for complaint, up to \$750.00 for a district court trial and up to \$2,000.00 for a superior court trial or federal district court trial. In the event that the legal fees exceed the above-stated limits, the Town Manager may, in his/her sole discretion, recommend approval of payment of additional fees.

ARTICLE 28 **INDEMNIFICATION OF RETIRED FIREFIGHTERS**

Any city operating under a Plan D or Plan E charter which accepts this section by the affirmative vote of two thirds of all the members of its city council, an any other city which accepts this section

by a majority vote of its city council with the approval of its mayor, and any town which accepts this section by a majority vote of its inhabitants at an annual town meeting or a special town meeting, may, upon written application by any of its police officers or fire fighters retired either before or after the acceptance of this section under a general or special law specifically relating to retirement for accidental disability, except a special law applicable to one person, or in the event of the death of any such police officer or fire fighter, upon written application by his/her widow/widower, or, if he/she leaves no widow, by his/her next of kin, indemnify, out of any funds appropriated for the purposes of this section, such police officer or fire fighter, or, in the event of his/her death, his/her widow/widower, or if he/she leaves no widow/widower, his/her next of kin, for all reasonable hospital, medical and surgical, chiropractic, nursing, pharmaceutical, prosthetic and related expenses and reasonable charges for podiatry incurred by such police officer or fire fighter after his/her retirement; provided, however, that no person shall be indemnified under this section unless a majority of the members of a panel consisting of (a) the chairman of the Retirement Board of the city or town, (b) the city solicitor, town counsel or other officer having similar duties or a person designated in writing by such solicitor, counsel, or officer to act for him, and (c) such physician as the city or town manager, or, if there is none, the mayor or selectmen in writing appoint shall, upon receipt from the applicant of due proof, certify:

1. that the expenses for which indemnification is sought were the natural and proximate result of the disability for which the police officer or fire fighter was retired;
2. that such expenses were incurred after the acceptance of this section;
3. that the hospital, medical and surgical, chiropractic, nursing, pharmaceutical, prosthetic and related expenses and reasonable charges for podiatry to which such expenses relate were rendered within six months before the filing of the application;
4. that such expenses were in no way attributable to the use by the police officer or fire fighter of any intoxicating liquor or drug or to his/her being gainfully employed after retirement or to any other willful act or conduct on his/her part; and
5. that such expenses are reasonable under the circumstances.

ARTICLE 29 **DURATION OF CONTRACT**

Except as may be otherwise specifically provided elsewhere in this Agreement, this Agreement shall take effect as of July 1, 2016, and shall continue in full force and effect through June 30, 2019, and shall be subject to renegotiation for the period beginning July 1, 2019, as hereinafter provided. Until such time as the Town and Local 1706 renegotiate a mutually satisfactory contract, the terms of the within Agreement shall remain in full force and effect.

Should either or both parties desire to negotiate a new collective agreement for the succeeding year, such party or parties shall, not less than 6 months prior to the expiration date of this Agreement, give

notice in writing to the other party setting forth in such notice a list of all proposals, changes and modifications desired by the party giving notice.

Upon receipt of such notice, the parties shall make mutually satisfactory arrangements to engage in negotiations leading to a settlement of issues raised by such notice. Nothing in this Article shall preclude either the Town or Local 1706 from modifying any proposals made during the course of the negotiations.

ARTICLE 30 **MISCELLANEOUS PROVISIONS**

Section 1. Drug-Free Workplace Policy Incorporated herein and considered an integral part thereof is the Town of Needham Drug-Free Workplace Policy, dated July 1, 1992.

Section 2. Non-discrimination Neither party will discriminate against any employee or applicant for employment by reason of his or her race, sex, age, color, religion, national origin, sexual orientation or disability.

Section 3. Vehicle Use Incorporated herein by reference and considered an integral part thereof is the Town of Needham Vehicle Use Policy dated March 11, 1997.

Section 4. Workplace Violence Incorporated herein by reference and considered an integral part thereof is the Town of Needham Workplace Violence Policy dated March 19, 2003.

Section 5. Recruitment Process

The Fire Chief will not invite members of the bargaining unit below the rank of Deputy Chief to participate in the recruitment process without inviting the Union President or his or her designee to participate as well.

Section 6. Residency Members of the bargaining unit may establish residency in a city or town whose perimeter is within 20 miles of the perimeter of the Town of Needham. Members of the bargaining unit whose residence on July 1, 2016 is beyond the 20 mile limit shall be grandfathered only for the period that they continue to reside in such city or town.

Section 7. Drug and Alcohol Testing Policy The Association agrees to implement and incorporate into this agreement by reference the Needham Fire Department Drug and Alcohol Testing Policy, dated October 1, 2016.

Section 8. ID Badges Members of the bargaining unit will be issued official Town identification badges which will be carried at all times the employee is on duty.

Section 9. Direct Deposit The Town is authorized to require that all members of the bargaining unit participate in the direct deposit program.

IN WITNESS WHEREOF, the Town has caused this instrument to be duly executed by its authorized designees and Local 1706 has caused this instrument to be signed by its proper officers hereunto duly authorized, this 12th day of April, 2017, 2017.

Board of Selectmen

MBCoolidge
W. Plank
[Signature]
[Signature]

Town Manager:

[Signature]
Kate Fitzpatrick/Date 4-13-2017

**Needham Firefighters
Local 1706 Unit A**

[Signature]
M. Sabo
[Signature]
Mark J. Devaney
[Signature]

Approved as to Form:

[Signature]
David S. Tobin, Town Counsel/Date

**Needham Fire Department
Drug and Alcohol Policy
October 1, 2016**

1. INTRODUCTION AND PURPOSE

- 1.1** This policy has been adopted to address potential drug and alcohol abuse by Fire Department personnel, to ensure a safe, healthy and productive work environment, to protect the health and welfare of the citizens of the Town of Needham, and to assure compliance with the Federal Drug-Free Workplace Act of 1988. These procedures provide the Town with reasonable measures to ensure that drug and/or alcohol use does not jeopardize the public or the Department's ability to serve its citizens.
- 1.2** It is the general intent of the policy to create a humanitarian program. Treatment and discipline are both important aspects of the plan. Drug and alcohol testing, which will be part of the program, is intended in part as a means of identifying those who need help.
- 1.3** The Town will not tolerate any drug or alcohol use which could affect an employee's job performance. The public has a right to expect that sworn personnel will carry out their duties in a safe and reliable manner, free from the effects of drug or alcohol use. This policy replaces any and all earlier policies or procedures on drug testing and applies to all sworn personnel.

2. PROHIBITED CONDUCT

- 2.1** The following conduct by members of the bargaining unit is prohibited:
- a. The use, transfer, manufacture, sale or unauthorized possession of illegal drugs.
 - b. The use or unauthorized possession of alcohol on Town property, on Town business, in Town supplied vehicles, in vehicles being used for Town purposes, or during working hours.
 - c. Reporting to or staying at work with the metabolite of an illegal drug in the blood, or with a blood alcohol level of 0.04 or above.
 - d. Driving under the influence of alcohol or drugs while on duty.
 - e. Switching or adulterating any sample.
 - f. Refusing to consent to testing, or refusing to submit a breath or urine sample for testing.

- 2.2 Any employee who is arrested or convicted of a drug-related offense or for driving while intoxicated must notify the Chief within 24 hours of the arrest or conviction, or upon return to duty for his or her next shift, whichever is shorter. Such arrest or conviction will be considered reasonable suspicion and the employee will be required to submit to testing in accordance with section 4.1.2.

3. PROHIBITED DRUGS

- 3.1 Controlled Substances For the purposes of this policy, prohibited drugs include all substances included in Schedules I through III of the Controlled Substances Act (21 U.S.C. §812). Included among those drugs by way of example are marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines and methamphetamines.
- 3.2 Prescription Medication An employee who is taking a controlled substance under a valid prescription should check with his or her physician to ensure that the medication will not interfere with the employee's ability to perform job functions safely and efficiently. Any questions or doubts should be raised with the Fire Chief.

4. TESTING

- 4.1 All members of the bargaining unit will be tested for drugs and/or alcohol under the following circumstances:
- 4.1.1 New Hires New employees will submit to a drug test before their date of hire.
- 4.1.2 Reasonable Suspicion of Drug and/or Alcohol Use
- a. When the Town has reasonable suspicion that an employee has reported to work or is working while impaired by drugs or alcohol, or has used illegal drugs, the Town will direct the employee to report for a drug and/or alcohol test.
 - b. The determination of "reasonable suspicion" shall be made based on specific, observable phenomena, such as: direct observation of on-duty alcohol use or possession; direct observation of on-duty or off-duty use or possession of illegal drugs; the display of behaviors which appear to be indicative of the use of any illegal drug or alcohol, and are not attributable to other factors; a pattern of abnormal conduct, erratic behavior or deteriorating work performance, including but not limited to, frequent absenteeism, excessive tardiness, or frequent accidents, not attributable to other factors and which appear to be related to drug and/or alcohol abuse; arrest, indictment, or conviction for a drug-related offense; and/or behavior which is determined to pose a substantial risk of injury or property damage, which is not attributed to other factors, and which appears to be related to drug and/or alcohol abuse.

- c. The determination of reasonable suspicion may be made by the Fire Chief, the Deputy Chief of Operations, or in their absence by two (2) or more trained supervisors (Deputy Chief, Acting Deputy Chief, Captain, Acting Captain, Lieutenant, and Acting Lieutenant). In those instances when the determination of reasonable suspicion is made by two supervisors, both supervisors will complete and sign an Observed Behavior Reasonable Suspicion Record as shown on Appendix B.
- d. The Town will provide reasonable suspicion training for all members of the Department. Upon implementation of this policy, reasonable suspicion training will be conducted on duty. The Town will provide periodic refresher training for all Department staff that will be conducted on duty. The training is intended to ensure that all personnel are able to identify situations when their own personal safety or that of their coworkers may be at risk by someone exhibiting signs of a substance abuse problem or under the influence of drugs or alcohol. Any employee who feels that his or her wellbeing is threatened by someone who may be either under the influence of drugs or alcohol or who may have a substance abuse problem should report those concerns to any ranking Fire Officer who will then immediately report those concerns to the Fire Chief or make a determination of reasonable suspicion in accordance with section 4.1.2 (c) above.
- e. An employee will be placed on administrative leave while waiting for a test result based on reasonable suspicion.

4.1.3 Post-Incident Any employee involved in an accident, or an incident on the job involving an unsafe practice or violation of a safety rule, standard or policy, either of which results in serious injury or serious property damage, will be directed by the Town to submit to a drug and/or alcohol test.

4.1.4 Return to Duty When an employee tests positive for drugs or alcohol, he or she will be required to submit to a return to duty drug and/or alcohol test after assessment by a substance abuse professional (SAP), completion of treatment, if any is required, and clearance to return to full-duty is provided by the SAP. In order to return to duty, the employee must have a BAC of less than .02 and/or a verified negative drug test. Without a successful test result, the employee is considered to be unqualified to continue to perform work-related-functions. The cost of the return to duty test will be borne by the Town.

4.1.5 Follow-up Testing An employee who has violated the drug and alcohol policy, but has not been discharged, may be required to submit to follow-up testing as a condition of his or her continued employment at the discretion of the Fire Chief. A program of follow-up testing will be set forth in writing and will generally continue for a period of no longer than two (2) years. During a follow-up testing period, an employee will be subject to a reasonable number of unannounced tests for drugs and/or alcohol.

4.2 Testing Procedures

4.2.1 Alcohol Testing Alcohol testing will be conducted in accordance with the Department of Transportation Regulations (49 CFR part 40).

4.2.2 Drug Screening Drug screening for prohibited drugs using urinalysis will be conducted in accordance with the Department of Transportation Regulations (49 CFR part 40).

4.3 Re-tests

4.3.1 The Urine drug screen process will include provisions for split sample collection in accordance with DOT regulations.

4.3.2 Alcohol testing will include provisions for re-testing in accordance with DOT regulations.

4.3.3 The Town shall immediately place any employees who have requested a re-test on administrative leave pending the outcome of the re-test.

4.3.4 The cost of the re-test will be borne by the employee. If the result of the re-test result is negative, the employee shall be reimbursed for the costs of the test.

4.4 Any test in which proper procedures are not followed, in which chain of custody is breached, in which a split sample test results in a negative test, when the MRO deems the test to be negative, or which is invalidated for any reason, through no fault of the employee will be deemed a negative result. The sample and the results will be destroyed.

4.5 All negative samples will be destroyed, and all positive samples will be destroyed after any appeal period has been exhausted. Samples will not be tested for any purpose other than the drugs specified.

4.6 Test results and medical information will be provided to and maintained by the Human Resources Department.

4.7 Off-duty employees directed to be tested by the Town in accordance with this policy will be paid overtime in accordance with the applicable provisions of the Collective Bargaining Agreement.

5. **SEARCHES**

The Town has the right to search for alcohol or drugs on Town owned or controlled property, including in desks, Town vehicles, and lockers, that may conceal substances prohibited by this policy. During any such search one or more union members may be present.

6. CONSEQUENCES OF VIOLATION OF THE POLICY

- 6.1** Employees who test positive for alcohol and/or drugs will be placed on administrative leave.
- 6.2** Employees who are confirmed to have tested positive for drugs or alcohol will be subject to disciplinary action up to and including termination. Employees who do not agree to enter into a Rehabilitation Agreement will only be allowed to return to work, if appropriate, in accordance with the Return to Duty and Follow-up testing provisions set forth in Section 4.
- 6.3** Employees who agree to enter into a Rehabilitation Agreement in accordance with this policy and Appendix A will have any imposed disciplinary action suspended pending the completion of the rehabilitation, provided that the employee has not tested positive for drugs within the preceding five (5) years or tested positive for alcohol within the preceding three (3) years. An employee who successfully completes the rehabilitation and returns to work in accordance with the provisions outlined below will not be required to serve the imposed disciplinary action. Rehabilitation provisions will apply only to the positive test result; an employee may be subject to additional disciplinary action for any related offense or violation of the rules and regulations of the Needham Fire Department.
- 6.4** Employees who enter into a Rehabilitation Agreement must be evaluated by a Substance Abuse Professional (SAP) and comply with any treatment recommendations to assist them with an alcohol or drug problem. The payment of the recommended treatment will be at the expense of the employee (or his or her health insurance program, if applicable). Employees will be placed on non-occupational sick leave, accrued leave, or leave without pay status, whichever is appropriate, during the treatment period. Employees who fail to comply with the treatment required by the SAP will be subject to disciplinary action up to and including termination.
- 6.5** Employees who have been evaluated by a Substance Abuse Professional, who are cleared by the SAP to perform all of their essential functions, who comply with any recommended treatment, who have taken and passed a return to duty test, and who are subject to unannounced follow-up tests, may return to work. As a condition of employment, the employee must comply with prescribed follow-up care, if any.
- 6.6** Employees who have returned to work under these conditions and who subsequently test positive for drugs or alcohol in accordance with this policy within five (5) or three (3) years, respectively, will be terminated immediately. An employee who tests positive for drugs or alcohol after the five (5) or three (3) year period will be subject to disciplinary action or offered rehabilitation provisions as if it were a first positive test.
- 6.7** Failure to adhere to the terms of a rehabilitation agreement shall result in disciplinary action up to and including termination.

- 6.8 If the Town suspends disciplinary action in accordance with section 6.3, time limits for challenging the disciplinary action will begin when and if the disciplinary action is actually imposed.

7. **SELF-REPORTING AND SAFE HARBOR**

Employees who voluntarily seek substance abuse treatment for alcohol or drugs and who make a written disclosure to the Fire Chief prior to being tested in accordance with Section 4 will not be subject to disciplinary action if they agree to enter into a rehabilitation agreement as set forth under Section 6. The Safe Harbor option will be available to each employee once during his or her career in the Needham Fire Department, and will not be considered a positive test for the purposes of Section 6.6.

Town of Needham

Date: _____

Needham Fire Union Local 1706

Date: _____

Appendix A

SAMPLE REHABILITATION AGREEMENT

Name: _____ Date: _____

On _____ the Town of Needham agreed to your request to seek counseling and referral to a rehabilitation program for alcohol and/or drug abuse. The following conditions apply to your rehabilitation program:

1. You must authorize your treatment provider to provide proof to the Fire Chief/designee of enrollment in a rehabilitation program and proof of attendance at all required sessions or proof of completion of any required in-patient stay. Your attendance will be monitored closely and the Fire Chief/designee will initiate appropriate disciplinary action up to and including termination if you do not regularly attend all sessions or complete any required in-patient stay.
2. You must adhere to all of the requirements of the drug or alcohol treatment or counseling program in which you are enrolled.
3. If you are absent from work during the rehabilitation period without prior authorization, you must promptly submit a written doctor's certificate explaining the reason for such absence. The Fire Chief/designee will take disciplinary action if you are absent as a result of alcohol or drug use.
4. You will pay for all costs of rehabilitation that are not covered under your health plan.
5. During the two years following the completion of your rehabilitation program, the department will test you for alcohol and/or drug use on a random basis a maximum of three times per year. The Town will take prompt disciplinary action if you refuse to submit to testing or if you test positive during this period.

Town of Needham

Employee

Appendix B Town of Needham Observed Behavior Reasonable Suspicion Record

Employee Name	Date Observed
Location	Time Observed From _____ To _____

Record employee observed behavior for reasonable suspicion for the use of alcohol or controlled substances.

Employee is reporting for duty

Employee is already on duty

OBSERVED PERSONAL BEHAVIOR (CHECK ALL APPROPRIATE ITEMS)			
BREATH: (Odor of Alcoholic Beverage)	<input type="checkbox"/> STRONG <input type="checkbox"/> NONE	<input type="checkbox"/> FAINT	<input type="checkbox"/> MODERATE <input type="checkbox"/> MARIJUANA ODOR
EYES:	<input type="checkbox"/> BLOODSHOT <input type="checkbox"/> CLEAR <input type="checkbox"/> DILATED PUPILS	<input type="checkbox"/> GLASSY <input type="checkbox"/> HEAVY EYELIDS	<input type="checkbox"/> NORMAL <input type="checkbox"/> FIXED PUPILS
SPEECH:	<input type="checkbox"/> CONFUSED <input type="checkbox"/> ACCENT <input type="checkbox"/> SLURRED <input type="checkbox"/> INCOHERENT	<input type="checkbox"/> STUTTERED <input type="checkbox"/> MUMBLED <input type="checkbox"/> GOOD <input type="checkbox"/> WHISPERING	<input type="checkbox"/> SHOUTING <input type="checkbox"/> SLOW
ATTITUDE:	<input type="checkbox"/> EXCITED <input type="checkbox"/> INDIFFERENT <input type="checkbox"/> ERRATIC <input type="checkbox"/> COOPERATIVE	<input type="checkbox"/> COMBATIVE <input type="checkbox"/> TALKATIVE <input type="checkbox"/> COCKY <input type="checkbox"/> PROFANE	<input type="checkbox"/> HILARIOUS <input type="checkbox"/> INSULTING <input type="checkbox"/> SLEEPY <input type="checkbox"/> POLITE
UNUSUAL ACTION	<input type="checkbox"/> HICCUPPING <input type="checkbox"/> FIGHTING <input type="checkbox"/> OTHER	<input type="checkbox"/> BELCHING <input type="checkbox"/> CRYING	<input type="checkbox"/> VOMITING <input type="checkbox"/> LAUGHING
BALANCE	<input type="checkbox"/> FALLING <input type="checkbox"/> SWAYING	<input type="checkbox"/> NEEDS SUPPORT <input type="checkbox"/> OTHER	<input type="checkbox"/> WOBBLING
WALKING	<input type="checkbox"/> FALLING <input type="checkbox"/> SWAYING	<input type="checkbox"/> STAGGERING <input type="checkbox"/> UNABLE TO STAND	<input type="checkbox"/> STUMBLING <input type="checkbox"/> RIGID
APPEARANCE/CLOTHING	<input type="checkbox"/> DISHEVELED <input type="checkbox"/> HAVING ODOR	<input type="checkbox"/> MESSY <input type="checkbox"/> STAINS ON CLOTHING	<input type="checkbox"/> DIRTY <input type="checkbox"/> PARTIALLY DRESSED
EATING/CHEWING	<input type="checkbox"/> GUM <input type="checkbox"/> OTHER	<input type="checkbox"/> CANDY <input type="checkbox"/>	<input type="checkbox"/> TOBACCO
ANY OTHER UNUSUAL ACTIONS OR STATEMENTS:			
SIGNS OR COMPLAINTS OF ILLNESS OR INJURY:			

Did employee admit to using drugs or alcohol? Yes No _____

When _____ How Much _____ What Substance _____
Where Taken _____

Reasonable Suspicion Test Performed Yes No Date ____/____/____ Time _____

Clinic _____
Reasonable Suspicion Test Refused Yes No Date ____/____/____ Time _____

Signature of Supervisor _____ Date ____/____/____ Time _____