

**COLLECTIVE BARGAINING AGREEMENT  
BETWEEN THE  
CITY OF MESQUITE**

**AND**

**GENERAL SALES DRIVERS, DELIVERY  
DRIVERS & HELPERS AND PUBLIC SECTOR,  
TEAMSTERS LOCAL UNION NO. 14**

**AFFILIATED WITH THE  
INTERNATIONAL BROTHERHOOD OF TEAMSTERS**

**DURATION**

**July 1, 2022 - June 30, 2025**

**FIRE CAPTAIN BARGAINING UNIT**

**Collective Bargaining Agreement**  
**CITY OF MESQUITE**  
**Fire Captain Bargaining Unit**  
**Fiscal Year July 1, 2022 through June 30, 2025**  
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## **PREAMBLE**

This Agreement is made pursuant to the Local Government-Employee Management Relations Act by and between the City of Mesquite, Nevada, a local government employer (hereinafter, the "City") and the General Sales Drivers, Delivery Drivers & Helpers, and Public Sector, Teamsters Local Union No. 14, affiliated with the International Brotherhood of Teamsters (hereinafter, the "Union") as the recognized bargaining agent for those positions identified in Article 1. The City and the Union are referred to collectively as the "Parties."

## **ARTICLE 1 - CLASSIFICATION, REPRESENTATION, AND RESERVE PROGRAM**

**Section 1.1** The City and the Union agree that the following classifications are represented by the Union:

Fire Captain  
Administrative Captain

Representation shall be limited to regular, full time appointments listed in this Section.

**Section 1.2** No employee who, prior to the date of this Agreement, was receiving more than the rate of wages designated in the hourly wage schedule contained herein for the class of work in which the employee was engaged shall suffer a reduction of the rate of wages because of adoption of this Agreement.

**Section 1.3** The City shall notify the Union, in writing, of its intent to establish any new position or classification and the City shall indicate its belief as to whether or not said classification is a bargaining unit classification. The Union shall notify the City within fourteen (14) calendar days of receipt of notification, within the meaning of Section 1.3, if the Union believes a newly-established classification belongs in the bargaining unit. The City and the Union shall meet and resolve the disagreement within fourteen (14) calendar days of the Union's notice to the City. If the Parties are unable to reach an agreement at that meeting, or at subsequent mutually agreed-upon meetings, the Employee/Management Relation Committee shall meet, review the proposed new position or classification, and make recommendations. If the newly-established classification and/or position is agreed to be, or is determined by the Employee/Management Relations Committee to be a bargaining unit classification, the Parties shall meet promptly to discuss and define the new classification.

**Section 1.4** As used herein, "Department" shall mean the City's Fire & Rescue Department.

**Section 1.5** As used herein, "Employee/Management Relations Committee" shall consist of the City Manager, City Attorney, Human Resources Manager, Fire Chief or designee, Teamsters Local 14 Business Agent, and one appointed representative from the Fire and Fire Captain bargaining units. The seven (7) member Employee/Management Relations Committee shall meet on a need basis. The Committee shall review and make recommendations pursuant to this Agreement.

**Section 1.6** The City may establish and maintain a Reserve Program that allows for the employment of part time reserve firefighters at a compensation rate set by the City. Any reserve firefighter filling a full-time or a daily firefighter vacancy shall meet the required qualifications for a confirmed firefighter. A "confirmed firefighter" is defined as a full-time firefighter who has successfully completed probation; is a Firefighter I as defined by the Nevada State Fire Marshall and is a Southern Nevada Health District AEMT. The City and Fire Chief will inform the Union of any proposed requirement changes in the definition of a "confirmed" firefighter prior to implementing changes. The Union will have (10) days to reply with any concerns to the proposed changes.

**Section 1.7** Reserve firefighters may assist in filling vacancies on a shift-due to scheduled vacations, scheduled or unscheduled sick time or other unscheduled time. Only Two (2) reserve

firefighters will be allowed to work a shift provided that seven (7) career firefighters are working the shift. If the career personnel on duty drops below seven (7) in staffing the Captain on duty may release one (1) reserve personnel per career personnel. Career personnel will be counted if they are in a call-back or mandatory overtime status for the shift. "Working the shift" is defined as a full-time firefighter physically present and working on the specific shift.

**Section 1.8** Reserve firefighters may be utilized in inter-facility transport prior to using on-duty Firefighters. When practical and prudent, 2 EMT may be used on a Basic Life Support inter-facility transport ("BLS IFT").

**Section 1.9** Catastrophic Event: Notwithstanding any other provision of this article or any article in this CBA, in the event of a Catastrophic Event, the Mayor or Fire Chief or his designee, as appropriate, may issue a call-out for all available Fire Personnel, irrespective of an employee's designation as full-time or reserve. The Fire Chief, or his designee, shall be responsible for issuing all assignments during a Catastrophic Event, which may be different from those under this agreement, throughout the duration of the Catastrophic event. The Fire Chief, or his designee may issue a call-out for a catastrophic event under any circumstances which he or she deems meets the standard for a Catastrophic Event as defined in this collective bargaining agreement, or when directed to do so by the Mayor. The Mayor may issue a call-out for a catastrophic event upon first declaring a State of Emergency.

**Section 1.10** The City agrees that if a position is vacated the City shall attempt to fill the position within ninety (90) days, but is not obligated to fill the position if operational and/or financial needs or limitations exist. If the City determines that it will not fill a vacant position it will meet with the Union to present the information.

**Section 1.11** When the City determines that there is an operational need to increase the Captains per shift to two (2) the City will meet and confer with the Union to discuss the impact of this decision on all non-financial operational contractual terms.

## **ARTICLE 2 - UNION MEMBERSHIP**

**Section 2.1** The Union shall notify the City, in writing, of all current officers of Local 14 that are empowered to represent employees under this Agreement.

**Section 2.2** The Union shall notify the City of the names of any Stewards that are appointed by the Union within fifteen (15) calendar days of the appointment.

**Section 2.3** In reliance on the Nevada Supreme Court Opinion in *Cone v. Nevada Service Employees Union /SIEU Local 1107*, 116 Nevada 473 (2000) ("*Cone*"), the Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit. The City recognizes the right of the Union to charge non-members of the bargaining unit reasonable service fees for representation in appeals, grievances, and hearings. The City understands that, pursuant to *Cone*, the Union has adopted a resolution establishing such fees and that the Union has the authority, pursuant to *Cone*, to change those fees from time-to-time.



### **ARTICLE 3 - UNION REPRESENTATION**

**Section 3.1** The Secretary-Treasurer of the Union and/or his/her Business Agent as representatives of the Union shall be given authority to enter the premises of the City during any shift for the purpose of investigating working conditions of employees covered by this Agreement, to assist in the settlement of grievances arising under this Agreement, and to post notices regarding Union activities.

**Section 3.2** Whenever a representative of the Union plans to enter City property for the purpose of conducting Union business or to meet employees at a work site for the purpose of conducting Union business, the Union representative shall notify the Fire Chief and the City Manager or their respective designees of the Union representative's presence, the purpose of the visit, and the expected duration of the visit.

**Section 3.3** It is agreed that the Union representative shall conduct himself/herself in such a manner that will avoid interfering with the efficient operations of the City.

**Section 3.4** The City agrees to allow one (1) employee representatives to sit at the bargaining table for the purpose of negotiations without loss of pay or deduction from the employee's leave time.

- A. If the presence of additional or specific employees is required for informational purposes, upon agreement by the negotiating teams, said employee(s) may be asked to join the negotiation session without loss of pay.

**Section 3.5** Due to the unique schedule of employees covered by this Agreement, at any given time at least one third (1/3) of the employees are on shift. In the interest of fairness, on-duty employees shall be permitted to meet along with off-duty employees and Union representatives with twenty-four (24) hour advance notice to the Fire Chief or his designee for purposes of discussing Union business from time to time, without loss of pay. The Union and the employees are committed to the efficient operations of the Department and agree to attempt to hold meetings before 8 a.m. or after 5 p.m. whenever possible or during normal business hours with prior notification and authorization from the Fire Chief or his designee. The City agrees to allow said meetings at a Fire Station and allow the crews of other Fire Stations to attend the meetings as long as response times of all affected Fire Stations are kept within reasonable standards.

#### **ARTICLE 4 - UNION MEMBERSHIP DUES DEDUCTIONS**

**Section 4.1** The City agrees to deduct from the wages of each Union member, upon the written request of the employee to the Union Secretary Treasurer of Teamsters Local 14, and subsequently forwarded to the City, the sum certified as monthly union dues and/or initiation fees. If any controversy arises on account of such deductions that the Union failed to notify the City to discontinue, the Union will furnish, at no expense to the City, competent legal counsel of the City's choosing and the Union agrees to indemnify, save and hold the City harmless from any and all expenses, costs, or liability incurred by the City which arises out of or is otherwise directly related to such controversy.

**Section 4.2** Such funds shall be remitted by the City to the Secretary-Treasurer of the Union within fifteen (15) days after such deductions are made. The employee's authorization for deduction of Union dues and/or fees is revocable subject to the conditions outlined on the check-off authorization or upon termination of employment.

**Section 4.3** The City will not be required to honor any monthly deduction authorizations that are delivered to the payroll section after the beginning of the pay period during which the deductions should start.

**Section 4.4** The Union agrees to refund to the City any monies paid to it in error on account of the payroll deduction provisions herein upon presentation of proper evidence thereof.

**Section 4.5** The membership initiation fee is a one-time one hundred-and fifty-dollar (\$150.00) fee. The monthly dues are calculated at two and a quarter (2.25) times the hourly rate to be divided equally among the first two checks of each month.

## ARTICLE 5 - MANAGEMENT RIGHTS

**Section 5.1** The City and the Union agree that the management officials of the City possess the sole right to operate the City and that all management rights remain with the City officials. These rights include, but are not limited to, the following:

- A. The right to direct its employees;
- B. The right to hire, direct, assign, promote, classify, suspend, demote, discharge, or take disciplinary action against any employee;
- C. The right to maintain the efficiency of its employees and governmental operations;
- D. The right to relieve any employee from duty because of lack of work, or lack of funds, or for any other legitimate reason;
- E. The right to determine appropriate work performance standards and reasonable rules of conduct;
- F. The right to determine the content of the work day including, without limitation, work load factors;
- G. The right to determine the location of the work force;
- H. The right to determine the processes for inter-facility transport services;
- I. The right to determine the materials to be purchased, contracted and sub-contracted;
- J. The right to determine the quality and quantity of services to offer to the public, and the means of offering those services;
- K. The right to issue, amend or revise policies, rules, regulations and practices legitimately necessary to carry out all managerial and administrative prerogatives.
- L. The right pursuant to NRS 288 to take whatever actions may be necessary to carry out its responsibilities in situations of emergency such as riot, military action, natural disaster or a civil disorder. Such actions may include the suspension of any collective bargaining agreement for the duration of the emergency.

**Section 5.2** The City's failure to exercise any such prerogative or function in a particular manner shall not be considered a waiver of the City's right to exercise such prerogative of function nor shall it preclude the City from exercising the same in some other manner not in conflict with the provisions of this Agreement.

## **ARTICLE 6 - HIRING PROCEDURES**

**Section 6.1** The City shall notice all position openings referenced in Article 1, Section 1.1 in accordance with City policy and shall advise the Union in writing of such notice. Notice of all bargaining unit vacancies shall be posted for not less than fourteen (14) calendar days prior to filling the position. Posting locations will be clearly recognizable in each City facility.

**Section 6.2** The Union may refer applicants for open positions.

**Section 6.3** Membership or non-membership with the Union shall not constitute any criteria for employment with the City.

**Section 6.4** Employment with the City shall be based solely upon competitive examination except as otherwise specifically provided herein.

**Section 6.5** The City shall notify the Union and the Shop Steward, via e-mail addresses provided to the City, of all hires, promotion, reclassifications and terminations within the bargaining unit. The Union agrees to provide a shop steward roster to Human Resources and notify HR of any changes to that roster via e-mail.

**Section 6.6** All new employees will be required to complete a physical agility test prior to the establishment of the eligibility list. One of the following tests will be chosen prior to and posted in the job announcement. The test will be either the IAFC/IAFF CPAT as the City of Mesquite is able to accept as specified in Appendix C or the Mesquite Fire Rescue Physical Agility Test as specified in Appendix D.

**Section 6.7** Each entry level hire shall be chosen from the top five (5) combined scores, in the event of a tie for the fifth (5<sup>th</sup>) position the list will be expanded beyond five (5) names to include all ties for fifth (5<sup>th</sup>) position. Each additional position shall expand the list by one (1) name.

**Section 6.8** All initial hires shall be subject to a probationary period of twelve (12) months for fifty-six (56) hour per week employees and six (6) months for a forty (40) hour per week employee.

A. The City reserves the right to extend said probationary period for an additional six (6) months or fraction thereof, not to exceed a total of eighteen (18) months. The employee will receive written documentation from the Chief specific to the deficiencies which led to this extension.

B. The Union shall be notified, in writing, of such extensions.

**Section 6.9** Any full-time employee represented pursuant to this Agreement shall be eligible to test for any open position of similar or lower grade within the Department, subject to the following:

A. The employee must participate in all phases of the competitive examination process that other candidates for the same position participate in and meet the minimum scores as set forth prior to the testing;

B. The employee must meet all of the requirements of a confirmed firefighter.

- C. In the event that a current eligibility list exists for the open position, no further application may be made or consideration given until the list expires or is discarded by the City; and
- D. As set forth in Article 8, Section 8.3(F) a & b, seniority points shall form a part of the total possible examination score in the competitive testing process but it shall not exceed five (5) points.

**Section 6.10** Eligibility lists for the available vacancy shall be established when the selection process is completed. The names of all applicants successfully completing all parts of the selection process will be placed on an eligibility list in alphabetical order. Eligibility lists shall be available and posted for the floor staff and shall remain in effect for one (1) year and may extend for an additional six (6) months if requested by the City Manager and/or Fire Chief. The City has the right to retest if the list is exhausted and/or there are less than five (5) candidates on the list.

## **ARTICLE 7 - SENIORITY**

**Section 7.1** The date of hire as a full-time employee shall be the deciding factor for seniority within the bargaining unit and shall be defined as “time in service”.

- A. In the event that two (2) or more employees have the same date of hire, the employee’s position on the hiring eligibility list based on the cumulative test score at the time of hire shall be the determining factor. The employee with the highest cumulative test score of the tied employees shall have seniority over the lower scorer(s). This method of tie-breaking shall only be used in the event of a tie of the original successful completion of probation date of hire. Hiring test scores shall carry no other weight regarding seniority.
- B. In the event two (2) or more employees have the same date of hire and same test score as stated in Subsection A, the determining factor in seniority shall be the employee who chooses the highest card from a deck of playing cards. Both employees shall be present when the cards are chosen. Both employees shall have a deck of cards to choose from simultaneously.

**Section 7.2** The date of promotion to a higher pay grade shall be the deciding factor for seniority within the pay grade and shall be defined as “time in grade”.

- A. The effective date of the City’s Personnel Action Form (PAF) shall be the date of promotion.
- B. In the event two (2) or more members have the same date of promotion, the member’s position on the eligibility list specified in Section 8.3, Subsection F, shall be the determining factor for time in grade.
- C. In the event two (2) or more employees have the same date of promotion and same test score as stated in Subsection B, the determining factor in seniority shall be the candidate who chooses the highest card from a deck of playing cards. Both candidates shall be present when the cards are chosen. Both candidates shall be given a full deck of cards to simultaneously select a card.

**Section 7.3** A seniority list reflecting the date of hire and the date of last promotion (where applicable) shall be established and updated annually by the Fire Chief or his/her designee. When the list is updated annually, a hard or electronic copy shall be provided to all bargaining unit employees. If no bargaining unit employee or the Union protests seniority listed that affects a particular employee within thirty (30) days of such posting, the seniority list shall stand as conclusive evidence of each person’s seniority until the establishment of the next annual seniority list.

## **ARTICLE 8 - PROMOTION**

**Section 8.1** The term “promotion” means the advancement of an employee to a post of a higher classification or grade. All internal promotions shall be subject to a qualifying period of six (6) months.

- A. The City reserves the right to extend said qualifying period for an additional six (6) months, not to exceed a total of twelve (12) months. The employee will receive written documentation from the Chief specific to the deficiencies which led to this extension.
- B. The Union shall be notified, in writing, of such extensions.
- C. Any employee who does not successfully complete the qualifying period shall revert to their previously held position without loss of seniority and shall resume the employee’s previous position’s pay plus any approved department increases.

**Section 8.2** Insofar as practicable and consistent with the best interest of the Department and/or the City, all vacancies will be filled by promotion from within, provided there are qualified applicants after an examination has been given and a promotional list established. In the event the City deems it appropriate to fill a vacancy other than an entry level position from outside the Department, a written reason for that decision shall be provided to the Union and may be subject to Article 31.

**Section 8.3** Promotions and appointments shall be determined by competitive examination, as follows:

- A. Examination may consist of written, oral, practical, physical, and experience-based performance tests, or any combination thereof, at the discretion of the City.
- B. The preparation and actual conduct of every examination shall be under the direction of the City Human Resource Department.
- C. Notice of examination is to be given at least thirty (30) days prior to the date of examination. The notice shall be posted in City Hall and copies distributed to each fire station for posting and review by the employees.
- D. In all examinations, the minimum rating by which eligibility may be achieved shall be established by the Fire Chief with the approval of the City Manager. Such minimum ratings shall apply to each part of the test. Candidates shall be required to attain at least the minimum rating on each part of the test in order to continue to the remaining parts of the test.
- E. The final earned rating of a competitor shall be determined by averaging the earned rating on each part of the examination in accordance with the weights established by the City for each part prior to the examination.
- F. At the conclusion of any examination, an eligibility list containing the names of those persons who have successfully passed the examination, arranged in order of final ratings received from the highest passing score to the lowest, shall be prepared and kept available provided that:

- a. Seniority points shall form a part of the total possible score but shall not exceed five (5) points.
- b. Seniority points shall be awarded on the basis of one-half (1/2) of one (1) point for each complete year of service up to the maximum of five (5) points.
- c. The entire list shall be certified and appointment shall be made by the Fire Chief, upon written approval of the City Manager, from among the top five (5) names, except as follows:

When there are less than five (5) names on the list, the Fire Chief may request a new examination. Each additional position will expand the list by one (1) name, two (2) positions from among the top six (6), three (3) positions from among the top seven (7), etc. or

If there are ties for the fifth (5<sup>th</sup>) position, the list will be expanded beyond five (5) names to include all ties for fifth (5<sup>th</sup>) position.

- G. Eligibility Lists shall be posted for floor staff and shall remain in effect for one (1) year and may be extended for an additional six (6) months if requested by the City Manager and/or Fire Chief. All applicants on the eligibility list shall receive a copy of the posted list. Any applicants will be able to challenge the test scores, bonus points, or combined score for a time not to exceed thirty (30) calendar days. The City agrees to publish the eligibility list(s) electronically for members of the bargaining unit to review. The City will provide all candidates with the information as to what resources were utilized to create the promotional exam.

**Section 8.4** An employee receiving a promotion will be placed at the wage step, in the appropriate classification, that will provide the employee a minimum of a five percent (5%) increase for non-supervisory promotion or a ten percent (10%) pay increase to a supervisory promotion. The employee maintains their City seniority date for future Step increases.



## ARTICLE 9 - HOLIDAYS

**Section 9.1** The following days are designated as holidays for all employees:

- A. New Year's Day, January 1st
- B. Martin Luther King's Birthday, (Third Monday in January)
- C. President's Day, (Third Monday in February)
- D. Memorial Day, (Last Monday in May)
- E. Juneteenth Day, June 19<sup>th</sup>
- F. Independence Day, July 4<sup>th</sup>
- G. Labor Day, (First Monday in September)
- H. Nevada Day, (Last Friday in October)
- I. Veteran's Day, November 11th
- J. Thanksgiving Day, (Fourth Thursday in November)
- K. Family Day, (Day after Thanksgiving Day)
- L. Christmas Eve, December 24<sup>th</sup>
- M. Christmas Day, December 25th
- N. Any day that may be declared by the Governor as a legal holiday and confirmed by City Council shall be considered as an additional paid holiday.

**Section 9.2** Twenty-four-hour employees will be paid twelve 12 hours of holiday pay at their regular hourly rate when a holiday, as specified in Section 9.1, falls on a day that the employee is scheduled off. Forty-hour employees will be paid eight (8) or ten (10) hours of holiday pay, depending on the regularly scheduled shift, at their regular hourly rate when a holiday, as specified in Section 9.1, falls on a day that the employee is scheduled off. If a holiday falls on a day where the employee is working a shift, call back or a normally scheduled shift, the employee will receive twelve 12 hours of holiday pay at the employee's regular rate; eight (8) hours for 5/8 hour shift employees and ten (10) hours for 4/10 employees, of holiday pay at their regular hourly rate and time and one-half (1 1/2) for all hours worked during the holiday. The holiday is defined as 12:01 A.M. through Midnight on the day observed as the holiday by Nevada PERS. The parties acknowledge that the Christmas Eve holiday is not a PERS-eligible holiday.

**Section 9.3** Emergency callback during a holiday in Section 9.1 shall be paid an additional one-half (1/2) times more than specified in Section 24.1(B), resulting in double time paid for the time worked for that emergency callback. There will be a minimum of two (2) hours of double time paid for all emergency holiday callbacks. Emergency call back shall be defined as a return to work for the purpose of supplementing man power in response to an unforeseen incident or an All Fire Group Text via SMS or Crew Sense or any other staffing software utilized by the Department.

**Section 9.4** Holiday pay will be accrued and paid whether the employee is on regular shift or shift trade and will be eligible to be paid out on that pay period.

## **ARTICLE 10 - ANNUAL LEAVE**

**Section 10.1** Employees shall accrue annual leave and it shall be credited on a bi-weekly basis at the following rates. The higher service allocation is effective at the beginning of the pay period following the employee's anniversary date.

Fifty-six (56) hour Schedules		
Years of Service Thresholds	Hours per Pay Period	Annual Shifts
Date of hire through 1st year	3.692	4 shifts
More than 1 through 5 years	7.385	8 shifts
More than 6 through 14 years	9.231	10 shifts
15 <sup>th</sup> year and beyond	12.00	13 shifts

Forty (40) hour Schedules		
Years of Service Thresholds	Hours per Pay Period	Annual Hours
Date of hire through 1st year	1.538	40
More than 1 through 5 years	4.615	120
More than 6 through 14 years	6.154	160
15 <sup>th</sup> year and beyond	7.692	200

**Section 10.2** Employees who transfer between fifty-six (56) hour and forty (40) hour schedules will have their annual leave hours adjusted to reflect the same overall dollar value of their accrued hours before and after the transfer. The change in their accrual rate is effective upon their transfer.

**Section 10.3** Annual leave may be accumulated up to a maximum of six hundred (600) hours. If an employee took a minimum of forty-eight (48) hours annual leave as time off, any annual leave hours which exceed the allowed maximum will be paid at the regular hourly wage to the employee as a separate check on the first pay day of November of each year. If an employee did not take a minimum of forty-eight (48) hours annual leave as time off forty-eight (48) will be deducted from the accumulated time before a payout of the remainder of excess hours.

- A. If an employee has taken a minimum of forty-eight (48) hours annual leave as time off, an employee may request one (1) time during the duration of this Agreement payment for the remainder of his/her annual leave. If an emergency arises during the duration of the Agreement, an employee may request payment for his/her annual leave. The City Manager must approve the request for emergency payments of annual leave.

**Section 10.4** Employees with more than one (1) year of continuous service who voluntarily resign or are terminated for reasons other than unsatisfactory service, misconduct or for cause as defined in Article 24 of this Agreement are entitled to payment for one hundred percent (100%) of unused annual leave accrued.

**Section 10.5** All employees' vacation requests and fully approved vacation schedules will be posted accurately and kept current using Crew Sense or any other staffing software used by the Department to avoid conflicts.

- A. After December 15<sup>th</sup> each year or when shift rosters are finalized by the Fire Chief for the following year there will be an open forum to submit annual leave requests for the following year on each shift. The vacation bid process will happen in person, on shift; provided that no overtime will be paid. Persons unable to attend in person may call in or video chat. The process will occur as follows:
  - a. The senior person shall be granted preference for up to one (1) cycle (48 hours) of annual leave, after which the next senior person gets “second pick.” This process will continue in seniority order until all requests are selected and the annual leave calendar has been authorized and posted.
- B. After the vacation bidding process is finalized annual leave shall be granted on a first come, first serve basis using Crew Sense or any other staffing software utilized by the Department to record the time and date of submittal. If, after December, two or more employees submit requests on the same day for the same time period and adequate staffing only permits one employee time off, time off shall be granted by seniority.
- C. Additional vacation requests must be submitted at least twenty-four (24) hours in advance. If a vacation slot opens up during the twenty-four (24) hour time period prior to the shift, it will be granted to the first (1st) employee that requests it using Crew Sense or other staffing software utilized by the Department as long as a Mandatory Holdover is not created. This request must be submitted no later than one (1) hour prior to the start of the shift.
- D. An employee will be considered to be on vacation at the end of their last shift worked prior to their previously approved vacation leave up to the start of their first shift worked at the end of their vacation period.

**Section 10.6** Applications for annual leave must be submitted using Crew Sense or other staffing software utilized by the Department to the employee’s direct supervisor for approval. The Fire Chief or his designee has final approval authority for leave requests and will be based on minimum staffing as established per Section 21.1. The City retains the right to deny or to cancel annual leave if a Catastrophic Event occurs, If such denial or cancellation is necessary for the efficient operations of the City, canceled leave shall be re-scheduled as soon as practicable.

**Section 10.7 Leave Request Rescinded** If the City rescinds a previously granted leave request which results in a non-refundable loss to an employee, the employee shall be reimbursed for such non-refundable loss. All airline tickets and receipts evidencing non-refundable expenditures shall be submitted to the City prior to payment. In the case of airline tickets, if a fee may be paid for rescheduling non-refundable airline tickets, the City will pay the rescheduling fee if it is less than the cost of the tickets. An employee is required to advise the City of any such loss immediately upon rescission of any previously granted annual leave and provide documentation of the loss within thirty (30) days thereof. If the employee purchased non-refundable airline tickets or other non-refundable expenses which may be used at a future date, the City Manager will determine employee eligibility for reimbursement on a case-by-case basis.

**Section 10.8 Use of Leave Time** The City agrees to allow a minimum of one twenty-four (24) hour employee to use vacation leave or compensation leave for every five (5) full-time employees on shift. With prior approval of the Fire Chief or his designee, additional 24-hour employees may be permitted off if a reserve firefighter is available to fill the vacancy. Minimum

staffing and call back procedures must be followed when considering a reserve firefighter. Reserve Firefighter must have all the minimum qualifications as the full-time firefighter they are replacing.

## **ARTICLE 11 - SICK LEAVE**

**Section 11.1** Sick leave shall accrue at the rate of seven (7) hours per bi-weekly pay period for twenty-four (24) hour shift personnel, and such leave taken shall be charged on an hour-for-hour basis. Employees shall be paid their regular hourly rate of pay for all sick leave hours used and such leave taken shall be charged as used. Forty (40) hour a week employees shall accrue sick leave at the same rate as other forty (40) hour a week employees within the City.

**Section 11.2** Employees who transfer between fifty-six (56) hour and forty (40) hour schedules will have their sick leave hours adjusted to reflect the same overall dollar value of their accrued hours before and after the transfer. The change in their accrual rate is effective upon their transfer.

**Section 11.3** **Physician's Certificate of Recovery and Fitness** The Fire Chief or his designee may require a certificate of recovery and fitness for duty, which can be found on the City's public website signed by a physician from an employee upon return to work from any illness that required the use of sick leave for a period longer than two (2) shifts. The Fire Chief or his designee may also require that an employee submit a certificate of recovery and fitness for duty signed by a physician in the event the employee has three (3) incidents of sick leave usage in a rolling twelve (12) month period.

**Section 11.4** A maximum of seven hundred fifty (750) hours of sick leave may be accrued. Any excess in the maximum accrual as of November 1<sup>st</sup> in a year will be paid to the employee at his/her regular rate of pay at fifty percent (50%) on the first (1<sup>st</sup>) pay day in November of each year.

**Section 11.5** Sick Leave may only be used by employees who are:

- A. Incapacitated from the performance of their duties by illness or injury;
- B. Whose attendance is prevented by public health requirements; or
- C. Who is required to absent himself/herself from work to personally care for a member of his/her immediate family, (immediate family shall mean a person within the third degree listed on the City of Mesquite Consanguinity/Affinity Chart (attached hereto as Appendix B) during family emergencies that require the employee's prompt attention and for doctor and/or dentist appointments for themselves and immediate family as defined above.

**Section 11.6** Due to the varying degrees of injuries and illnesses that may prevent an employee from working the City does not expect the employee to be limited to their home or a medical facility.

**Section 11.7** Sick leave must be submitted as soon as the employee determines to take sick leave to the on-duty supervisor at the employee's assigned station and the employee's direct supervisor using Crew Sense or any other staffing software utilized by the Department.

**Section 11.8** Eligible employees shall be granted leave without pay in accordance with this Agreement, applicable laws, including the Family and Medical Leave Act of 1993, as amended, and/or applicable City Policies.

**Section 11.9 Catastrophic Leave accumulation** Each employee shall be eligible to accrue a maximum of 480 hours of Catastrophic Leave to be used in the event of an On-the Job Injury. These hours will be accrued from the sick leave payout, Article 11, Section 11.4 in the following manner: The fifty percent (50%) of sick leave time that is not paid out will be moved to Catastrophic Leave. Under no circumstances will Catastrophic leave be eligible for payout.

**Section 11.10 Death or Permanent Disability** In case of the death or permanent disability of an employee, one hundred percent (100%) of the employee's unused sick leave shall be paid to the employee's beneficiaries.

**Section 11.11 Sick Leave at Separation** Upon separation from employment with the City, employees with more than five (5) years of continuous full-time City service, who voluntarily resign or are terminated for reasons other than with cause, any reason including disciplinary termination, will be paid for accrued sick leave at their base hourly rate at the time of separation as follows:

<b>Years of Service</b>	<b>Percentage of 750 Hours Paid</b>
0-5	Not Eligible
6-10	Fifty Percent (50%)
11-15	Sixty-two- and one-half Percent (62.5%)
16-20	Seventy-five Percent (75%)
21+	One Hundred Percent (100%)

**Section 11.12 Leave Without Pay** Any full-time employee who has exhausted their accumulated sick leave may be granted leave without pay on a case by case basis to be decided by the Fire Chief as described in Article 14.

## **ARTICLE 12 - BEREAVEMENT LEAVE**

**Section 12.1** All full-time employees may be granted leave with pay for up to two (2) twenty-four (24) hour shifts for fifty-six (56) hour employees, three (3) days for forty (40) hour a week employees in the event of a death in the employee's immediate family. "Immediate family" shall mean a person listed on the City of Mesquite Consanguinity/Affinity Chart attached hereto. The two (2) shifts may not be consecutive due to an extended time for the actual funeral service and the second shift will not be later than twenty-one (21) days after the death of the immediate family member without approval from the Fire Chief. The Fire Chief may extend funeral leave when circumstances warrant.

### **ARTICLE 13 - COURT LEAVE**

**Section 13.1** Full-time employees called to serve on jury duty shall receive their regular pay, minus any monies paid to the employee for jury duty or witness fees. Those employees called on a scheduled workday but not selected to serve on the jury shall report to work at 8:00PM that day. Those employees on a shift starting at 8:00AM the day prior to reporting for jury duty will be released with pay at 8:00PM that day. Any travel allowance paid in connection with jury duty shall also be retained by the employee.

**Section 13.2** Any employee subpoenaed to testify in court or to be deposed as a direct result of performance of their duties with the City of Mesquite shall be compensated for time spent in such activities. Travel expenses shall be compensated per City Policy No. 7.2.1 (Out of Town Travel). If there are no City vehicles available and the employee must use a personal vehicle, mileage will be reimbursed at the standard mileage rate as set each year by the Internal Revenue Service for use of a personal vehicle for business purposes. The City agrees that any employee that is testifying in accordance to Section 13.2 who is on a normal day off, shall be paid a minimum of two (2) hours pay at the appropriate overtime rate.



## **ARTICLE 14 - LEAVE OF ABSENCE**

**Section 14.1** Family and Medical Leave. Family and medical leave of absence may be granted to an eligible employee in accordance with the provisions of the Family and Medical Leave Act of 1993, as amended, and the Family and Medical Leave Act Policy of the City.

**Section 14.2** Other Leave of Absence for Employees. Upon application to the Fire Chief, an employee may be granted a leave of absence without pay for a period not to exceed ninety (90) calendar days without prejudice to the employee's status. Such application shall be approved by the City Manager upon the recommendation of the Fire Chief.

**Section 14.3** Except as otherwise required by law, any employee on an unpaid leave of absence shall accrue no benefits or seniority until such time as the employee reports back to work. The City may fill the employee's position on a temporary basis for the duration of the unpaid leave. Reinstatement rights following an unpaid leave of absence shall be governed by applicable law, if any.

## **ARTICLE 15 - MILITARY LEAVE**

**Section 15.1** When an employee enters the Armed Forces of the United States, whether by enlistment or by selective service, the following rules shall apply:

- A. The employee shall be given military leave without pay;
- B. During the period of military service, the employee shall retain rights to which the employee is entitled under applicable laws;
- C. Reinstatement after the completion of military service shall be in accordance with applicable laws;
- D. Persons employed to fill positions becoming vacant under these rules shall hold such positions subject to being transferred to another post, if available, or terminated upon the reinstatement of an employee in accordance with Subsection C; and
- E. An employee who is an active member of the United States Army Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, the United States Coast Guard Reserve, the United States Air Force Reserve, or the Nevada National Guard shall be granted leave with pay to serve under orders for a period of not more than fifteen (15) working days in any one (1) calendar year. Such leave shall not be counted against the employee's available annual leave. As soon as practicable, the employee shall file with the City a copy of such orders indicating thereon the date said duty is to commence and the date duty is to cease.

## **ARTICLE 16 - SPECIAL LEAVE, SCHOOLING AND EDUCATIONAL ASSISTANCE**

**Section 16.1** Employees who miss regularly scheduled shift(s) due to City mandated or approved training shall be paid for the shift(s) missed. Employees shall not be paid additional hours for training in this case.

**Section 16.2** Any employee in the Department who attends classes mandated by the City shall have the tuition for the class(s) and any required books or materials paid for by the Department, prior to the commencement of the training. Travel to such classes shall be compensated in accordance with applicable City policy and the Portal-to-Portal Act of the FLSA.

**Section 16.3** Employees who attend training mandated by the Chief, for purposes of maintaining a professional certification which is required as condition of their employment during off-shift hours shall be paid per the provisions of at their applicable hourly rate for all hours spent in training, and the Portal-to-Portal Act of the FLSA.

**Section 16.4** **Educational Incentive:** Employees who pursue higher education that will enhance their ability to perform their current job, or will prepare them for a position of greater responsibility within the Department shall receive an Educational Incentive on a monthly basis monthly following the attainment of the degree(s) as follows:

- Associates: \$50.00
- Bachelors: \$75.00
- Masters: \$100.00

*A Masters degree incentive requires approval and authorization from the Fire Chief or his designee.*

Employees must provide documentation of their degree to the Human Resources Department and the monthly stipend will be paid in the month following receiving such degree.

## **ARTICLE 17 - RULES AND REGULATIONS**

**Section 17.1** The Union agrees that its members shall abide by, and enjoy such benefits of the rules and regulations of the adopted policies and procedures of the City of Mesquite and the Mesquite Fire & Rescue Department that are not in conflict with this Agreement, and said rules shall be recognized as part of this Agreement. In the event of conflict between the policies and procedures of the City and Fire & Rescue Department and this Agreement, this Agreement shall take precedence.

**Section 17.2** The Fire Chief shall provide to the Union electronic copies of all Departmental rules, regulations, and Standard Operating Procedures or Guides (S.O.P's/S.O.G's). Such rules are not subject to negotiation with the Union but, in the event any such rule, regulation, or SOP/SOG is in conflict with this Agreement, this Agreement shall take precedence.

**Section 17.3** The Fire Chief shall provide to all bargaining unit employees hard and electronic copies of all rules, regulations, and SOP's / SOG's. A copy will be forwarded to Union Stewards and they will have ten (10) calendar days to review and provide comments to the Chief. All additions, deletions or changes to such rules, regulations and/or SOP's / SOG's shall be posted on a bulletin board located in a conspicuous location in each Fire Station for at least fifteen (15) calendar days before implementation for review.

**Section 17.4** Said bulletin board referenced in Section 17.3 of this Article shall also be used by the Union to post notices of interest to the employees. The Union agrees to submit two (2) copies of all notices posted by the Union or Union Representative to the Office of the City Manager and one (1) copy to the Fire Chief at the time of posting.

**Section 17.5** Nothing in this Agreement shall be interpreted or applied to cause the City or the Union to violate their respective policies regarding non-discrimination. The City and the Union shall cooperate to ensure that no employee or applicant for employment is discriminated against by reason of race, religion, creed, color, national origin, disability, sex, sexual orientation, gender identity or expression or age.

### **Section 17.6 Outside Employment**

- A. The City understands that employees engage in outside employment. An Employee will notify the City prior to beginning any outside employment. The City will not deny any employee the right to outside employment unless the outside employment presents a real or potential conflict with or negatively impacts his/her employment with the City. Any employee performing outside employment work that has previously been approved by the City shall not have to receive additional approval to perform the work during the employee's annual leave.
- B. Disagreements of whether outside employment is a conflict of interest shall be settled using the grievance process outlined in Article 31.
- C. Employees who engage in outside employment which is prohibited by this policy are subject to progressive discipline, up to and including termination.

## **ARTICLE 18 - SAFETY AND HEALTH**

**Section 18.1** Fire and Rescue Personnel shall not be considered derelict in their duties or guilty of insubordination for refusal to respond to an emergency scene that the responder reasonably feels is unsafe prior to that scene being secured by the Police. This includes, but is not limited to:

- A. Calls involving domestic disputes
- B. Calls involving Assaults / shootings / stabbings
- C. Suicide attempts / overdoses
- D. Fights
- E. Combative and / or intoxicated persons

**Section 18.2** The City shall provide appropriate personal protective equipment in accordance with all laws and nationally adopted standards at no cost to the employee.

**Section 18.3** If an employee believes any working condition or machinery is unsafe shall immediately report it to the employee's immediate supervisor for corrective action.

- A. Should the supervisor conclude that the working condition or equipment is within acceptable safety requirements and the employee insists to the contrary, the matter shall be reported to the Fire Chief and Union Shop Steward for action.
- B. If the Fire Chief and the Union Shop Steward are unable to resolve the dispute, a formal grievance may be initiated in accordance with Article 31.

**Section 18.4** The Fire Chief, or designee, and a uniform committee consisting of designated fire department employees, shall work collaboratively to determine the uniform and the policy for its wear. The uniforms shall conform to the NFPA regulations. The City will provide a uniform and boot allowance of eight hundred eighty-two dollars and fifty cents (\$882.50) in the pay check that includes January 1<sup>st</sup> and July 1<sup>st</sup> each year. New hires will be provided eight hundred and eighty two dollars and fifty cents (\$882.50) in their 1<sup>st</sup> paycheck and a subsequent payment on the next payment date identified above. Should a new hire be unsuccessful in their probationary period, a pro-rated portion of this uniform and boot allowance will be recovered from the employee's final check.

- A. After the successful completion of probation, the City will provide the employee with a Class-A Uniform.
- B. A washer and dryer shall be installed in each Fire Station for the use by employees for the maintenance of employee's uniforms and personal clothing. The two (2) sets of washers and dryers in Fire Station One (1) and Fire Station Three (3) shall be maintained by the City for use by the employees pursuant to NFPA regulations.

**Section 18.5** All employees in the bargaining unit shall receive a family membership to the City of Mesquite Recreation Center at no cost to the employee for the duration of this Agreement.

**Section 18.6** Each Fire Station shall have a separate supervisor assigned to it any time four (4) or more personnel are assigned to that Station for more than twelve (12) hours on any given shift.

**Section 18.7** The City agrees to provide to the Fire and Rescue Chief, Deputy Chief and Fire Fighters an annual reasonable physical examination as determined by the City pursuant to NFPA 1582 and NRS Chapter 617 with a copy of the results provided to the employee and inserted into his/her confidential medical file. Such examination and any follow-up evaluation and/or required tests shall be on City time and at City's expense. The employee shall be paid time at the appropriate overtime rate of pay for physicals and any follow-up evaluations and/or testing.

**Section 18.8** Mandated physical agility exams will not result in disciplinary action.

**Section 18.9** The City agrees to waive, after an insurance payment, any applicable balance due or charges related to City provided ambulance service, transportation by City ambulance or medical treatment provided by City ambulance service to employees and their immediate family members.

## **ARTICLE 19 - COMPENSATION FOR ON-DUTY INJURIES**

**Section 19.1** Since Nevada State Law prescribes all employees to be covered under workers compensation benefits, payment for medical and surgical treatment as well as compensation for lost work time and other benefits shall be as determined by the Nevada Revised Statutes and the Nevada Administrative Code.

**Section 19.2** The following is intended to supplement the aforesated coverage:

- A. **Four Shifts or Less** In the event a full-time, permanent employee incurs a disabling on the job injury and the employee is determined to be eligible for workers compensation benefits, the employee will receive the employee's regular wage from the City when the injury results in a bona fide need for the employee to remain off the job for four (4) shifts or less and such compensation will not be charged against the employee's accumulated leave. Forty (40) hour employees will be eligible for this benefit in the event they remain off the job for twenty (20) days or less.
- B. **Over Four Shifts** In those instances where the workers compensation administrator makes a determination that the employee is eligible for lost time benefits and the employee's regular wage is not entirely protected, the City will pay the employee, upon application by the employee, an amount equal to the difference between the lost time compensation received and the employee's normal wage, for a period of thirty (30) shifts, not to exceed ninety (90) calendar days. Such supplemental payments will not be charged against accumulated leave. For ease of administration, the employee will turn over to the City the lost time payments received from the administrator and the City will issue the employee's regular paycheck.
- C. **Additional Ninety (90) Days** In the case of injury on duty that involves a deadly weapon, the City, upon application will extend the supplemental payment for a longer period of time, thirty (30) shifts, not to exceed an additional ninety (90) calendar days. Such extensions shall be subject to the City Manager's determination that the employee meets the following conditions:
  - a. That the employee is receiving workers compensation benefits.
  - b. That the employee was engaged in the performance of the employee's job at the time of the injury.
  - c. That the employee was generally adhering to all safety rules and practices, departmental rules and procedures and City rules and regulation. If the City Manager finds that the employee should not be granted a supplemental payment extension, the employee, at the employee's option, may elect to make up the employee's difference between the lost time compensation received and the employee's regular wage by using accumulated sick time.
- D. **Return to Work** An employee may be directed by a doctor to report to work following a disabling, on-the-job injury, the employee shall present a release from the attending physician. Failure to report to work will result in the forfeit of benefits. All modified duty related restrictions must be defined by the employee's physician and provided to the Chief for his consideration. Any disputes concerning a potential or actual modified duty

assignment will be managed by the Human Resources Department. Once modified duty has been approved by a doctor, the employee must accept the position or forfeit the rights and benefits granted under this section. Any questions concerning an employee's fitness to return to work may result in the employee being required to consult, at the City's expense, a physician of the City's choice. In administering the provisions of the policy, the City may exercise such safeguards as are deemed appropriate and necessary to protect the City's and the employee's interest including the requirement for a medical examination by the City designated physician. The employee may acquire a second opinion from a physician of their choosing, to be used as an appeal.

- E. **Health Insurance Plan** Contributions to the City's health insurance plan by the City shall continue only to the extent of coverage by worker's compensation benefits, not to exceed eighteen (18) months.



**ARTICLE 20 - COMPENSATION FOR NON-SERVICE INCURRED ACCIDENTS OR  
ILLNESS**

**Section 20.1** An employee who is incapacitated due to non-service incurred accident or illness shall be entitled to draw the employee's full wage against sick or annual leave accrued to the employee's benefit.

**Section 20.2** Contribution to the health insurance plan by the City shall continue to the extent of accrued sick or annual leave during the time of absence from work from the City or for up to twelve (12) weeks of Family Medical Leave or a period of one (1) month following the month in which the accident or illness was incurred, whichever is greater or as otherwise required by applicable law.

**Section 20.3** In the event of a Family Medical Leave, referring to the Family Medical Leave Act of 1993, as amended, use of paid leave shall be concurrent with and count against unpaid leave entitlement in accordance with the Family Medical Leave Act Policy of the City.

## ARTICLE 21 - WORK SCHEDULE

**Section 21.1** State law provides that management has the discretion to set minimum staffing levels. The Fire Chief or their designee shall create a form with the minimum number of employees and classification per shift clearly defined. The initial form will be provided to the Union within fifteen (15) days of the ratification of this agreement. If the City desires to make a change to the minimum number of each classification per shift a fifteen (15) day notice will be provided to the Union.

**Section 21.2** The City agrees that any contemplated change from the present work week shall be subject matter for further discussion.

- A. The work schedule is currently two (2) twenty-four (24) hour shifts on duty followed by ninety-six (96) hours off duty.
- B. The shift shall begin at 0800 and end at 0800 the following day.
- C. The City and Union agree that the workday, workweek, including three (3) meal periods(s), for which time will not be deducted, shall be as follows:

### Total Hours of Work with No Overtime Included:

	Day	Week	Bi-weekly	Yearly
Operations	24	56*	112*	2912*
Modified Duty (Administrative)	10	40	80	2080

\* Hours averaged

- D. Any employee who has his/her work schedule temporarily modified to a forty (40) hour work week shall have his or her hourly wage adjusted so that his or her annual salary does not decrease.
- E. Any employee who has his/her work schedule permanently modified to a forty (40) hour work week shall have his or her hourly wage adjusted to the current salary of that position.
- F. Forty (40) hour a week employee shall work the schedule assigned by the Fire Chief.
- G. Shift trades between employees of the same pay grade and certification shall be allowed as long as it creates no overtime impact. Employees shall provide their supervisor with documentation of the trade requests via Crew Sense or any other staffing software utilized by the City for approval. Any dispute over traded time between employees will not be addressed by the Department. It shall be the employee's responsibilities to one another to assure traded time is "paid back".

- H. The Fire Chief reserves the right to create a schedule that would provide peak activity resources for twelve (12) hours per day, seven (7) days per week. The Chief agrees to meet, confer with the Union, no later than 120 days prior to the desired implementation date, to discuss the effects and implementation of a peak activity schedule. The terms and conditions for such an initiative shall be memorialized in a Memorandum of Agreement.

**Section 21.3 Shift Bid:** All full time Fire Department Personnel with rights under this Agreement shall bid for their shifts on a yearly basis.

- A. The shift bid process shall begin December 1st of each year of this Agreement. The Fire Chief, or his/her designee, shall create a bid form with the correct number of shifts and employee classifications per shift clearly designated. The bid form contents will be visible to all personnel when bids are made; provided however that changes may occur following the conclusion of shift bidding process based on disclosed reasonable operational needs.
- B. Personnel shall bid on shifts based on seniority with the Department as defined in Article 7 of this Agreement.
- C. All full time Fire Department Personnel shall be allowed to bid for shifts with consideration to the following:
  - 1) To ensure continuity and effective operations, and;
  - 2) The shift bid process shall ensure that all shifts are manned with qualified personnel for acting positions, training needs and to fulfill the needs of Fire Department Programs.
- D. The new shifts shall be finalized by December 15th of each year. The new shifts shall be effective beginning with the first full pay cycle beginning in January of the following year.
- E. In the event of a vacancy during the year, at a time other than the scheduled yearly shift bid, employees may re-bid shifts, depending upon the needs of the department.
  - 1) When a vacancy occurs, a bid sheet shall be posted at all fire stations within one (1) week after the vacancy occurs. The sheet shall be posted for a period of five (5) calendar days.
  - 2) Employees wishing to bid on a shift vacancy, including the vacancy created by the completion of the probationary period by a new employee, shall sign their name and seniority date to the posted bid sheet. The employee with the most seniority, and possessing the proper qualifications for the shift vacancy, shall be allowed to move by bid. The resulting vacancy (if any) shall not be eligible for bid.
- F. When new employees are hired, they will be assigned to shifts as determined by management for the effective delivery of Fire Department services and shall not be eligible to bid for a shift until the next yearly shift bid process after the end of their probation period, subject to the provisions of Section E (2) above.

## **ARTICLE 22 - TIME RECORDS, PAYDAY**

**Section 22.1** The City shall pay employees on a bi-weekly basis.

**Section 22.2** All employees shall submit a time card as per City Policy.

**Section 22.3** Equalized Pay

- A. The City shall use the following formula for the calculation of the employees' annual salary: The employee's' base hourly rate times 2990 hours for 56-hour employees and 2080 for 40-hour employees.
- B. The City shall pay employees  $1/26^{\text{th}}$  of their annual salary per pay period. The base bi-weekly pay shall be 106 hours of the employee's' regular hourly wage plus 6 hours (FSLA time) at 1.5 times the employee's' hourly wage.
- C. All unscheduled hours worked shall be paid at 1.5 times the employee's' base hourly rate.
- D. The City and the Union recognize that individual employees may work more or less regularly scheduled hours than the hours used for calculation of the equalized paycheck depending on their shift assignment. This will be accounted for from year to year (i.e. if "A" shift were to work more hours this year, they will work less next year and another shift will work more) After 3 years, each shift will "Balance." Because of this, the Union agrees that no employee will have cause of action if they work more regularly scheduled hours than they were paid for, and the City agrees to not reduce the pay of any employee who works less than the regularly scheduled hours they were paid for.
- E. Definition – Unscheduled hours: Any hours worked in excess of the employees normal work week, regardless of time of notification.

## **ARTICLE 23 - WAGES**

**Section 23.1** The City agrees to the compensation schedule attached as Appendix “E” to determine the salary for each job classification covered by this agreement.

**Section 23.2** **Steps** Each employee shall be eligible for a step increase upon completion of probation and then annually on July 1.

All step increases will become effective July 1.

Employees will receive the next step increase, provided they have not received two (2) Written Reprimands or one (1) Written Final Reprimand, or more severe discipline, in the previous 12 months of their step eligible date. Once one of the disciplinary actions has fallen outside the 12-month period the employee shall receive their step increase at that time.

**SECTION 24 - OVERTIME PAY, CALL-OUT PAY, WORK OUT OF  
CLASSIFICATION AND COMPENSATION TIME**

**Section 24.1** Overtime shall be paid as follows:

- A. Employees shall be paid at one (1) and one-half (1/2) times their hourly rate for all hours worked in excess of two hundred and twelve (212) hours in a twenty-eight (28) day period. When an employee takes paid vacation leave, sick leave or compensation time off on a scheduled work day, the paid time off will count as hours worked for computation of overtime.
- B. Call Back Employees called to work a non-regular shift who have been called to work with less than twenty-four (24) hour notice, shall be paid at one (1) and one-half (1/2) times the employee's regular hourly rate for the hours not normally scheduled to work. A minimum of two hours (2) shall be paid from the time the employee arrives at work. Once they are no longer needed, they will be the first to be released.
- C. For safety reasons, at no time will an employee be allowed to exceed a maximum of ninety-six (96) consecutive hours worked. Employees must be off for at least twelve (12) hours prior to returning to work.

**Section 24.2** Work Out of Classification The Union and the City agree that from time to time it may be necessary for an employee of a lower classification to "Act up" to a higher grade including "Acting Captain". It is recognized by both parties that this is a temporary appointment and in no way, will it be used as a permanent assignment in lieu of promotions. Temporary work assignments assigned by the Fire Chief to an established position of higher grade shall be compensated as follows: Employees who are appropriately directed and who temporarily accept the responsibilities of a position/classification outside the employee's regular pay grade and into a pay grade that has an hourly rate higher than their own, shall be paid a differential equal to ten percent (10%) of the employee's regular hourly rate for the time worked in the higher position when the higher position includes supervisory responsibilities ("Acting Captain"). If the position does not include supervisory duties, the differential will be five percent (5%). This Section shall not apply to employees who request and are granted the opportunity to train and improve their effectiveness at a higher classification. Forty (40) hour work week employees assigned temporarily to a twenty-four (24) hour position shall be compensated at the corresponding twenty-four (24) hour shift wage for the duration of the assignment. This procedure will only occur if no employee in that particular classification is available on a normal callback as defined in Section 24.6. Notwithstanding the foregoing, nor the "Fire Engineer" Classification listed in Section 1.1, no work out of classification pay will be due to any employee acting as an engineer unless and until the Chief approves a separate job description for Fire Engineer and designates mandatory staffing levels for a Fire Engineer.

**Section 24.3** An employee who is qualified as a preceptor and is designated by the Chief to act in that capacity, shall be paid an eight percent (8%) differential adjustment to their base hourly wage while performing preceptor duties.

- A. Preceptors' with material concerns with a particular student and wish to be assigned another student, will define those concerns in writing to the Chief for his consideration.

- B. An employee who attains, maintains and agrees to carry the Southern Nevada Health District Paramedic certification shall be paid a fifteen percent (15%) differential when assigned by the chief or his designee to handle paramedic duties pursuant to minimum staffing set under Section 21.1.
- C. A Field Training Officer (FTO) is a Firefighter assigned by the chief or his designee, to oversee the training and evaluation of a full time or part time employee as deemed necessary by the Chief. While acting in that capacity, the firefighter will receive an additional five percent (5%) differential added to his base pay.
- D. Critical Care Paramedic: An employee who attains, maintains and agrees to carry the CCP endorsement shall be paid a ten percent (10%) differential. The Fire Chief or designee maintains the right to add and remove CCP endorsement based on the needs of the department
- E. Employees who choose to let their CCP and/or Preceptor certifications/endorsement expire, shall forfeit the differential pay for that certification. Employees who obtain CCP designation under 24.3(C) are required to act in that capacity for at least one year. Should an employee decline to perform CCP duties for the one-year time frame, the City may recover the one-thousand-eight hundred-dollar (\$1800.00) cost of the training through payroll deduction over twenty-six (26 ) pay periods.

**Section 24.4** Employees may accumulate compensatory time-off rather than be paid overtime subject to the following:

- A. To accumulate compensatory time-off, an employee may volunteer and the supervisor may allow the employee to accept time off rather than overtime pay. No employee will be required to accumulate compensatory time-off rather than be paid at the overtime rate. Compensatory time-off accumulates at the appropriate overtime rate in lieu of the actual overtime compensation.
- B. To use compensatory time-off, an employee must schedule his/her absence from work with his/her supervisor at least twenty-four (24) hours in advance unless they have an opportunity as described in Article 10.5C. Such absence will be scheduled when it will not place a hardship on the Department or other employees;
- C. Compensatory time-off accumulation and usage will be reported on the bi-weekly time cards. Compensatory time-off balances will be reported to the employees on the paycheck stub in the same manner as vacation and sick leave hours are reported. If an employee accumulates and uses the same number of compensatory time-off hours within a pay period, the records may not show on the paycheck stub;
- D. No employee may have an accumulated balance of compensatory time-off exceeding two hundred and forty (240) hours at the end of any pay period. Employees may not have a deficit compensatory time-off balance; and
- E. Whenever an employee separates from City employment, any unused compensatory time-off will be paid at the employee's regular straight time hourly rate.

**Section 24.5** When there is a need to call back full-time personnel to maintain adequate shift staffing the automated employee scheduling software, Crew Sense, or any other staffing software utilized by the Department, will be utilized. The following system shall be followed for employee call-backs:

- A. Each employee classification shall be separated into groups (ie, Firefighter/EMT, Firefighter/Paramedic, Engineers and Captain) and listed initially in order of seniority, with those most senior at the top of the list. Seniority shall play no other role in determining call back other than the initial placement on the group list.
- B. When a call back occurs, the employee at the top of the applicable list shall be called first and given the opportunity to accept the overtime hours. In the event the employee called is unavailable to accept the call back, the next employee down on the list shall be called. This process shall be followed until an employee accepts the call back.
- C. If the call back is for twelve (12) hours or more, the accepting employee shall be taken from his/her current position on the list and placed at the end of the list. If the call back is for less than twelve (12) hours, the accepting employee shall remain in the same position on the call back list.
- D. If a firefighter/EMT position is requested for call back and is unable to be filled after all full-time firefighter/EMTs have been called, the utilization of the full-time firefighter/paramedic list shall be used. If no firefighter/paramedics are available, captains shall be used. If a firefighter/paramedic is requested for call back and the position is unable to be filled after all full-time firefighter/paramedics have been called, the firefighter/EMT list shall be utilized to fill the position as long as enough paramedics are on duty to maintain each unit in ALS status. In the event a firefighter/EMT cannot be used due to the need of a paramedic, the captain group shall be used to fill the call back.
- E. In the event that no full-time employee is available, a reserve firefighter/EMT or reserve firefighter/paramedic may be utilized in accordance with Article I Section 8.
- F. In the event a full time or reserve firefighter is unavailable to fill a position to maintain minimum staffing a Mandatory Hold Over will occur. The classification and/or certification level that created the need for a Mandatory Holdover will be the one held over. The name on the top of that classification/certification call back list in Crew Sense, or any other staffing software utilized by the Department, will be held over. Once each fiscal year, effective July 1, 2022, every employee will have the right to opt-out of a Mandatory Hold Over. The name of an employee that opts out of the Mandatory Hold Over will remain at the top of the call back list. Opt-outs cannot be accumulated from year-to-year, nor may an employee use another employee's opt out option.
- G. Each employee is responsible for providing current contact telephone numbers to be called in the event of a call back.

**Section 24.6** The following shall apply to all "forced callbacks":

- A. It is understood that there may be an instance where staffing levels cannot be met with normal callback procedure and the City may do a "forced callback". The City shall



always exhaust the normal callback procedure before moving to the “forced callback” procedure.

- B. The City shall call personnel in the order of the current callback rotation list and inform the employee that this is now a “forced callback”.
- C. If the employee refuses a “forced callback”, that employee’s name will be removed from the callback rotation list and shall not be eligible for any callbacks until the same numbered date of the succeeding month, i.e. the employee refuses a “forced callback” on May 7th, that employee’s name shall be removed from the rotation list and returned to the list on June 7th.
- D. If the City is unable to contact an employee for a “forced callback”, the City shall move to the next person on the rotation list and the employee’s name will remain in place.
- E. The City agrees to use the “forced callback” procedure only to fill vacancies in the normally staffed positions resulting from scheduled and unscheduled leave or for catastrophic emergencies. The City agrees to not use “forced callbacks” for any special events.

## **ARTICLE 25 LONGEVITY PAY**

Employees shall receive service recognition according to the following scale:

Every employee who has completed three (3) years of service as of December 31 shall receive service recognition to be paid on the first (1<sup>st</sup>) check following the employee's anniversary date:

- A. 3-9 years of service, the employee will receive \$100.00 for each year of service;
- B. 10-19 years of service, the employee will receive \$125.00 for each year of service; and
- C. 20+ years of service, the employee will receive \$150.00 for each year of service.

Such pay is not part of base pay for purposes of computing overtime, leave cash-outs, or any other payments.

## **ARTICLE 26 – INSURANCE**

**Section 26.1** A Health and Welfare Taft-Hartley Trust known as Teamsters Security Fund for Southern Nevada, Local 14 has been established by an agreement and Declaration of Trust dated October 1, 2014.

The Employer agrees to abide by said Agreement and Declaration of Trust and, further, to make payments to the Fund in the amount designated below for such benefits as determined by the Trustees. The current benefits (“Benefits”) provided by the Fund per Trustee actions are comprehensive medical, dental, and vision benefits. Additional benefits include Employee Assistance (EAP) and Life Insurance. Employer agrees to make contributions and seek refunds of contributions to the Fund per the provision outlined in Appendix A of this Agreement.

The Employer monthly contributions to the Fund for the term of this Agreement are:

<b>Effective Date</b>	<b>Current</b>	<b>8/1/22</b>	<b>7/1/23</b>	<b>7/1/24</b>
Employer contribution	\$1,050.00	\$1,110.00	\$1,175.00	\$1,245.00

## **ARTICLE 27 - RETIREMENT**

**Section 27.1** All employees shall participate in the Public Employees Retirement System (PERS) of the State of Nevada in accordance with PERS rules. The City shall comply with all the provisions of NRS 286 for the purpose of paying employee retirement contributions.

**Section 27.2** All contributions to the PERS shall be paid by the City.

## **ARTICLE 28 - RESIDENCY**

**Section 28.1** Should the City wish to re-establish a residency requirement, the City agrees to meet with the Union for the purpose of negotiating the residency parameters.

## **ARTICLE 29 - REEMPLOYMENT**

**Section 29.1 Rules for Reemployment Due to Forced Reduction** Any employee terminated due to forced reduction shall have the right to reemployment to his or her previous post or any other post for which they are qualified provided:

- A. Not more than thirteen (13) months has elapsed since the reduction in force action;
- B. The employee requests to be placed on the Reemployment List in accordance with Article 29 Section 29.2; and
- C. The employee responds within fifteen (15) calendar days from being notified, via certified letter from the City sent to his or her last known address, of his or her immediate acceptance of reappointment.
- D. Upon the employee's reemployment, the City will provide any training necessary for the employee's re-certification.

**Section 29.2 Separation-Reemployment List** Regular employees separated from the Fire & Rescue Department through a reduction in force, and for no other reason, may request, in writing within sixty (60) days after the reduction in force, that they be placed upon a reemployment list.

- A. Such placement shall be in order of their length of full time regular service with the Fire & Rescue Department.
- B. The reemployment list and the relative positions shall be established by the Personnel Administrator and certified by the City Manager.
- C. The eligibility of all persons on the reemployment list will expire thirteen (13) months from the date upon which they are placed on the list. Continuation beyond the thirteenth (13th) month period of eligibility as above provided may be granted at the discretion of the City Manager upon application by the person concerned to the Personnel Administrator.
- D. The reemployment list shall be given preference over the regular employment list, whenever vacancies shall occur.

**Section 29.3** An employee resigning may only be reemployed after re-applying and completing the hiring process. The City Manager has the right to waive this process.

**Section 29.4** Any employee transferred to a position of lower grade due to reduction in force, and for no other reason, shall be given first right of refusal if his/her previously held position becomes available within thirteen (13) months of the date of transfer, without being required to reapply or participate in any form of testing process.

## **ARTICLE 30 – EMPLOYMENT STATUS AND EMPLOYEE DISCIPLINE**

**Section 30.1 Resignation** A full-time employee who resigns shall submit the employee's resignation, in writing, to the Fire Chief and give at least a two (2) week notice. The City Manager, on the recommendation of the Fire Chief, may shorten or waive the notice period at the City Manager's discretion.

**Section 30.2 Temporary Employment** The temporary appointment of an employee engaged for a post of limited duration may be terminated prior to its expiration date if that post is abolished.

**Section 30.3 Non-Confirmation of Appointment** If, during the initial probationary period, an employee's performance or conduct is not satisfactory, or if the employee proves unsuited to the employee's work, or if the employee fails to qualify medically, the appointment will not be confirmed, but terminated. A decision not to confirm an employee's probationary appointment may not be appealed.

**Section 30.4 Unsatisfactory Service** An employee, who has completed the probationary period, may be terminated or subject to disciplinary action if the employee's performance or conduct is not satisfactory or if the employee proves unsuited to the employee's work, as follows:

- A. It shall be considered unsatisfactory service if the employee does not or cannot perform the function of the assigned position, or
- B. If the employee fails to establish satisfactory working relationships with other employees with whom the employee is working.
- C. Prior to termination action, excluding Sections 30.5 and 30.6, the employee shall be given warning and a reasonable time to improve. A progressive discipline system shall be used.
  - a. An employee whose conduct is unsatisfactory shall be subject to disciplinary action. Depending upon the gravity of the offense or level of performance, disciplinary action may take the form of any one or a combination of the following:
    - i. Oral Reprimand
    - ii. Written Reprimand
    - iii. Written Final Reprimand
    - iv. Suspension
    - v. Demotion
    - vi. Termination

- D. **Union Representation During Disciplinary Action Other Than An Oral Reprimand**  
Anytime there is a meeting with the affected employee that could result in any

disciplinary action other than an oral reprimand, the supervisor shall inform the employee of this and offer for that employee to seek a Union Steward's presence during the interview. If the employee does request a Steward's presence, all interviews shall stop until a Steward can be present. This shall occur within ten (10) calendar days.

- E. Evidence Sharing Anytime there is a recommendation for an employee to receive any disciplinary action, including and more severe than a written final reprimand, the employee shall be given written notice, by hand delivery or certified mail, of the recommendation and shall be urged to seek Union representation. The hearing shall not be conducted until after ten (10) calendar days of the date of hand delivery or the date the notice was sent by certified mail.

a. All evidence that could be cited or utilized shall be shared equally between the City and the employee upon the employee's written request.

b. If the employee requests to record the hearing, it shall be permitted.

- F. Appeals Process If an employee desires to appeal disciplinary actions of written reprimand or more severe, the disciplinary action shall be appealed following the grievance process in Article 31.

- G. Any disciplinary action other than termination shall stay in the employee's personnel file for no more than twelve (12) months from the issue date unless progressive discipline is issued. If progressive discipline is issued, all disciplinary actions shall be removed after twelve (12) months from issue of the last disciplinary action in the progressive discipline process. The removal of the above disciplinary action shall only occur upon the employee's written request submitted to the Human Resources Director/Manager.

- H. If there is a reason to believe that unsatisfactory service results from assignment to duties and responsibilities beyond the capacity of the employee, consideration may be given to transfer to a post suited to the abilities the employee has shown.

**Section 30.5 Misconduct** The following is a list of actions that are considered misconduct and may be grounds for termination without regard to progressive discipline:

- A. Conviction by a court of competent authority for violation of the laws of the United States, State of Nevada, or any other State, the violation of which is considered a felony of any type or a misdemeanor conviction of domestic violence or a loss of ability to legally operate a City vehicle required of the job;
- B. Outside employment not specifically authorized by the Fire Chief and City Manager; or
- C. Solicitation, as a City employee, of the public for money, goods or services not specifically authorized by the City Manager.

**Section 30.6 Cause** In addition to other grounds specified in this Agreement, an employee may be terminated for cause without regard to progressive discipline. Any one of the following grounds constitutes cause within the meaning of this Agreement:

- A. Incompetence;



- B. Dereliction of duty;
- C. Unexplained absence from duty;
- D. Malfeasance, misfeasance or misconduct in office;
- E. Conduct unbecoming an employee;
- F. Insubordination;
- G. Divulgence of any confidential material to anyone unauthorized to receive it.

**Section 30.7 Mental or Physical Disability** When, on the advice of a physician designated by the City Manager, it is determined that an employee is incapable of performing the essential duties of the position satisfactorily because of a physical or mental impairment which is likely to continue indefinitely or to recur frequently, the appointment shall be evaluated for reasonable accommodation. If no accommodation can be reasonably made, the appointment shall be terminated. The employee has the right to obtain an independent physician's second opinion and to appeal the termination.

**Section 30.8 Abolition of Post and Procedure in Force Reduction** The City may require the abolition of any post and a consequent reduction in force. In the event of a Fire Rescue Department Personnel reduction in accordance with Article 7, such reduction shall be effected as follows:

- A. The City shall determine which Fire Rescue Department class/rank (i.e.. Fire Captain, Engineer, Firefighter/Paramedic, Firefighter/EMT, and the number of employees to be reduced. The City shall notify the Union of the reduction in force prior to the reduction occurring. The notice shall include the rank, date of reduction, and if any current available vacancies exist in the Fire Rescue Department.
- B. The employee with the least time in grade as outlined in Article 7 within the affected class/rank shall be laid off first.
- C. The employee that receives the reduction in force notice shall have the option of accepting a voluntary demotion to the next lower classification/rank to which he/she qualifies within the Fire Rescue Department. The employee accepting the voluntary demotion shall retain the time in grade seniority from the class/rank that he/she voluntarily demoted from within the Fire Rescue Bargaining Units.
- D. The reduction in force process shall continue through each classification/rank until an employee with the least time in service is laid off. The employee must meet the City's job qualifications to voluntarily demote into the Firefighter/Paramedic classification/rank.
- E. If a layoff results in loss of employment, time in service seniority within the Fire Rescue Bargaining Units, as defined in Section 7.1, shall be the sole determining factor, with the least senior employees affected first. If the layoff notice to an employee only ultimately results in demotion, time in grade seniority, as defined in Section 7.2, shall be the sole determining factor, with the least senior employees affected first.

- a. Example of Process: The City enacts a reduction in force for the position of Captain. One of the current Captains has twenty (20) years' time in service seniority and three (3) years' time in grade seniority as a Captain. The second (2nd) Captain has fifteen (15) years' time in service seniority and ten (10) years' time in grade seniority as a Captain. The Captain with three (3) years of time in grade seniority is offered a voluntary demotion to Firefighter/Paramedic and he/she accepts, he/she shall retain the three (3) years of time in grade seniority as a Captain and any time in grade seniority he/she had as a Firefighter/Paramedic. The Firefighter/Paramedic with the least time in grade seniority shall be offered a voluntary demotion to the next class/rank and/or equal class/rank if qualified. The process continues until the individual with the least time in service seniority is laid off.
- F. For the purpose of reduction in force when an employee is laid off, an employee with the least time in grade may fall in any of the classifications/rank if they have the least time in service seniority throughout the entire Fire Rescue Department.
- G. Within thirteen (months) of the reduction in force, no new employee shall be hired until the last employee laid off during the current reduction in force action has been given the opportunity to return to work pursuant to Section 29.2.
- H. No employee shall be promoted in a class/rank where a voluntary demotion occurred due to a reduction in force until those who were voluntarily demoted are offered positions in that class.
- I. For the purpose of this Section 30.8, the term, "employee", is representative of both non-supervisory and supervisory bargaining unit personnel within the City Fire Rescue Department.
- J. Any employee reduced in class/rank as a result of reduction in force shall be compensated at the rate for the new class/rank provided in this Agreement.
- K. The City shall notify the employee slated for termination due to a reduction in force of the City's intent to terminate at least thirty (30) days prior to the reduction of force.
- L. If the procedures are followed as outlined, an employee shall have no appeal rights when seniority is the deciding factor.
- M. An employee may choose to accept the termination at any point in the reduction in force process rather than exercising his/her rights as outlined in this Section.

**Section 30.9 Notification** Any termination under this Article shall be in writing and shall set forth the reasons for such termination.

## **ARTICLE 31 - GRIEVANCE AND ARBITRATION PROCEDURE**

**Section 31.1** The purpose of the Grievance and Arbitration Procedure shall be to settle all grievances between the City and the Union as quickly as possible to ensure efficiency and promote employee morale. The term "grievance," as used herein, means any alleged violation, misinterpretation or misapplication of this Agreement, any claim of unjust discrimination and any matter or condition affecting health and safety beyond normal working conditions. A grievance may be raised by an individual employee or group of employees covered by this Agreement, or by the Union on behalf of an individual employee or group of employees covered by this Agreement.

**Section 31.2 Employee Grievances** All employee grievances, whether raised by an individual employee or group of employees covered by this Agreement, or by the Union on behalf of an individual employee or group of employees, shall be processed in accordance with the provisions of this Section.

- A. All employee grievances must be submitted to the City, in writing, within fifteen (15) calendar days after the matter in dispute or disagreement is alleged to have occurred; provided, however, a grievance concerning rates of pay covered by this Agreement shall be presented within fifteen (15) calendar days of the date the employee could reasonably be expected to discover the alleged improper payment. Complaints not filed within this time limit shall be rendered invalid and not subject to the grievance and arbitration machinery herein established.

*Step 1.* All employee grievances, whether raised by an individual employee or group of employees covered by this Agreement, or by the Union on behalf of an individual employee or group of employees, shall first be discussed between the Union Steward, employee, and the immediate supervisor within fifteen (15) calendar days of its occurrence. If the grievance is not settled during this informal discussion, it may be processed to Step 2.

*Step 2.* Within five (5) calendar days from the date of informal discussion with the immediate supervisor, the Union Business Representative shall present the grievance, in writing, to the Fire Chief or his designee. The Fire Chief or his designee shall arrange for a meeting with the Union and make such investigations as are necessary to enable him/her to respond in writing to the aggrieved employee within seven (7) calendar days of the receipt of said grievance. If this answer does not resolve the grievance, it may be processed to Step 3.

*Step 3.* Within five (5) calendar days from receipt of the written response from the Fire Chief or the date the response was due, the Union Business Representative shall present the grievance, in writing, to the City Manager, accompanied by all correspondence on the matter. The City Manager, after consultation with the aggrieved employee and/or Union Representative, will then make a final determination, within seven (7) calendar days from the date of submission.

*Step 4.* If a mutually satisfactory settlement cannot be reached between the City Manager and the Union, the Union shall have the right to appeal to binding arbitration, as set forth in Section 31.4, any dispute arising out of the interpretation or application of the Agreement. If the Union elects to do so, the Union must notify the City Manager of its decision, in writing, within seven (7) calendar days from the date of expiration of the seven (7) calendar day period for settlement with the City Manager.

**Section 31.3 Arbitration** Within five (5) calendar days of receipt by the other party of a written request to submit an unresolved grievance to binding arbitration, the City and Union Representative shall jointly request from the Federal Mediation and Conciliation Service the names of seven (7) arbitrators experienced in the field to be arbitrated.

- A. One (1) arbitrator shall be selected by alternately striking names from the list until only one (1) arbitrator remains. The party initiating the grievance and request for arbitration shall make the first strike.
- B. Arbitration shall be pursuant to the rules of the Federal Mediation and Conciliation Service or the American Arbitration Association as prescribed by the arbitrator selected.
- C. The arbitrator shall have no power to add to, subtract from, or modify the terms of the Agreement or to rule on any matter after this Agreement terminates.
- D. The arbitrator's decision shall be final and binding.
- E. The cost of the arbitrator's fee(s) shall be borne equally between the Union and the City. The cost of the hearing room and cost of a shorthand reporter, if requested by the Federal Mediation and Conciliation Service Arbitrator, shall be borne equally by both parties. All other expenses shall be paid by the party incurring them.
- F. The arbitrator shall retain jurisdiction for a period of one hundred twenty (120) calendar days from issuance of an award for the limited purpose of clarifying or interpreting the award. Either party, after first seeking the participation of the other party for a joint request, may unilaterally request clarification or interpretation of the arbitrator's award within sixty (60) calendar days of the date the award was issued. The moving party then has fifteen (15) calendar days to submit any information it wishes to provide for the arbitrator's consideration. Each party must simultaneously provide to the other party copies of any communications or information submitted to the arbitrator.

**Section 31.5 Time Limits** Grievances not filed, processed, or responded to within the time limits set forth above and not extended by agreement in writing, shall be deemed waived or admitted, and the grievance shall be irrefutably presumed denied or sustained, as the case may be. Additionally, any grievance waived or admitted through this "default" provision will not be considered precedent setting and will have no significance in future matters of same or similar nature.

Any time limits in this Article may be extended by mutual written consent.

## **ARTICLE 32 - STRIKES AND LOCK-OUTS**

**Section 32.1** The Union on behalf of itself, its members, agents, and employees it represents, hereby Pledges not to strike (as defined in NRS 288.070) nor to call, authorize, participate or engage in any strike, including but not limited to any picketing, sympathy strike, work stoppage, slow-down or sit-down against the City under any circumstances. This Agreement is a guarantee by the parties that for its duration there will be no lock-outs, strikes, suspension of work, slow-downs, or sick-outs, and that all complaints, grievances or disputes arising out of the interpretation or application of this Agreement will be settled pursuant to the grievance and arbitration machinery set forth herein.

## **ARTICLE 33 - LOCAL GOVERNMENT EMPLOYEE-MANAGEMENT RELATIONS**

### **ACT**

**Section 33.1** Each party reserves all rights as set forth in the Local Government Employee-Management Relations Act (the “Act”) (NRS 288.010, et seq.). In this context, the parties acknowledge that with regard to any non-mandatory subject of bargaining as defined in the Act which may be included in this Agreement, the City is not waiving or in any way limiting its right pursuant to the Act to refuse to bargain regarding such non-mandatory subjects during these or in future negotiations.

### **ARTICLE 34 - FIDELITY BOND**

**Section 34.1** When the City requires a fidelity bond of any employee, the premium of said bond shall be paid by the City.

## **ARTICLE 35 - INDEMNIFICATION FOR ORDINARY NEGLIGENCE**

**Section 35.1** Except for instances of gross or wanton negligence or intentional misconduct by a bargaining unit employee, in the event of a claim brought by members of the public or by another city employee, the City shall indemnify the affected bargaining unit employee(s) for liability arising out of accidents which occur in performance of the official duties of the affected bargaining unit employee(s).



### **ARTICLE 36 - SOLE AND ENTIRE AGREEMENT**

**Section 36.1** The Parties agree that they have negotiated fully with respect to all mandatory subjects of bargaining and that this Agreement constitutes the Parties' complete and final understanding, except for Memos of Understanding attached to this Agreement or such additional Memos as the Parties may sign.

**Section 36.2** The City and Union agree that each shall pay one-half (1/2) the cost of printing this Agreement.

### **ARTICLE 37 - WARRANTY OF AUTHORITY**

**Section 37.1** The officials executing this Agreement on behalf of the City and the Union signatory hereto hereby warrant and guarantee that they have the authority to act for, bind and collectively bargain on behalf of the organization which they represent during the term of this Agreement.

### **ARTICLE 38 - SAVINGS CLAUSE**

**Section 38.1** This Agreement is declared to be severable and if any paragraph, phrase, sentence, or part is declared to be void by a court of competent jurisdiction, it shall not be construed to void or nullify the entire Agreement; and those parts not declared void shall be binding upon the parties, provided, however, upon such invalidation the parties agree to immediately meet and negotiate with regard to such parts or provisions affected.

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**DURATION OF AGREEMENT**

This Agreement, dated this 25<sup>th</sup> day of October, 2022 shall be effective from July 1, 2022 to June 30, 2025.

**CITY OF MESQUITE, NEVADA**

By: Allan S. Litman Dated 11-16-22  
Allan S. Litman, Mayor

**ATTEST:**

By: Tracy Beck Dated 11-16-22  
Tracy Beck, City Clerk

**APPROVED AS TO FORM:**

By: Bryan Pack Dated 11-16-22  
Bryan Pack, City Attorney

**GENERAL SALES DRIVERS, DELIVERY  
DRIVERS & HELPERS, AND PUBLIC SECTOR  
TEAMSTERS LOCAL UNION NO. 14  
AFFILIATED WITH THE INTERNATIONAL  
BROTHERHOOD OF TEAMSTERS**

By: Fred Horvath Dated 11/17/22  
Fred Horvath, Secretary-Treasurer

**APPENDIX A**

CITY OF MESQUITE

JOB CLASSIFICATION TEAMSTERS 14

FIRE CAPTAIN

**FULL TIME POSITION**

TITLE	
Fire Captain	
Administrative Captain	
Battalion Chief	

## APPENDIX B

### City of Mesquite Consanguinity / Affinity Chart

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T  
Y**

**4<sup>th</sup> Degree**  
Great Great Grandparent  
Great Aunt/Uncle  
First Cousin  
Grand Nephew/Niece

**3<sup>rd</sup> Degree**  
Great Grandparent  
Aunt/Uncle  
Nephew/Niece  
Great Grandchild

**2<sup>nd</sup> Degree**  
Grandparent  
Brother/Sister  
Grandchild

**1<sup>st</sup> Degree**  
Parent  
Child

***You***

**A  
F  
F  
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I  
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Y**

**1<sup>st</sup> Degree** Spouse/Domestic Partner\*

**2<sup>nd</sup> Degree**  
Parent-in-Law  
Daughter/Son-in-Law

**3<sup>rd</sup> Degree**  
Grandparent-in-Law  
Brother/Sister-in-Law  
Grandchild-in-Law

**4<sup>th</sup> Degree**  
Great Grandparent-in-Law  
Aunt/Uncle-in-Law  
First Cousin-in-Law  
Nephew/Niece-in-Law  
Great Grandchild-in-Law

Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships.

\* Registered Domestic Partnership with the Secretary of State

## APPENDIX C

## Candidate Physical Ability Test Program License

**The International Association of Fire Fighters (IAFF), as the licensor, grants to:**

**Mequiste Fire and Rescue Department**

**as Licenciado**

[illegible]

Thel & Scotty

Harold A. Schallberger, General President  
International Association of Fire Fighters

February 14, 2014

**License Number: 1168**



**IAFF/IAFC Joint Labor Management  
Wellness-Fitness Initiative**



## APPENDIX D



### **FIRE & RESCUE**

#### Mesquite Fire Rescue Physical Agility Exam Overview

**Timed Events:** *The following events must be completed within ten minutes and zero seconds, (10:00)*

Upon completion of the un-timed Aerial Ladder Climb, the evaluator will walk with the candidate over to the official's table where the clock will start when the candidate crosses the start line. The candidate is to proceed through the events by walking briskly from event to event without waiting for the Evaluator's direction. The clock will stop when the candidate crosses the finish line, and all events have been completed successfully. Failure to complete any event will constitute not passing the physical agility exam.

#### **Ladder Extension:**

The candidate will fully raise and lower the top section of the fixed ladder by using the hand-over hand method.

Both feet must remain on the ground at all times while raising and lowering the ladder. Use of gloves is optional for this event.

The rope must not be allowed to slip through the hands of the candidate. If the rope slips the distance of one rung the ladder must be returned to the fully extended or fully lowered position (whichever was the last position achieved) and the candidate must begin again. The evaluator will give a warning to the candidate and direct the candidate to position the ladder and begin again.

When the candidate successfully lowers the ladder to the ground, he/she will immediately walk to the next event by way of the outlined course.



**COUPLING TO DELUGE SET:**

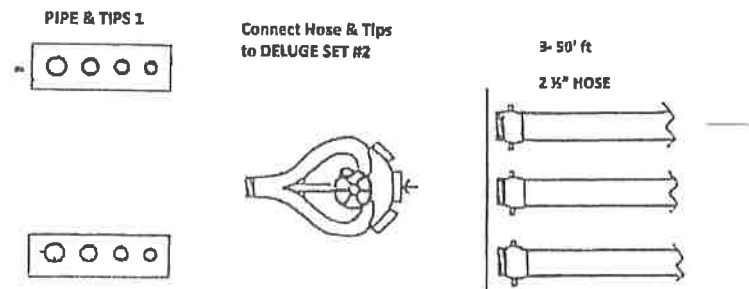
**Deluge set defined:** A deluge set is a device by which multiple fire hoses may be connected to produce one stream of water.

The candidate is to connect three (3) sections of fire hose to the deluge, then connect the threaded pipe and three (3) sizes of tips to the deluge. The pipe and tips are to be ban—dLign. When connected and not be, cross-threaded. If cross-threading occurs, the pipe or tip is to be removed and reattached accordingly.

To signify to the Evaluator and Event Monitor that the candidate has completed the connections, the candidate will clap hands. \*

The candidate will then begin to reverse the process by (a) disconnecting the individual tips and threaded pipes and placing each in their original positions on the ground, and (b) disconnecting the fire hoses and returning the couplings to the designated positions on the ground.

Upon completion, the candidate will move to the next event.



### HOSE CARRY:

The candidate begins from a standing position behind the event start line, facing the rear of a fire truck. The candidate is to pick up and carry each of the five (5) rolled sections of fire hose, one by one, and place them on the truck tailboard in a single or double stack. A rolled section of fire hose weighs approximately 40 lbs, each.

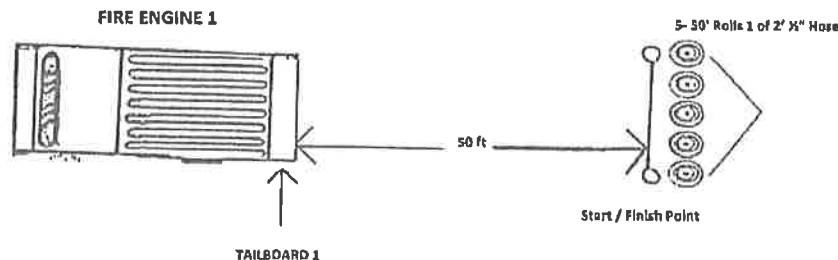
After placing the last roll on the tailboard the candidate must raise his/her arms into the air to signify to the Evaluator that he/she has completed the task.

The candidate must then reverse the process and return the five (5) fire hose sections, one by one, to their original marked locations at the starting line.

During this event, the candidate must be careful to place the fire hose sections on the tailboard or ground and not throw them into place. If this occurs, the Evaluator or Event Monitor will give the candidate a verbal warning and direct them to pick up the fire hose and replace it on the ground or tailboard before going on to the next fire hose section.

If the fire hose is dropped while carrying it to either the tailboard or back to the starting point, the Evaluator or Event Monitor will direct the candidate to return the fire hose to its last resting place before beginning again from that point.

When all five (5) sections of the fire hose have been returned to their original marked location at the starting line, the candidate progresses to the first rest area or next event, following the outlined course.



### REST STOP (OPTIONAL)

The candidate may choose to stop and rest in the first designated "rest stop" area for a maximum of one (1) minute. The clock continues to run, however, and is included in the candidate's time.

If the candidate chooses not to stop and rest, he/she must still walk through rest area #1.

### LADDER CARRY

The candidate will remove a 14' roof ladder from its resting place on a wall (approximately 6' above ground level) and set it on the ground.

The candidate will then pick up the ladder and place it on his/her shoulder. The candidate may place the ladder with either the top or bottom part of the ladder resting on top of his/her shoulder.

The candidate will then carry the ladder 50' feet around a pylon and back to the starting point.

The candidate will set the ladder down on the ground and then lift it up to return it to its resting place on the wall, being careful to align the painted marks on the ladder with the painted marks on the wall.

The candidate may not rest one end of the ladder on the ground anytime while taking it down or putting it back on the wall. Resting is defined as placing one end on the ground while attempting to remove (or place) the ladder from (or on) the wall hooks. However, the candidate will not be penalized if the ladder merely touches the ground due to balance of Wind difficulties.

If the candidate rests the ladder on the ground, the Evaluator or Event Monitor will verbally warn the candidate and direct the candidate to place the ladder back on the wall (if it occurs at the beginning of the event) or set it back on the ground (if it occurs after returning from the pylon). The candidate will continue the event from that point. The time keeps running.

The event is completed when the candidate returns the ladder to its original position on the wall. The candidate may then move to the next event using the designated route.

### **HAMMER STRIKE**

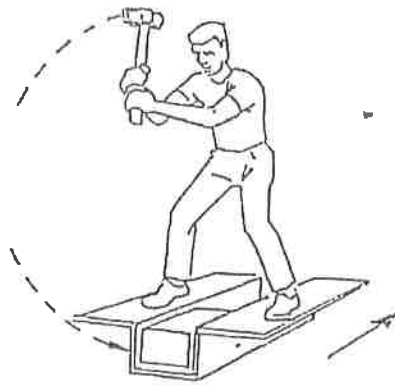
The candidate will take a 9 lb. Shot Mallet from the designated spot and walk to the "Keisel" FORCE Machine.

The candidate will straddle the sled, placing one foot on each footwalk of the FORCE Machine and repeatedly strike the sled with the shot mallet, using a two-handed between-the-leg method until the sled travels five(5) feet, crossing the marking on the sled rail. The proctor will signal when the sled crosses the marking. The sled weighs 165 lbs.

The candidate must return the mallet to its original position before proceeding to the next event.

Pushing, raking, or hooking the sled is not allowed. It must be struck only by the head of the mallet. The handle must not come in contact with the beam at any time. Also, both hands must be no closer than 12 inches from the head end (marked by tape) at the time of contact. The first infraction will result in a warning. The next infraction will result in disqualification.

The candidate will then continue to the second rest area or the final event.



**165 lbs**

**REST STOP (OPTIONAL)**

The candidate may choose to stop and rest in the first designated "rest stop" area for a maximum of one (1) minute. The clock continues to run, however, and is included in the candidate's time. If the candidate chooses not to stop and rest, he/she must still walk through rest area #2.

**200" Hose Drag**

The candidate will approach the station and pick up the nozzle that is attached to a non-charged 200' of 2 ½" coiled hose line. The candidate will walk in a marked straight line towards a cone set at 200' distance. Once the candidate reaches the cone, the proctor will advise the candidate to return the hose line to its starting line. The candidate will pick up the first coupling on the way back to the starting line. Upon return to the start line the candidate will place the nozzle on the ground and proceed to the finish line.

Time course will stop when the candidate crosses the finish line with both feet.

## APPENDIX E

July 1, 2022 - June 30, 2023

<u>Firefighter</u>		5%	5%	5%	5%	5%	5%	6%	6%	6%
Step	1	2	3	4	5	6	7	8	9	10
Wage Rate	\$ 17.830	\$ 18.722	\$ 19.658	\$ 20.641	\$ 21.673	\$ 22.757	\$ 23.894	\$ 25.328	\$ 26.848	\$ 28.459
Annual Hrs 2990	\$53,312.90	\$55,978.54	\$58,777.47	\$61,716.34	\$64,802.16	\$68,042.27	\$71,444.38	\$75,731.04	\$80,274.90	\$85,091.40
Forty (40) Hour Rate	\$ 25.631	\$ 26.913	\$ 28.258	\$ 29.671	\$ 31.155	\$ 32.713	\$ 34.348	\$ 36.409	\$ 38.594	\$ 40.909

<u>Engineer</u>		5%	5%	5%	5%	5%	5%	6%	6%	6%
Step	1	2	3	4	5	6	7	8	9	10
Wage Rate	\$ 19.611	\$ 20.592	\$ 21.621	\$ 22.702	\$ 23.838	\$ 25.029	\$ 26.281	\$ 27.858	\$ 29.529	\$ 31.301
Annual Hrs 2990	\$58,637.49	\$61,569.36	\$64,647.83	\$67,880.22	\$71,274.23	\$74,837.94	\$78,579.84	\$83,294.63	\$88,292.31	\$93,589.85
Forty (40) Hour Rate	\$ 28.191	\$ 29.601	\$ 31.081	\$ 32.635	\$ 34.266	\$ 35.980	\$ 37.779	\$ 40.045	\$ 42.448	\$ 44.995

<u>Captain</u>		5%	5%	5%	5%	5%	5%	6%	6%	6%
Step	1	2	3	4	5	6	7	8	9	10
Wage Rate	\$ 23.587	\$ 24.767	\$ 26.005	\$ 27.305	\$ 28.670	\$ 30.104	\$ 31.609	\$ 33.506	\$ 35.516	\$ 37.647
Annual Hrs 2990	\$70,525.73	\$74,052.01	\$77,754.62	\$81,642.35	\$85,724.46	\$90,010.69	\$94,511.22	\$100,181.89	\$106,192.81	\$112,564.38
Forty (40) Hour Rate	\$ 33.907	\$ 35.602	\$ 37.382	\$ 39.251	\$ 41.214	\$ 43.274	\$ 45.438	\$ 48.164	\$ 51.054	\$ 54.117

### Notes

- reflects a 12% increase from 2021-2022 wage table
- union members will stay in same step as received in 2021-2022 fiscal year
- retention bonus: all union members covered under this contract will receive a one-time lump sum payout equal to 10% of their respective annual salaries as a retention bonus payable in two installments. The first payment will be paid in the amount of \$5,000 within 30 days of ratification of this agreement. To be eligible to receive this payment, the employee must have been employed by the City on July 1, 2022 and still be employed by the City as of the date the \$5,000 is paid. The second payment will be paid in the amount necessary to, when combined with the prior \$5,000 payment, total 10% of the employee's salary as of July 1, 2023, paid the first pay period of the contract year July 1, 2023. To be eligible to receive such payout, the employee must be employed by the City on July 1, 2023.

July 1, 2023 - June 30, 2024

<u>Firefighter</u>		5%	5%	5%	5%	5%	5%	6%	6%	6%
Step	1	2	3	4	5	6	7	8	9	10
Wage Rate	\$ 18.009	\$ 18.909	\$ 19.855	\$ 20.847	\$ 21.890	\$ 22.984	\$ 24.133	\$ 25.581	\$ 27.116	\$ 28.743
Annual Hrs 2990	\$53,846.02	\$56,538.33	\$59,365.24	\$62,333.50	\$65,450.18	\$68,722.69	\$72,158.82	\$76,488.35	\$81,077.65	\$85,942.31
Forty (40) Hour Rate	\$ 25.888	\$ 27.182	\$ 28.541	\$ 29.968	\$ 31.466	\$ 33.040	\$ 34.692	\$ 36.773	\$ 38.980	\$ 41.318

<u>Engineer</u>		5%	5%	5%	5%	5%	5%	6%	6%	6%
Step	1	2	3	4	5	6	7	8	9	10
Wage Rate	\$ 19.807	\$ 20.798	\$ 21.838	\$ 22.929	\$ 24.076	\$ 25.280	\$ 26.544	\$ 28.136	\$ 29.824	\$ 31.614
Annual Hrs 2990	\$59,223.86	\$62,185.06	\$65,294.31	\$68,559.02	\$71,986.98	\$75,586.32	\$79,365.64	\$84,127.58	\$89,175.23	\$94,525.75
Forty (40) Hour Rate	\$ 28.473	\$ 29.897	\$ 31.391	\$ 32.961	\$ 34.609	\$ 36.340	\$ 38.157	\$ 40.446	\$ 42.873	\$ 45.445

<u>Captain</u>		5%	5%	5%	5%	5%	5%	6%	6%	6%
Step	1	2	3	4	5	6	7	8	9	10
Wage Rate	\$ 23.823	\$ 25.014	\$ 26.265	\$ 27.578	\$ 28.957	\$ 30.405	\$ 31.925	\$ 33.841	\$ 35.871	\$ 38.023
Annual Hrs 2990	\$71,230.99	\$74,792.53	\$78,532.16	\$82,458.77	\$86,581.71	\$90,910.79	\$95,456.33	\$101,183.71	\$107,254.74	\$113,690.02
Forty (40) Hour Rate	\$ 34.246	\$ 35.958	\$ 37.756	\$ 39.644	\$ 41.626	\$ 43.707	\$ 45.892	\$ 48.646	\$ 51.565	\$ 54.659

### Notes

- reflects a 1% increase from 2022-2023 wage table
- union members will increase in step per terms of CBA

July 1, 2024 - June 30, 2025

<b>Firefighter</b>		5%		5%	5%	5%	5%	5%	6%	6%	6%
Step	1	2	3	4	5	6	7	8	9	10	
Wage Rate	\$ 18,189	\$ 19,098	\$ 20,053	\$ 21,056	\$ 22,109	\$ 23,214	\$ 24,375	\$ 25,837	\$ 27,387	\$ 29,031	
Annual Hrs 2990	\$54,384.49	\$57,103.71	\$59,958.89	\$62,956.84	\$66,104.68	\$69,409.92	\$72,880.41	\$77,253.24	\$81,888.43	\$86,801.74	
Forty (40) Hour Rate	\$ 26.146	\$ 27.454	\$ 28.826	\$ 30.268	\$ 31.781	\$ 33.370	\$ 35.039	\$ 37.141	\$ 39.369	\$ 41.732	

Engineer	5%		5%	5%	5%	5%	5%	6%	6%	6%
Step	1	2	3	4	5	6	7	8	9	10
Wage Rate	\$ 20.005	\$ 21.006	\$ 22.056	\$ 23.159	\$ 24.317	\$ 25.533	\$ 26.809	\$ 28.418	\$ 30.123	\$ 31.930
Annual Hrs 2990	\$59,816.10	\$62,806.91	\$65,947.25	\$69,244.61	\$72,706.85	\$76,342.19	\$80,159.30	\$84,968.85	\$90,066.99	\$95,471.01
Forty (40) Hour Rate	\$ 28.758	\$ 30.196	\$ 31.705	\$ 33.291	\$ 34.955	\$ 36.703	\$ 38.538	\$ 40.850	\$ 43.301	\$ 45.900

Captain	5%		5%	5%	5%	5%	5%	6%	6%	6%
Step	1	2	3	4	5	6	7	8	9	10
Wage Rate	\$ 24.061	\$ 25.264	\$ 26.528	\$ 27.854	\$ 29.247	\$ 30.709	\$ 32.244	\$ 34.179	\$ 36.230	\$ 38.404
Annual Hrs 2990	\$71,943.30	\$75,540.46	\$79,317.48	\$83,283.36	\$87,447.52	\$91,819.90	\$96,410.90	\$102,195.55	\$108,327.28	\$114,826.92
Forty (40) Hour Rate	\$ 34.588	\$ 36.318	\$ 38.133	\$ 40.040	\$ 42.042	\$ 44.144	\$ 46.351	\$ 49.132	\$ 52.080	\$ 55.205

**Notes**

1. reflects a 1% increase from 2022-2023 wage table
2. union members will increase in step per terms of CBA

## APPENDIX F

### DEFINITIONS:

This Agreement is made pursuant to and in conjunction with the Local Government Employee-Management Relations Act of the State of Nevada, and all terms used herein which are terms used in the Local Government Employee-Management Relations Act shall have definitions ascribed to them by that Act.

### Acronyms:

**IFT:** is defined as an “Inter Facility Transport

**BLS:** is defined as “Basic Life Support”

**AEMT:** is defined as a “Advanced Emergency Medical Technician”

**ALS:** is defined as “Advanced Life Support”

**CCP:** is defined as a “Critical Care Paramedic”

**CCT:** is defined as “Critical Care Transport”

Acting Captain: Firefighter who is temporarily assigned in accordance with Departmental Policy and fulfills the responsibilities of the captain in their absence. An acting Captain is Firefighter/Paramedic that has a minimum of 5 years of continuous employment with Mesquite Fire Rescue and meets all the qualification defined in the Captain Job Description. They must also hold a valid Nevada State Fire Marshal Approved Officer I certification.

Arbitrator: An impartial third party chosen in accordance with the provisions of this contract.

Base Salary: Remuneration received by the employee in accordance with the rates specified on the salary schedule established by this contract.

Bereavement Leave: Leave granted to an employee to attend the funeral for a member of the employee's immediate family as defined herein.

Call Back: Calling back an employee to work a non-regular shift.

Catastrophic Event: Any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

Classification: A group of positions which have essentially similar duties and responsibilities, are allocated to the same salary range by this contract, and are designated by the same general title.



<u>Compensatory Time:</u>	Time off requested and accrued by an employee choosing to be reimbursed with time off rather than overtime pay. Compensatory time off is accrued at the appropriate overtime rate and is maintained and tracked separately from vacation and sick time.
<u>Confirmed Firefighter:</u>	Is a Firefighter/AEMT, or Firefighter/Paramedic that successfully completed the probationary period and holds at a minimum of a Southern Nevada Health District Advanced EMT certification and Nevada Fire Marshal approved Firefighter I Certification
<u>Cycle:</u>	Is two (2) consecutive shifts.
<u>Differential Certification:</u>	Is additional certification, outside the job requirements for that grade that the employee voluntarily accepts to acquire and maintain. (Example, Preceptor, CCP, Technical Rescue)
<u>Differential Pay:</u>	An additional percentage increase to the base pay of an employee that acquires and maintains a designated Differential Certification which is eligible for Differential Compensation.
<u>Department:</u>	Is the Mesquite Fire & Rescue Department
<u>Job Description:</u>	A written description of the work required of positions in the classification that includes the classification title, definition, authority, examples of duties and responsibilities, and minimum or desirable qualifications. Job Descriptions are descriptive and explanatory of the general work required in positions in that classification and are not necessarily inclusive of all duties to be performed in a particular position.
<u>Demotion:</u>	Movement of an employee from one classification to a different classification that is of a lower salary grade than the original classification.
<u>Field Training Officer:</u>	A Firefighter assigned by the chief or his designee, to oversee the training and evaluation of a full time or part time employee as deemed necessary by the Fire Chief.
<u>Grade:</u>	A term used to designate a salary range to which one or more classifications may be allocated.
<u>Hold Over:</u>	An employee being required to remain at work past his normal shift schedule.
<u>Holiday:</u>	A day set aside for the special observance of a memorable event or occasion.
<u>Immediate Family:</u>	Unless otherwise defined in the Agreement, a person listed within the third-degree on the City of Mesquite's Consanguinity/Affinity Chart

<u>Incident (Sick Leave):</u>	one incident would be defined as having taken sick leave and then upon returning to work would be the end to that “incident”
<u>Job Description:</u>	A written description of the work required of positions in the classification that includes the classification title, definition, authority, examples of duties and responsibilities, and minimum or desirable qualifications.
<u>Job-Related Disability:</u>	Incapacity resulting from an accident or occupational disease arising out of and/or in the course of employment as defined in NRS 616 and 617.
<u>Maternity/Paternity/</u>	Leave granted to employees for the purpose of caring for their newly-born or newly-adopted children in accordance with the Family Medical Leave Act.
<u>Negotiations:</u>	The process of collective bargaining between the City and the Union that determines the contract between the City and the Union.
<u>Normal Work Day:</u>	The hours normally required for an employee to work any one day or one shift pursuant to the terms of this contract.
<u>Normal Work Week:</u>	An employee's normal work week will be as designated depending upon work site and classification assignment.
<u>Overtime:</u>	Time designated by Fair Labor Standards Act and this collective bargaining agreement that an employee works in addition to the employee’s normal work schedule. Scheduled overtime is accrued in the 56-hour work week employees working their normal shift.
<u>Paternity Leave:</u>	Leave granted male employees for the purposes of caring for newly-born or newly-adopted children.
<u>Probationary Employee</u>	An employee who has not completed the initial one-year probationary period of employment and who’s regular appointment has not been confirmed. Probationary employees may not appeal separation from CITY employment for performance or disciplinary reasons through the grievance procedure of this contract.
<u>Promotion:</u>	A change of an employee from a position in one classification to a position in a higher classification, when such change is other than a result of reclassification of the employee or reallocation of the position. Such advancement carries more responsibility and an increased salary.
<u>Qualifying Period:</u>	A regular employee appointed, transferred, or promoted to a non-temporary classified position in the City of Mesquite shall be required to serve a qualifying period of not less than six (6) months or more than twelve (12) months prior to confirmation of the appointment.

<u>Reassignment:</u>	The movement of an employee or a position from one work unit to another within the organization with no change of classification.
<u>Reclassification:</u>	The movement of an employee from one classification to another classification resulting from significant changes in assigned duties and responsibilities; after completion of the mandated certifications.
<u>Regular Employee:</u>	One who has successfully completed his initial probationary period and whose appointment has been confirmed in a permanent position.
<u>Salary Range:</u>	The minimum and maximum base salary that may be paid to an employee working in a classification in accordance with the salary grade to which the classification is allocated.
<u>Salary Schedule:</u>	The step, grade, and range structure for allocation of classifications as established by this contract.
<u>Salary Step:</u>	An increment within a salary grade which designates a specific pay rate.
<u>Service/Anniversary Date:</u>	The actual date of hire. An employee's service date is that date which reflects the length of continuous employment with the City of Mesquite. For purposes of determining seniority, or other matters associated with length of active employment, the service date shall be adjusted to accommodate any period of leave without pay.
<u>Shift:</u>	The hours which an employee is normally scheduled to work on any regular work day. A shift for 56-hour work week employees is 24 hours in duration. A shift for 40-hour work week employees is 10 hours in duration.
<u>Step Increase:</u>	A salary increase between steps of a given salary range marking a steady progress from the minimum of the grade to the maximum.