

RESOLUTION NO. 1027

A RESOLUTION adopting a Supplement to the Employee Handbook for Non-Represented Employees of the City for Fire Department Battalion Chiefs scheduled for platoon duty.

WHEREAS, the City has heretofore adopted an "Employee Handbook for Non-Represented Employees of the City" setting forth conditions of employment for those employees that are not members of collective bargaining units, and

WHEREAS, the City has recently established three Battalion Chief positions that are non-represented, and

WHEREAS, the Battalion Chiefs will be scheduled for platoon duty consisting of a 24 consecutive hour work shift followed by two days off, and

WHEREAS, the Council desires to adopt a Supplement to the Non-Represented Employee Handbook relating to Fire Department Battalion Chiefs,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS, AS FOLLOWS:

1. There is hereby adopted as a Supplement to the Employee Handbook for Non-Represented Employees of the City of Camas, that document attached hereto as Exhibit "A" and by this reference incorporated herein, which sets forth additional conditions of employment for Fire Department Battalion Chiefs scheduled for platoon duty.

2. Except as expressly modified by the Supplement attached hereto, the Battalion Chiefs serving platoon duty shall be subject to all provisions of the Employee Handbook for Non-Represented Employees of the City.

ADOPTED at a regular meeting by the Council of the City of Camas this 6th day of September August, 2005.

SIGNED: _____

Mayor

ATTEST: _____

Clerk

APPROVED as to form:

City Attorney

BATTALION CHIEFS

August 30, 2005

Non-Represented Employees Handbook

Battalion Chiefs are members of the non-represented employees group and subject to all applicable portions of the handbook.

Battalion Chiefs will also be subject to a supplemental memorandum of understanding and fire department Standard Operating Procedures (SOG's) that address issues not covered in the Non-Represented Employees Handbook

Work Schedule

The normal work schedule will be a 49-hour work week

Platoon duty is considered one twenty-four hour (24) work shift, followed by two (2) days off

Every eighth-day (8) is a twenty-four hour (24) "Kelly Day" off

Overtime

Battalion Chiefs are "non-exempt" employees and subject to FLSA requirements

Probationary Period

Probationary period for Battalion Chiefs shall be one-year (1) from date of appointment

Holidays

Battalion Chiefs shall accrue 104 hours of holiday pay at the rate of 8.66 hours per month.

Sick Leave

Platoon duty members shall earn sick leave at the rate of sixteen (16) hours per month up to a maximum accrual of one-thousand two-hundred forty-eight (1248) hours

Sick leave may be used for absence caused by illness or injury to member, members spouse, minor child, any person living in the immediate household who requires treatment or supervision, parents, step parents, parent in-law's and grandparents

Sick leave is available for bona fide illnesses, injury and medical appointments

Abuse of sick leave is cause for disciplinary action.

A doctor's note may be required certifying member was ill while on sick leave

Sick Leave (cont.)

A return to duty or fit for duty note may be required when member is returning from any illness, surgery or medical care

Sick leave shall be reported as soon as possible to Fire Chief or on duty Battalion Chief

Twenty-four (24) hour shift employees whose sick leave accrual exceeds the maximum of one-thousand two-hundred forty-eight (1248) hours will have a one time per year opportunity to trade thirty-two (32) hours of sick leave for eight (8) hours vacation leave

Forty (40) hour employees whose sick leave accrual is at the maximum of one-thousand forty (1040) hours per year may elect to trade three (3) days of sick leave for one (1) day vacation, thereby reducing accrual hours to one-thousand sixteen (1016) hours

Members shall attempt to schedule medical appointments on off duty days so as not to interrupt the business day or cause overtime

Bereavement Leave

Platoon duty members are allowed a maximum of twenty-four (24) hours bereavement leave for a death in the member's immediate family. The immediate family includes: spouse, son, daughter, parents, parent in-laws, brother, sister, grandparents, grandchildren or any member in the immediate household. This includes "step" and "in-law" relationships

Bereavement leave of more than twenty-four (24) hours to a maximum of forty-eight (48) hours may be taken with the approval of the department head

Bereavement leave in excess of twenty-four (24) hours will be charged to sick leave, vacation or leave no pay

Employees may be excused by department head to attend the funeral of deceased fellow department members with pay

Disciplinary Procedures

Subject to applicable rules of the Non-Represented Employee Handbook, City of Camas or Civil Service procedures. Employee must choose which procedure they wish to use.

No Tobacco Products

Members shall adhere to a no smoking policy while on duty. This policy includes all smoking products including: cigarettes, cigars, smokeless or chewing tobacco

Medicals

Annual medical exams will be required to identify areas of concern and improve health

Medicals will be provided at department expense using the following schedule:

Under 45 years of age: medical every other year

45 years or older: medical every year

Vacations

Employees will be entitled to and receive annual vacation benefits with pay as follows:

| <u>Length of Service</u> | <u>24 hr. shift personnel</u> | |
|---------------------------------|--------------------------------------|--------|
| | Hrs/Mon | Hrs/Yr |
| 0 – 6 mos. | | |
| 0-1 yr. | 6 | 72 |
| 7 mos.- 4 yrs. | | |
| 2-4 yrs. | 10 | 120 |
| 5-7 yrs. | 11 | 132 |
| 5 – 9 yrs. | | |
| 8-10 yrs. | 12 | 144 |
| 10 - 14 yrs. | | |
| 11-14 yrs. | 14 | 168 |
| 15-19 yrs. | 16 | 192 |
| 20 or more yrs. | 20 | 240 |