

AGREEMENT

Between

CITY OF GREENFIELD, MASSACHUSETTS

and

GREENFIELD PERMANENT FIREFIGHTERS LOCAL #2548  
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS  
AFL-CIO-CLC

EFFECTIVE JULY 1, 2024 THROUGH JUNE 30, 2027

# TABLE OF CONTENTS

## *By Article*

<u>Article</u>		<u>Page</u>
PREAMBLE .....		1
 <i>CITY AND UNION RELATIONSHIP</i>		
ARTICLE 1	Governing Legislation .....	1
ARTICLE 2	Union Recognition.....	1
ARTICLE 3	Union Business .....	2
ARTICLE 4	Management Rights.....	2
ARTICLE 5	Union Security.....	4
ARTICLE 6	Union Membership/Agency Fee.....	5
ARTICLE 7	Dues check off 4	
 <i>OBLIGATIONS OF EMPLOYMENT</i>		
ARTICLE 8	Rules and Regulations .....	5
ARTICLE 9	Residency .....	6
ARTICLE 10	Continuity of Operations .....	6
ARTICLE 11	New Employees.....	7
 <i>PROTECTIONS OF EMPLOYEE</i>		
ARTICLE 12	Grievance Procedure.....	8
ARTICLE 13	Safety .....	11
 <i>HOURS AND OVERTIME</i>		
ARTICLE 14	Hours of Duty .....	12
ARTICLE 15	Wages and Overtime .....	15
ARTICLE 16	Compensatory Time Off.....	17
ARTICLE 17	Shift Exchange.....	18
 <i>PAY AND BENEFITS</i>		
ARTICLE 18	Working Out of Grade – Compensation.....	18
ARTICLE 19	Outside Paid Details .....	19
ARTICLE 20	Emergency Medical Technician .....	20
ARTICLE 21	College Credit Pay and Incentive Program .....	20
ARTICLE 22	Insurance and Pension .....	21
ARTICLE 23	Vacations .....	22
ARTICLE 24	Paid Holidays.....	23
ARTICLE 25	Personal Leave .....	24
ARTICLE 26	Sick Leave and Injured-on-Duty (IOD) Leave.....	25
ARTICLE 27	Bereavement Leave .....	26
ARTICLE 28	Military Leave .....	27
ARTICLE 29	Family and Medical Leave .....	27

# TABLE OF CONTENTS

*By Article (continued)*

<u>Article</u>		<u>Page</u>
ARTICLE 30	Court Time/Jury Duty.....	28
ARTICLE 31	Civil Service Examination Time Off.....	29
ARTICLE 32	Communicable Disease Testing Time Off .....	29
ARTICLE 33	Clothing and Protective Gear .....	29
ARTICLE 34	Eyeglasses and Denture Replacements.....	31
ARTICLE 35	Professional Enhancement.....	
31		

## MISCELLANEOUS

ARTICLE 36	Light Duty .....	32
ARTICLE 37	Union Member Files .....	33
ARTICLE 38	Substance Abuse Procedure.....	33
ARTICLE 39	Ambulance Operation.....	36
ARTICLE 40	Assignment to Apparatus.....	36
ARTICLE 41	Duration.....	37
Appendix "A":	Wages .....	
Appendix "B":	Apparatus, Definitions .....	1
Appendix "C":	Memorandum of Understanding .....	3
Appendix "D":	Temporary Station .....	4
Appendix "E":	Revocation of Civil Service .....	5
Appendix "F":	Promotional Policy replacing Civil Service .....	
8		

# TABLE OF CONTENTS

*Alphabetically*

<u>No.</u>	<u>Article</u>	<u>Page</u>
39	Ambulance Operation .....	36
40	Assignment to Apparatus.....	36
27	Bereavement Leave.....	27
31	Civil Service Examination Time Off .....	29
33	Clothing and Protective Gear.....	29
21	College Credit Pay and Incentive Program.....	20
32	Communicable Disease Testing Time Off.....	29
16	Compensatory Time Off .....	17
10	Continuity of Operations.....	6
30	Court Time/Jury Duty .....	28
7	Dues check off .....	4
41	Duration .....	37
20	Emergency Medical Technician .....	20
34	Eyeglasses and Denture Replacements .....	31
29	Family and Medical Leave.....	27-28
1	Governing Legislation .....	1
12	Grievance Procedure.....	8
14	Hours of Duty .....	12
22	Insurance and Pension.....	21
36	Light Duty.....	32
4	Management Rights .....	2
28	Military Leave.....	27
19	Outside Paid Details.....	19
11	New Employees .....	7
24	Paid Holidays.....	23
25	Personal Leave.....	24
	Preamble .....	1
35	Professional Enhancement .....	31
9	Residency.....	6
8	Rules and Regulations.....	5
13	Safety .....	11
26	Sick Leave and Injured-on-Duty (IOD) Leave .....	25
17	Shift Exchange.....	17
38	Substance Abuse Procedure.....	33
3	Union Business .....	2
37	Union Member Files .....	33
6	Union Membership/Agency Fee .....	4
2	Union Recognition.....	1
5	Union Security .....	4
23	Vacations .....	22
15	Wages and Overtime.....	15
18	Working Out of Grade – Compensation .....	18

TABLE OF CONTENTS  
*Alphabetically (continued)*

<u>No.</u>	<u>Article</u>	<u>Page</u>
Appendix "A":	Wages .....	39
Appendix "B":	Apparatus, Definitions .....	42
Appendix "C":	Memorandum of Understanding .....	44
Appendix "D":	Temporary Station .....	45
Appendix "E":	Revocation of Civil Service .....	46

## PREAMBLE

- A. This Agreement is entered into by and between the CITY OF GREENFIELD (hereinafter referred to as the "City") and the GREENFIELD PERMANENT FIREFIGHTERS LOCAL #2548, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (hereinafter referred to as the "Union").
- B. It is the purpose of this Agreement to achieve and maintain harmonious relations between the City, the Chief and the Union, to provide for the equitable and peaceful adjustment of differences that might arise, and to establish standards of wages, hours and other conditions of employment, and to provide for the performance of work by the employees in a conscientious and skillful manner, which will maintain and further efficiency and economy of operations, and to provide the highest level of professional fire and public safety services to the citizens of Greenfield.
- C. This Agreement, in its body and attached memoranda, contains all of the agreements and understandings between the Parties as of its execution date. Any subsequent Agreements must be signed by the Union and the Mayor in order to be enforceable.

## ***CITY AND UNION RELATIONSHIP***

### ARTICLE 1 GOVERNING LEGISLATION

Legislative authority for the said Collective Bargaining Agreement is to be found in Massachusetts General Laws, Chapter 150E, as amended from time to time.

### ARTICLE 2 UNION RECOGNITION

- A. The City of Greenfield recognizes the Greenfield Permanent Firefighters Local 2548, International Association of Firefighters, AFL-CIO-CLC as the sole and exclusive bargaining agent for all regular full-time and part-time Firefighters, including Privates, Lieutenants and Captains, and excluding the Fire Chief, Deputy Chiefs, managerial and confidential employees, casual employees and all other employees of the City of Greenfield for the purpose of bargaining with respect to wages, hours of work and other conditions of employment.
- B. The City and the Union agree that neither the City nor the Union shall discriminate against employees because of race, color, creed, sex, national origin, marital status, sexual orientation, age or any other status as defined and applicable under federal or state law.

ARTICLE 3  
UNION BUSINESS

- A. Any Union officer or duly elected delegate, not to exceed one per group (or two per group when overtime will not be a result), shall be granted leave from duty with no loss of pay or benefits and without the requirement to make up said loss of time to attend state conventions or state association meetings and other related meetings, this leave not to exceed two (2) days of duty per calendar year. Additional time may be granted by the Chief of the Department within their discretion.
- B. Up to three (3) members of the Union grievance committee plus the Union President shall be granted leave from duty with no loss of pay or benefits and without the requirement to make up loss of time for all meetings between the Employer and the Union for the purposes of handling of grievances.
- C. The Union shall be granted space in the bullpen (or other mutually agreeable area if the bullpen is not available) of the Fire Department Headquarters to erect a bulletin board for the purpose of posting notices and education material dealing with the Union business. Notices may be removed by the Chief of the Department if found to be derogatory.
- D. When available, designated areas at Fire Department Headquarters will be made available to the Union for monthly Union meetings; provided that a request is made to the Chief or designee at least forty-eight (48) hours in advance. Emergency and executive board meetings may be held any time with the permission of the Chief or designee. Meetings shall not create any interference with the operation of the Fire Department or the assigned duties of the employees who are on shift.
- E. The Chief of the Fire Department, or designee, will deal with the President of the Union with respect to matters pertaining to the administration of the provisions of this Agreement. The Union will keep the Chief informed of the name of the Union President or designee and these individuals shall deal only with the Chief with respect to matters pertaining to the provisions of this Agreement outside of the Grievance Procedure. The Fire Chief may also allow more Firefighters and more days per year at their discretion than provided above.
- F. Notwithstanding this Article, the City shall not be obligated to pay any Union officers, employees or witnesses for time spent in the preparation for or attendance at an arbitration or Civil Service hearing on behalf of the Union or the employee. One employee may be on Union leave for such hearings.

ARTICLE 4  
MANAGEMENT RIGHTS

- A. The Parties agree that the operation of the Fire Department of the City of Greenfield, the supervision of the employees and of their work are the rights of the City alone and include, subject to the provisions of this Agreement, the making of reasonable rules to assure orderly and effective work, maintenance of discipline, the determination in

conformance with the civil service law, and other laws of the Commonwealth of Massachusetts and the ordinances for the City, the hiring, transfer, promotion, demotion, layoff, retirement, discipline or discharge of employees for just cause without discrimination, and the right to discuss terms and conditions of employment with the employees and to inform them directly concerning matters or rights of the City.

B. Such authority, rights and obligations shall include, but are not limited to:

1. To develop, alter, enforce or abolish rules, regulations, policies, practices and operating or administrative procedures.
2. To establish, change and enforce, through disciplinary action, rules and regulations not in conflict with this contract for the purpose of maintaining order, safety and/or effective operation of the Department after advance notice to the Union and employees.
3. To determine work assignments and establish, alter or eliminate work schedules, locations or functions in accordance with municipal or departmental needs.
4. To recruit, select, evaluate and determine the number and types of Firefighters required and their qualifications.
5. To establish basic and in-service training programs and requirements for upgrading employees.
6. To take such measures as the City may determine to be necessary for the orderly and efficient operation of the Fire Department.
7. The right to employ, service and terminate all call Firefighters and casual employees as determined to be necessary in the judgment of the City; provided, however, that such employees shall not be assigned to dispatch or radio duties.
8. The right to control, direct, discontinue and change the use and locations of its properties, equipment and facilities.
9. The right to introduce change and operate new or improved technology, equipment, facilities, programs, methods, techniques or procedures, or revising of processes or systems.
10. The right to obtain from any source and to contract for materials, supplies, equipment and services, including services for the fire alarm division and the determination of whether goods should be leased, contracted or purchased.
11. The determination of the care, maintenance and operation of the equipment and property used for and on behalf of the City.



- C. The above are solely and exclusively the prerogative of the City, subject only to such limitations as are expressly provided for in this Agreement. Any new or revised rule or regulation pertaining to the Department shall be discussed and explained with the bargaining unit prior to its implementation.

ARTICLE 5  
UNION SECURITY

The City agrees that neither it nor its agents will enter into any individual or collective agreement with any employee which is in conflict with the Agreement. Should the City create any new job classification which is subject to terms of this Agreement, the City will, upon request, negotiate with the Union regarding the wages, hours and working conditions of the classification.

ARTICLE 6  
UNION MEMBERSHIP/AGENCY FEE

Each member of the Union may voluntarily agree to pay either Association dues or an agency service fee, to defray the costs of collective bargaining and contract administration.

ARTICLE 7  
DUES CHECKOFF

- A. The City of Greenfield agrees to deduct, during the term of this Agreement, dues in an amount certified to be current by the Treasurer (Secretary/Treasurer) of Local Union #2548, from the pay of those members who individually request in writing that such deductions be made.
- B. The deduction from wages, as provided in this Article, shall be made on the last pay day in each month in a total amount equal to the Union dues for the month.
- C. The Union agrees to indemnify the City against any and all liabilities, including attorneys' fees arising out of its enforcement of the provisions of this Article and Article 6.
- D. The total amount of payroll deductions of a said month shall be made available to the Treasurer (Secretary/Treasurer) of Local #2548, Greenfield Permanent Firefighters, by mail during the week immediately following the pay day on which said deductions are made.
- E. The statement by the City of Greenfield containing the name of each member and the amount of each deduction shall be accepted as correct unless within ten (10) days after the receipt of the statement by the Union, the Union notifies the Employer in writing of any error.
- F. The check off authorization shall be as follows:

## CHECK OFF AUTHORIZATION

By: \_\_\_\_\_  
(name of member)

To: City of Greenfield

Effective: \_\_\_\_\_  
(date)

Signature: \_\_\_\_\_

I hereby request and authorize you to deduct from my earnings each month the amount of Union dues. This amount shall be paid to the Treasurer (Secretary/Treasurer) of Local #2548, International Association of Firefighters. These deductions may be terminated by me by giving a sixty (60) day written notice, in advance, to both the Employer and the Union, upon termination of employment, or on termination of existing Collective Bargaining Agreement.

## ***OBLIGATIONS OF EMPLOYMENT***

### ARTICLE 8 RULES AND REGULATIONS

- A. Upon any revision or amendment being made to the Fire Department Rules and Regulations, a copy shall be given to all employees who shall sign a receipt acknowledging same. A copy of the Fire Department Rules and Regulations shall be given to all members of the Fire Department.
- B. All new members shall be given a copy of the current rules and regulations upon beginning of duty with the Fire department who shall sign an electronic acknowledgment.
- C. The Rules and Regulations may be modified or expanded at any time, provided that nothing in the Rules and Regulations shall supersede any provisions of this Agreement, and further provided that, before any change, the Union will be notified that a change is being considered and will be given a reasonable opportunity to discuss the proposed change.

ARTICLE 9  
RESIDENCY

Within one (1) year after initial appointment or the signing of this contract, whether permanent or provisional, members of the Greenfield Fire Department shall become and remain residents of the City or reside within a community whose border is no further than fifteen (15) miles from any border of the City of Greenfield. Members will be not eligible for routine emergency call-backs if the response time to return to headquarters is estimated to be greater than 20 minutes or unless otherwise approved by an officer at the time of recall.

ARTICLE 10  
CONTINUITY OF OPERATIONS

- A. **GENERALLY:** The Union and the employees agree that they will not for any reason, including an alleged prohibited practice, directly or indirectly assist, authorize, cause, condone, encourage, induce, finance, permit, sanction, sponsor, support, threaten or participate in any strike, walkouts, sit-downs, slow-downs, work stoppage, refusal to work, withholding of services or any other direct or indirect interruption of or interference with the operations, services or any of the functions of the City and Fire Department. During the period of negotiations between the Union and the City, including mediation, fact-finding and any other statutory impasse procedures, said negotiations shall be conducted without threats of sanctions or strikes by the City or by the Union.
- B. **CONSEQUENCES:** No grievance or other dispute shall be taken up for discussion and settlement by the City and the Union until all such violations has been terminated. Any employee or employees who engage or participate in any of the prohibited conduct described in Paragraph A shall be subject to disciplinary action, including reprimand, suspension and discharge and such action, if taken by the City, shall not be subject to the provisions of the Grievance Procedure, except as to the question whether the employee or employees who were disciplined or discharged did in fact participate in or encourage or were responsible for the violation of the provisions of Paragraph A. In addition to any other liability, remedy or right provided in this Agreement or by applicable law or statute, in the event that any employee or employees engage or participate in any of the prohibited conduct described in Paragraph A, the Union shall promptly, forthwith and without delay:
1. Publicly disavow such action by the employee or employees;
  2. Advise the City in writing that such action by the employee or employees has not been called or sanctioned by the Union;
  3. Notify the employee or employees in writing of the disapproval of such action by the Union and instruct such employee or employees to cease action, to return to work immediately and to comply promptly with the provisions of this Article; and
  4. Post a notice on the Union bulletin board stating that the Union disapproves such action by the employee or employees and instructing the employee or employees to

cease such action, to return to work immediately, and to comply with the provisions of this Article.

The Union agrees that it will support and assist the City in maintaining the continuity of the normal and usual services of the Department.

- C. **LEGAL ACTION:** In the event that any employee or employees engage or participate in any of the prohibited conduct described in Paragraph A, the City or Department shall have the unqualified right to institute and pursue legal action to enjoin the continuance of said prohibited conduct and for other relief or remedies. The Union agrees that such legal action, if initiated or pursued by the City or the Department, shall not constitute the exclusive remedy available to the City or Department, nor shall such legal action be construed or deemed to be a waiver of such other rights or remedies as may be available to the City or Department under the provisions of this Agreement or under the provisions of law.

#### ARTICLE 11 NEW EMPLOYEES

- A. New employees shall be subject to a twelve (12) month probationary period. During the probation period, no discipline or discharge action shall be subject to the grievance and arbitration provisions of this Agreement.
- B. All full-time firefighters hired after July 1, 2024, shall be required to complete the recruit firefighter training program at the Massachusetts Firefighting Academy and attain their Pro-Board Firefighter 1/2 certification within their one (1) year probationary period. If due to academy scheduling, the required training is not available during this time period, the probationary period shall be extended and the employee must complete this requirement at the earliest available date. If the employee fails to complete this requirement at the earliest available date, they may be discharged for this reason, without a hearing, and without recourse by the Union. The employee shall receive their regular weekly wages, but there shall be no obligation on the City to pay overtime, nor shall the provision of Articles 10 or 14 apply to such employees. Transportation of the employee to the facility, or compensation at the City mileage rate, shall be provided. The City will provide lodging for the employee if not attending the Springfield Academy, often at nearby fire stations.

An employee, who has completed an approved Massachusetts recruit training program, or accredited pro-board program, and has met the criteria as set forth in the above section, will be exempted from the mandatory training requirement at the Massachusetts Fire Academy as stated above and with the Chief's discretion.

The new employee will be required to participate and successfully pass the Commonwealth of Massachusetts Physical Ability Test (PAT) to begin employment with the department. The City will give two chances to successfully pass the PAT.

- C. In consideration of the City investment for an employee's Academy training, an employee shall be obligated to reimburse the City for part of the investment if they leave City employment to accept another Firefighter position in Massachusetts or within fifty (50) miles of the City border, as follows: \$3,850 for resignation immediately after Academy completion, such amount decreasing at the rate of \$213.89 per each month of subsequent service. If rehired, the City will pay back to the employee the amount re-paid to the City under this Section.
- D. Probationary employees if separated from employment due to resignation or termination are not entitled to sick leave buyback.
- E. Effective July 1st of each fiscal year, eligible employees will receive step increases, beginning with July 1, 2024. This change replaces the previous practice of using the employee's anniversary date of hire. No step increase will be applied retroactively.

For the initial implementation of step increase on July 1, 2024, all eligible employees will receive their step increase effective July 1, with the exception of individuals who are currently on probation. It is understood that such step increases will only be reimbursed retroactive to January 1, 2025, coinciding with the implementation of the wage increases for the first year of the contract.

New hires shall be eligible for a step increase following the successful completion of their one-year probationary period, in addition to the fiscal year step (July 1st), based on the later occurrence of the two dates. For instance, a new hire commencing employment on April 8, 2025, will be eligible for a step increase on July 1, 2026, upon the conclusion of their one-year probationary period, which is the later of the two dates. Likewise, a new hire beginning on November 6, 2025, will receive a step increase on July 1, 2027, as this date represents the later fiscal year milestone.

## ***PROTECTIONS OF EMPLOYEE***

### **ARTICLE 12** **GRIEVANCE PROCEDURE**

- A. The City and the Union agree that the exclusive method for the adjustment, processing and resolution of a grievance as defined in this Section shall be the Grievance and Arbitration Procedure prescribed in this Article. The word "grievance" shall mean a difference of opinion arising during the term of this Agreement between the City and the Union concerning the interpretation or application of the provisions of this Agreement.
- B. An employee believing they have cause for complaint shall discuss it with the Officer-in-Charge of their shift, with or without the assistance of the Union representative. A problem shall not become an official grievance until the Officer-in-Charge has had an opportunity to contact the Chief, or designee, to discuss the problem and attempt to



resolve the complaint. The Officer-in-Charge shall give a verbal answer to the employee not later than three (3) calendar days (exclusive of Saturdays, Sundays and holidays) after the verbal presentation of the complaint. Such complaint shall be presented verbally by the employee within ten (10) calendar days (exclusive of Saturdays, Sundays and holidays) after the occurrence of the event or the Union reasonably should have had knowledge thereof.

- C. If the complaint is not resolved after the verbal consultation provided in Section B above, the grievance shall be reduced to writing, signed by the aggrieved employee on a form furnished by the Union, and delivered to the Chief or designated representative. The written grievance shall state the available facts concerning the dispute, the provisions of this Agreement allegedly violated and the relief desired by the aggrieved employee. A grievance shall be deemed waived if not presented to the Chief as provided in this Section within ten (10) calendar days (exclusive of Saturdays, Sundays and holidays) after the due date of the verbal response of the Officer-in-Charge.
- D. A grievance as defined in Section A shall be processed in accordance with the following procedure:

STEP ONE:

Within seven (7) calendar days (exclusive of Saturdays, Sundays and holidays) after the filing of the written grievance, there shall be a discussion of the grievance between the aggrieved employee and the Chief or designated representative. The Union President or designated representative may, at the request of the aggrieved employee, be present at such discussion. In the event of the absence of the Chief, the person designated by the Chief shall act in their behalf within five (5) calendar days (exclusive of Saturdays, Sundays and holidays) after the conclusion of the discussion as provided in this Step One, the Chief or designated representative, as the case may be, shall advise the aggrieved employee and the Union in writing of their decision concerning the grievance.

STEP TWO:

- 1. In the event that the disposition of the grievance under Step A is not satisfactory, the aggrieved employee may, within five (5) calendar days (exclusive of Saturdays, Sundays and holidays) after the date of said decision, file a written appeal to the Mayor requesting that the Mayor or designee(s) consider the evidence and respond to the grievance. Within fourteen (14) calendar days (exclusive of Saturdays, Sundays and holidays) after the receipt of the written appeal, the grievance shall be discussed among the aggrieved employee, the Mayor or designated representative and a representative of the Union. Within five (5) calendar days (exclusive of Saturdays, Sundays and holidays) after the conclusion of the discussion as provided in Step Two, the Mayor shall advise the aggrieved employee and the Union in writing of their decision concerning the grievance.

2. Two (2) or more separate current grievances which involve similar questions shall, by written agreement between the Chief or designated representative and the Union, be consolidated and processed as a single grievance; provided, however, that a grievance so consolidated shall otherwise be subject to all the provisions of this Article. The City may institute a grievance at Step Two by submitting it in writing to the Union President.

E. A grievance which is not settled after the completion of the Grievance Procedure prescribed in Section D may be submitted to arbitration in accordance with the following procedure:

**ARBITRATION:**

1. The request for arbitration may be made by the Union or Mayor by notification in writing to the other Party within five (5) calendar days (exclusive of Saturdays, Sundays and holidays) after the due date of the termination under the Grievance Procedure as provided in Step 2 of paragraph 2, Step Two.
2. Within ten (10) calendar days (exclusive of Saturdays, Sundays and holidays) after such notification, the Party requesting arbitration shall execute and mail a written request to the American Arbitration Association, with a copy to the other Party, for the appointment of a panel of arbitrators. At any time prior to the appointment of an arbitrator, the City and the Union may agree upon an arbitrator.
3. The arbitration shall be handled in accordance with the American Arbitration Association's Voluntary Rules of Labor Arbitration. The request for arbitration shall state the provision or provisions of this Agreement allegedly violated and shall state the remedy or relief sought by the Party requesting arbitration.
4. Within twelve (12) calendar days after the mailing by the federal services of a panel of suggested arbitrators, the representative of the Mayor and the Union shall designate an arbitrator by alternately striking one name until one arbitrator's name remains. The arbitrator whose name is the last remaining name on the list shall be designated by the Parties as the arbitrator.
5. The authority of the arbitrator shall be limited to the terms and provisions of this Agreement and to the question or questions submitted. The arbitrator shall be bound by the provisions of this Agreement and they shall not have any authority to establish salaries or wages, or add to, subtract from, modify or otherwise change any of the terms or provisions of this Agreement. Subject to the provisions of this Article, the arbitrator shall have the authority to direct that violation of this Agreement cease and to award compensatory damages.
6. The arbitrator shall mail their written decision simultaneously to the City and to the Union within thirty (30) calendar days after final submission. The decision of the arbitrator shall be final and binding upon the Mayor, the Union and the aggrieved employee or employees.

7. The expense of the arbitrator and the expenses directly related to the arbitration hearing shall be shared equally by the City and the Union. If either Party desires a transcript of the proceedings to be made, it shall be at its own expense.
  8. The Chief, the Mayor, the Union and the employees agree not to unreasonably withhold assent to the request by one of the other Parties for a reasonable extension of the time limits provided in this Article.
- F. By agreement in writing between the City and the Union, a grievance subject to the Grievance Procedure as provided for in Section C and Section D may be directly submitted to arbitration as provided for in Section E.
  - G. A grievance may be filed and processed on behalf of one or more employees by the grievance committee of the Union; provided, however, that the grievance and procedures related thereto shall be subject to all provisions of this Article.
  - H. Failure to process a grievance within the time limits established in this Article presumes that it has been satisfactorily resolved at the last Step to which it has been properly processed. In the event that the City representative's answer is not given within the limits of time herein provided, the grievance may be appealed directly to the next step of the Grievance Procedure.
  - I. The City need not arbitrate, and will not be bound by any arbitration award involving a matter also subject to potential civil rights, civil service, retirement board or Massachusetts Labor Relations Commission litigation or an issue arising under Article 12(G), unless the City is first satisfied that such other procedures and avenues of litigation have been effectively waived by the affected employees and by the Union on a form agreed to by the Parties.

### ARTICLE 13 SAFETY

- A. The City agrees for emergency calls that the apparatus will be manned by sufficient manpower, including call persons, provided call persons are not taking the place of a permanent Firefighter, to insure the safety as determined by the Chief in their sole discretion.
- B. No employee will be required to work more than thirty-six (36) consecutive hours. The chief, or their designee, may give permission for up to forty-eight (48) hours of continuous work. This includes all pre-scheduled overtime by the department.
- C. There shall be a joint advisory safety and health committee composed of an equal number of Employer and Union representatives. The Union representatives shall be selected by the Union. The Employer representatives shall include the Fire Chief. The joint committee shall:



- (1) Meet at least twice each year or more often as mutually agreed.
- (2) The parties agree to establish a Labor-Management Safety Committee (LMSC) to exchange information and to discuss matters of concern or interest to either of them in the broad area of personnel policy or practice regarding safety. All parties shall have the understanding that the purpose of the group is to promote positive labor/management relations and provide a communication platform for both sides to discuss any safety issues.
- (3) The Employer and the Union agree to discuss and address issues related to health and safety in the LMSC meetings. The Union may make written recommendations for the correction of hazardous conditions or unsafe work methods which come to its attention. All recommendations shall be forwarded to the Fire Chief for the Chief's consideration and response. The Committee only is empowered to make recommendations.

Generally, the meetings will be during regular work time. At the Fire Chief's sole discretion, leave with pay will be granted to Union members of the Committee required to attend meetings of the Committee and other Committee activities outside of regular work time provided that there is no overtime cost to the Department.

## ***HOURS AND OVERTIME***

### ARTICLE 14 HOURS OF DUTY

- A. The regular work week of the Firefighter shall be over an eight (8) week cycle as outlined in the below twenty-four (24) hour shift schedule. A shift is defined as a twenty-four (24) hour period from 8:00 a.m. to 8:00 a.m. The Union agrees that it shall be a condition of employment that unless working for the City, the employee will report for shift duty rested and fully able to fulfill the duties and responsibilities of the job.

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	D	X	D	X	X	X	X
2	X	D	X	D	X	X	X
3	X	X	D	X	D	X	X
4	X	X	X	D	X	D	X
5	X	X	X	X	D	X	D
6	X	X	X	X	X	D	X
7	D	X	X	X	X	X	D
8	X	D	X	X	X	X	X
D = 24-Hour Shift    X = 24-Hour Off    Shaded = First for Call-Back							

- B. The regular work week for members of the Fire Prevention Division shall be forty (40) hours, minus one (1) hour for lunch. Hours of duty shall be a mutual understanding between the Fire Chief, the member of Fire Prevention and Local 2548.
- C. A Tour will be defined as two (2) consecutive shifts.
- D. The Captain and Lieutenant on the same group will be allowed no more than one (1) approved leave of absence (e.g., "vacation") per person per calendar year where they can both be on an approved leave of absence at the same time provided that such occurrence will not result in an order in.
- E. Except as otherwise provided herein, Administrators on day schedules will have same vacation and holiday arrangement as other City Administrators.
- F. For administrative purposes, sick leave and vacation leave shall be carried on the books as twelve (12) hours, and shall be paid as such on termination of employment.
- G. Nothing in this Agreement shall be interpreted to preclude the changing of schedules or the transfer of employees (from one group to another, or between tours), if reasonably necessary for the economical and efficient operations of the Department.
- H. Interim transfers or schedule changes (between groups) are those which are expected to be in effect for two (2) calendar months or less, and are considered necessary by the Chief to the temporary absence of personal training, or other short-term operational cause. Employees shall be entitled to know the reason for an expected duration of an interim transfer or schedule change, at least forty-eight (48) hours in advance, and no employee will be so transferred or their schedule so changed more than two (2) times per calendar year without consent. The Chief will make reasonable efforts to seek volunteers or give due regard to seniority among those employees they consider qualified and available for the interim transfer or change of schedule.
- I. Permanent transfers or schedule changes are those made for indefinite duration, usually for the purpose of achieving optimum balance between shifts, or which are considered by the Chief to be necessary due to promotions, training requirements or other good cause. When a vacancy of an officer on any shift is to be filled, the position shall be posted at least two (2) weeks before the decision is to be made, and all employees who qualify shall be entitled to request consideration for the appointment.
- J. No transfer or change as described in this Article shall interfere with an employee's previously-approved vacation unless the employee specifically consents or an emergency situation exists due to the lack of availability of other qualified employees.
- K. Written employee requests for transfer will be carefully considered by the Chief, and a response made, in writing if requested, within one (1) calendar month from the date the request is made.
- L. The hours of duty set forth in this Article shall not apply to provisional or probationary

employees whose working schedule and duty assignment may be altered for training purposes.

M. The City may establish and fill one “floating schedule” Firefighter position subject to the following:

1. “Shift” herein shall mean 8:00 a.m. - 8:00 a.m.
2. The Firefighter may be assigned to any tour or group. If a probationary employee, the Firefighter shall have been qualified, in the judgment of the Chief after discussion with the officers who trained the employee, to perform dispatch and other Firefighter duties.
3. Such employee may be assigned to another tour or group on a minimum of forty-eight (48) hours’ notice (unless by the employee’s consent) to fill in on a vacancy caused by a scheduled absence or a medical leave.
4. The “floating” Firefighter’s next scheduled work tour will determine their call-back position onto the next oncoming (emergency call-back) tour.
5. The seniority of the “floating” Firefighter will determine their call-back sequence within the emergency call-back tour (next oncoming tour).
6. The position shall be posted for bid December 1<sup>st</sup> each year for a one (1) year assignment effective January 1<sup>st</sup>, and shall be awarded to the most senior bidder. If no qualified Firefighter bids, the assignment may be made to the least senior qualified Firefighter in the Department. If the assigned Firefighter becomes unable to fulfill the assignment due to promotion, medical leave or other reason, the position will be re-bid for assignment to complete the one (1) year term.
7. The “floating” Firefighter shall not be eligible for working out of grade compensation.
8. The schedule of the “floating” Firefighter shall be arranged so that they will be off duty on at least half of the paid holidays listed in Article 15 (e.g., five one year, six the next).

N. Permanent Firefighters will be allowed to be absent on approved, paid leaves of absence under the Collective Bargaining Agreement in accordance with the following chart:

6+ Permanent Firefighters assigned to a shift:	2 off during Vacation Season (May 15 <sup>th</sup> through September 15 <sup>th</sup> ) 1 off during non-Vacation Season (September 16 <sup>th</sup> through May 14 <sup>th</sup> )
5 Permanent Firefighters assigned to a shift:	1 off year round

4 Permanent Firefighters assigned to a shift:	1 off year round
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- O. Whenever city offices are scheduled for a half day of work due to a holiday and the Mayor decides, in their sole discretion, to provide a full day off to all non-essential employees, during that scheduled work time, bargaining unit employees who work during the hours of that day during that scheduled work time will be entitled to pay or compensatory time of four (4) hours for that said time.

ARTICLE 15  
WAGES AND OVERTIME

- A. Wages for all employees shall be in accordance with Appendix "A" in this Agreement and shall be paid through direct deposit.
- B. Except as provided herein or in Article 16, Compensatory Time Off, all hours worked over and above the employee's scheduled hours of duty shall be compensated as overtime hours. Overtime shall be paid at an hourly rate determined by dividing the employee's weekly wage by 42 (40 in the case of 40-hour employee) and multiplying the resulting figure by one and one-half (1½) (two (2) in the case of overtime hours worked on paid holidays).
- C. There shall be no duplication or pyramiding of overtime periods, provided that it is understood that each call-back after the employee is released is subject to the minimum three (3) hour guarantee. A recalled employee who completes a primary transport will receive \$50 per completed primary transport.
- D. When an employee is called back to work due to an emergency call, they shall be guaranteed a minimum of three (3) hours of overtime from the time they punch in, during which time they shall be expected to remain on duty unless specifically relieved by the Officer in-Charge. Employees scheduled to work the next scheduled shift shall be called for emergency duty before other off-duty employees, and in order of seniority.
- E. When the Department desires to call an employee back to work for shift fill-in where no emergency has been called, and where the employee's regular work schedule will remain unchanged, the work will be offered on the basis of seniority and in such a way as to make such opportunities equalized among the employees over a fiscal year period. If there are no volunteers for such work, the least senior employee available, who has not worked three (3) consecutive shifts, may be required to perform the work, in which case the work will be compensated on an overtime basis. Fire inspection and prevention work is excluded from the operation of this Section.
- F. If an employee is required to work beyond the two (2) hour minimum, they shall be paid an additional half (½) hour at overtime rate and this shall continue for each additional half (½) hour period thereafter. For example, assume 2-hour minimum ends at 10:00 hours. If Firefighter works until 10:01, Firefighter is paid an additional one-half (½) hour beyond



the two (2) hour minimum at OT rate. If Firefighter worked until 10:31, they would be paid an additional one-half (½) hour at OT rate.

- G. During training periods, the provisions of this Article shall not apply to any provisional or probationary employee who is required or expected to attend special training as part of the Department's training program, including on-the-job training as well as outside training, such as CPR or Fire Academy.
- H. Overtime pay shall be paid no later than the second pay day following the period in which it is worked.
- I. For the purpose of calculating overtime obligation under the Federal Fair Labor Standards Act, the payroll period shall be twenty-eight (28) calendar days in length. The FLSA payroll period shall commence on January 1<sup>st</sup> each year, with one overlap period bridging the following year.
- J. It is understood that in the absence of Captains, Lieutenants will be called back. When no officer is available for emergency call-back and the most senior Firefighter becomes the OIC, they shall receive the minimum three (3) hour OIC pay for that call-back, and OIC pay for any time beyond the three (3) hour minimum. OIC pay will be calculated in accordance with Article 18(B) and Appendix "A." If a Firefighter is an OIC on call-back, they shall be in charge in the absence of a ranking officer. This section only applies when the on-duty OIC(s) are out of the City.
- K. In the absence of the Chief, a Captain shall be designated as Acting Chief for up to 30 (thirty) days. The Acting Chief will be compensated at \$75.00 for every 12 (twelve) hours served as Acting Chief. The Mayor will appoint an Acting Chief if the vacancy is 31 (thirty-one) days or greater. Selection of the Acting Chief shall be fair and equitable.
- L. When the on-duty shift is out on a call after 8:00 a.m. (or past the end of their scheduled overtime shift), upon arrival back at the station, they shall be compensated with one-half (½) hour of overtime rate and this shall continue for each and every half (1/2) hour until released from duty.
- M. Definitions of terms within the Agreement:

"Basic Hourly Rate," "Base Pay Rate," "Hourly Rate," "Straight Time Rate," "Straight Time Wage," "Pay Rate" and "Regular Rate"	equals the	weekly Wage Rate divided by forty-two (42) hours, exclusive of additional payments, allowances or other augmentation(s)
"Weekly Wage Rate"	equals the	amount listed in Appendix A as wages regardless of the rotation cycle in any week

“Overtime Rate” and “Overtime Hourly Rate”	equals the	Base Hourly Rate (by any other name as listed above) times 1.5
“gross weekly income”	equals the	total wages earned in any workweek from any wage and/or augmentations paid in any workweek, including any accruals used to account for time not worked
“full pay”	equals the	wages paid in any workweek earned from any wage and/ or augmentations paid in any workweek, including any accruals used to account for time not worked

- N. Firefighters who have at least ten (10) years of continuous service in the Department shall be entitled to a one percent (1%) incentive pay increase; fifteen (15) years of continuous service shall be entitled to a two percent (2%) incentive pay increase; and twenty (20) years of continuous service shall be entitled to a three percent (3%) incentive pay increase.

Firefighters holding an EMT certification will receive the following additional longevity benefit:

At least ten (10) years of continuous service:	1%
At least fifteen (15) years of continuous service:	2%
At least twenty (20) years of continuous service:	3%

- O. Upon implementation of biweekly pay, the City will provide notice as required by State Law. The payroll period shall begin at 12:01 a.m. on Sunday and end at midnight on the second Saturday. The pay day shall begin at 12:01 a.m. and end midnight as stated above. The pay change shall be administered so that the employee receives a two (2) pay period payment in the week prior to the week in which no pay will first occur.

#### ARTICLE 16 COMPENSATORY TIME OFF

- A. Any employee required or requested by the Chief of the Department, or designee, to perform duties for the Department not of an emergency nature during such time as an employee is not scheduled to be on duty, excluding court appearances as a Department employee, may at the City’s discretion be compensated by the City with pay or paid time off to be used at the employee’s choosing.
- B. Requests for accrued compensatory time off may be scheduled and taken at a time mutually agreed between the employee and the Chief. Requests should be submitted with

at least forty-eight (48) hours' notice. Approval by the Chief, once granted, shall not be withdrawn, except if mutually agreed to.

- C. Compensatory time is to accrue at a rate of one and one-half (1½) hours for each one (1) hour worked. If the employee's duties are required or requested on a double time day under Article 15, then compensatory time shall accrue at a rate of two (2) hours for each (1) hour worked.
- D. Compensatory time may be accumulated to the maximum allowed under law of two hundred (200) hours and may be carried on the records indefinitely, unless and until the City compensates the employee to reduce the balance. At separation, payout shall be kept at one hundred fifty (150) hours.
- E. Accumulated time off that has been approved may be canceled should a situation of an emergency nature occur, or for other reasons, provided that twenty-four (24) hours of notice is given to the employee. Cancellations by mutual consent may occur at any time and not be subject to time limits.

#### ARTICLE 17 SHIFT EXCHANGE

Employees shall have the right to shift exchange when the exchange will not interfere with the operation of the Department or result in additional cost. Notification shall be provided to the OIC, Captain, Chief or Deputy Chief within a reasonable period of time prior to the exchange.

### ***PAY AND BENEFITS***

#### ARTICLE 18 WORKING OUT OF GRADE – COMPENSATION

- A. In the absence of a shift officer, any Firefighter who is directed by the Chief of the Department to perform the duties and assume the responsibilities of that officer (other than mutual aid) shall be paid for all hours worked at the current OIC rate.
- B. OIC pay for a Firefighter filling in as OIC shall consist of five dollars (\$5.00) per hour, for each hour worked as the OIC on any shift. Thereafter, the pay rate shall annually increase by the same percentage applied generally as the "cost-of-living" increase.
- C. When circumstances make it necessary for an officer to work two (2) successive tours of duty or more usually delegated to an officer of a higher rank than their own, the employee shall be compensated by additional payment to the employee of an amount equal to the minimum pay of the higher rank.

ARTICLE 19  
OUTSIDE PAID DETAILS

- A. The provisions of this Article shall govern the assignment of outside details to the employees covered by this Agreement when such work is to be paid for by another City Department or by an outside individual, group, organization or corporation.
- B. Such assignment shall be made by the Chief of the Department, or designee, to qualified off-duty employees and shall be distributed among the employees who volunteer therefore, as equitably as possible. The Chief of the Department shall cause to be maintained a record of all assignments, which may be examined by a representative of the Union at reasonable times and upon reasonable notice.
- C. All details shall be paid at the following hourly overtime rate of pay based on rank: Firefighter-Top Step FF EMT-B rate plus \$4/hr, Lieutenant-Top Step LT EMT-B rate plus \$4/hr, Captain-Top Step EMT-B rate plus \$4/hr. Details will be a four (4) hour minimum, and a two (2) hour billing increment for any time worked after four (4) hours, up to eight (8) hours. After eight (8) hours, the billing shall be in one (1) hour increments. This shall include any and all subcontractors working for the City of Greenfield. All bargaining unit members shall be paid on and one-half (1½) times the above-stated hourly wage for any time worked on a detail after eight (8) hours. Details will be deemed an emergency when the Department is contacted four (4) hours or less in advance of the detail regardless of the time of day and will be paid at one and one-half (1½) the detail rate.
- D. All Sunday and holiday details will be paid at a rate of one and one-half (1½) times the above-stated detail rate. Bargaining unit members will not stay over the time requested without prior notice to the employer that the rate will be rounded to the next hour for any time past the original request.
- E. For any detail that is cancelled within the two (2) hours of the scheduled start of the detail, the four (4) hour minimum will be paid by the requesting agency.
- F. Grant funded assignments by the Chief are not to be regarded as covered by this Section.
- G. Once an employee has accepted and performed or refused to accept such an outside detail, their name shall not be called again for such duty until such time as all other employees have had one opportunity to accept an outside detail, taking into consideration the on-duty schedule.
- H. Such assignments to outside details shall not be made to any persons who are not covered under this Agreement until reasonable efforts have been made to offer the work to covered employees; provided, however, that nothing in this Article shall restrict the rights of the Chief to assign officers to any outside detail which, in the judgment of the Chief, warrants an officer to act as supervisor of a detail or which requires the Fire Inspector.



ARTICLE 20  
EMERGENCY MEDICAL TECHNICIAN

- A. The Employer agrees to compensate all employees who successfully complete and maintain State and National Registry Certification at the EMT rates set forth in Appendix "A."
- B. Employees shall provide copies of any initial or recertification papers in order to receive compensation as outlined in Appendix "A" for the Certification level attained. The City will reimburse the cost of the State/National Certification fee solely in order to maintain the biannual Certification.
- C. Emergency Medical Technicians shall be allowed to attend re-certification, training and refresher courses that are held in the local area when otherwise scheduled to be on duty, provided it does not interfere with the operation of the Department.
- D. All employees must possess a Basic EMT Certification or obtain said Certification within eighteen (18) months of employment. Should they fail to obtain said Certification in that period, they shall be terminated unless that employee can demonstrate reasonable circumstances which prevented them from obtaining said Certification.

Expired Cards/ licenses: This section applies to EMS certifications (Paramedic, Advanced, Basic, First responder, ACLS certification, and Drivers License). A member that is identified as having any expired cards or licenses will not be allowed to work on the ambulance for up to three (3) months. The City reserves the right to terminate after 3 months without a licensee or after two failures to maintain. All members shall report the loss of certifications and licenses within 24 hours.

Any employees employed by the City but not possessing this Certification prior to September 1, 2021 will not be held to this requirement.

ARTICLE 21  
COLLEGE CREDIT PAY AND INCENTIVE PROGRAM

- A. The Employer agrees to the college credit pay incentive program for regular full-time employees of the Greenfield Fire Department as a reward for furthering their education in the field of fire science, fire administration and/or emergency management. Coursework that is designated as an elective in a fire science degree program, and that is required to complete the degree program, shall qualify under this Article.
- B. The Firefighter career incentive base salary increases shall be predicated on the accumulation of points earned toward a baccalaureate or associate degree. Sixty (60) points for art associate degree and one hundred and twenty (120) points for a baccalaureate degree are required. All semester credits and degrees shall be earned in an educational institution accredited by the New England Association of Colleges and Secondary Schools, by the Board of Higher Education, or an accredited educational institution approved by the

City, and the following base salary increases shall be authorized by the Employer and granted in the following manner:

- 2.0% increase for the accumulation of 10 credits
- 4.0% increase for the accumulation of 25 credits
- 6.0% increase for the accumulation of 40 credits
- 8.0% increase for the accumulation of 60 credits
- 10% increase for the accumulation of 90 credits
- 12% increase for the accumulation of 120 credits

In any one year, documented information shall be submitted to the Chief of the Fire Department prior to January 1<sup>st</sup> of each year. Whenever current enrollment in courses in the spring semester would increase a Firefighter's percentage, they may submit them for budget purposes and would be entitled to the increase, providing the course was satisfactorily completed prior to the start of the fiscal year. Elective courses taken by any Firefighter shall not be counted for credit under this Article when they are not enrolled in a formal fire science or fire administration degree, or emergency management program. Upon enrollment in such a program, any completed electives that are accepted by the degree program as fulfilling any requirement shall then become qualified. Final approval, prior to embarking on any course of study in this connection, must be obtained from the Fire Chief. Further, any course for which credit has already been obtained prior to the inception of this plan must be approved by the Fire Chief.

This plan is not contemplated to be retroactive; however, any such credits as described herein, accumulated by regular full-time employees of the Greenfield Fire Department, shall be entitled to a yearly increase as provided herein.

- C. Any member who has or earns a pro-board certification in the following categories will receive a one-time payment of \$100 for each certification when the certification is obtained. Any pro-board certifications on file with the department as of when this contract goes into effect will receive \$100 per certification. If a member has taken any of the following classes without the pro-board certification but can produce a certification for the class, that member shall receive a \$25.00 one-time payment for each class. The classes that will receive incentives are Fire Officer 1-2-3-4. Fire Inspector 1-2. Incident Safety Officer, Instructor 1-2, Hazardous Materials Technician, and Rope/Trench/Confined Space 1-2.

## ARTICLE 22

### INSURANCE AND PENSION

- A. The City will continue to participate in the group insurance programs established under Chapter 32B of the General Laws.
- B. The insurance coverage provided to the employees may be reviewed by an Insurance Advisory Committee as established under M.G.L. Chapter 32B, Section 3. It is agreed that Local #2548 should have one (1) voting position on said Committee. An employee covered under this Agreement who is chosen as the voting Committee member by the

Union, when attending meetings and functions pertaining to health and life insurance while on duty, will be paid their regular rate for their normally scheduled work week. The Union shall notify the City from time to time as to the individual who will be on the Committee or who the delegated alternate is, if any.

- C. The retirement system and pensions as provided under Chapter 32 of the General Laws of the Commonwealth of Massachusetts, as amended, shall be applicable to all eligible employees covered under this Agreement.
- D. Employees will have the option of increasing their life insurance to \$5,000, if desired. Employees will have the option to participate in any of the other insurance plans generally available to all employees of the City subject to their eligibility restrictions and other requirements.

### ARTICLE 23 VACATIONS

- A. Vacation leave with full pay shall be granted to all employees covered hereunder as follows:

<u>Employment Length</u>		<u>Vacation</u>
> 30 weeks	but < 1 year:	48 hours
1 year	but < 4 years:	96 hours
4 years	but < 7 years:	132 hours
7 years	but < 12 years:	156 hours
12 years	but < 16 years:	192 hours
16 years	but < 21 years:	216 hours
21 years	but < 24 years:	264 hours
24 years or more:		288 hours

A vacation week shall constitute forty-eight (48) hours. See Definitions in Appendix "B."

- B. Fire Prevention/Administrative Employees: Vacation leave with full pay shall be granted to all Fire Prevention/Administrative employees covered hereunder as follows:

<u>Employment Length</u>		<u>Vacation</u>
> 30 weeks	but < 1 year:	40 hours
1 year	but < 4 years:	80 hours
4 years	but < 7 years:	108 hours
7 years	but < 12 years:	128 hours
12 years	but < 16 years:	160 hours
16 years	but < 21 years:	180 hours
21 years	but < 24 years:	220 hours
24 years or more:		240 hours

A vacation week shall constitute forty (40) hours.

- C. Vacation weeks or half weeks shall be granted by the Chief at such time as in their opinion shall cause the least interference with the performance of the Department. These vacation periods are on a first-come basis, and must consist of a full week for those entitled to a full week, and a half week for those entitled to a half week. Up to forty-eight (48) hours of such additional vacation, upon the approval of the Chief within their discretion, may be used, it being understood they shall not be allowed on holidays.
- D. The time off limitations described in Article 14(N) is applicable to this Article.
- E. Any employee who is separated from service due to termination or death, layoff, resignation or retirement shall receive earned wages for all accumulated but unused vacation leave at their base rate at the time of separation.
- F. When considered by the City to be desirable based on its staffing or financial needs, an employee may be permitted to accumulate and hold over vacation leave from one year to the next. Accumulated but unused vacation exceeding the amount the employee can earn in two (2) years shall, if not used, be transferred to the employee's sick leave account for use only as sick leave.
- G. Approval by the Chief or designee is required, and once presented to the Chief shall be deemed approved if not denied within two (2) business days. Accumulated time off that has been approved may be canceled should a situation of an emergency nature occur. Cancellations by mutual consent may occur at any time and not be subject to time limits.
- H. Vacation scheduling will be done within each individual group. The scheduling sign-up period shall begin on the week of January 1<sup>st</sup> in each calendar year and shall end on February 1<sup>st</sup> at 6:00 p.m. Each officer and Firefighter shall select their vacation according to seniority, and shall sign their name and the dates chosen. The most senior employee within each group will sign within forty-eight (48) hours of the posting of the sign-up schedule. Thereafter, each employee will sign within forty-eight (48) hours of the employee who preceded them. In the event any employee fails to sign within their forty-eight (48) hour period, they shall forfeit their first round choice and yield to the next most senior employee. A copy of the sign-up schedule will be submitted to the office in the first week of February. Commencing January 1<sup>st</sup> in each calendar year, the employee will have a fourteen (14) month period in which to choose vacation time for the period. Any vacation requests after fourteen (14) months shall have to wait until the subsequent sign-up period.

#### ARTICLE 24 PAID HOLIDAYS

- A. The following days shall be considered to be paid holidays on the days said holidays are to be observed in accordance with Massachusetts law:

New Year's Day	Veterans Day
Memorial Day	Patriots Day
Martin Luther King Day	Thanksgiving Day
Independence Day	Labor Day
Columbus Day	Christmas Day
Presidents' Day	Juneteenth

- B. Holiday pay shall be calculated as one-fourth ( $\frac{1}{4}^{\text{th}}$ ) of the employee's regular weekly base salary and shall be paid to each eligible employee in addition to their regular weekly base salary for the week in which the holiday falls. An employee is eligible for holiday pay if on the day of the holiday they are on vacation, injury leave, other paid leave or on approved paid sick leave of over four (4) of the employee's scheduled tours (10/14 schedule).
- C. Holiday pay shall be included in the payroll period in which the holiday occurred.
- D. Any employee wishing an extra day off in lieu of holiday pay may request such in writing and present it to the Chief of the Department, or designee, at least seven (7) days prior to the requested day off.
- E. Nothing in this Agreement shall prohibit the City from providing employees with additional paid time off in order to compensate them for added special City holidays.
- F. Fire Prevention/Administrative Employees: Employees working an administrative schedule shall receive the holidays as enumerated in Article 24(A) and shall have the day off with pay. Holidays that fall on Saturday or Sunday will be observed on the preceding Friday or the following Monday, respectively.

## ARTICLE 25 PERSONAL LEAVE

- A. Up to forty-two (42) hours per year shall be available to each employee as personal leave for any reason. Such leave may be taken at any time, subject to prior approval of the immediate supervisor or the Chief of the Department, or designee, in no less than one (1) hour increments. Personal time off shall not be permitted if overtime will result, except during a shift of five (5) or fewer members where no other time off has been granted to another Permanent Firefighter on the shift. Such leave shall be with full pay and employees can accrue up to eighty-four (84) hours. Such leave shall be considered to satisfy the event requirements of the Massachusetts Small Necessities Act. Personal Time may be permitted to be scheduled in increments of four (4) hours or more and must be preapproved. Personal time that has been approved may be cancelled should a situation of an emergency nature occur.
- B. Leaves of absence for good reasons may be granted by the Chief of the Department, or designee, with approval of the Mayor, at their discretion. Such leaves shall be without compensation, but shall not exceed a period of one (1) year.



1. Pursuant to COBRA, if applicable, full insurance benefits will continue during the period of leave, with the employee responsible for payment of full premium.
  2. Upon return from such leave, all benefits to which the employee was entitled at the time their leave commenced, including unused sick leave, will be restored to the employee upon their return; however, no sick leave or vacation shall accumulate during the period, nor shall they be entitled to holiday pay while on leave. If the leave bridged two (2) fiscal years, the employee will be credited on return with a pro-rated amount of personal leave.
- C. The time off limitations described in Article 14(N) is applicable to this Article.

ARTICLE 26  
SICK LEAVE AND INJURED-ON-DUTY (IOD) LEAVE

- A. All permanent and provisional full-time members of the bargaining unit shall be entitled to one hundred eighty (180) hours or fifteen (15) hours of sick leave per month, or fifteen (15) days per anniversary year credited on the first day of each anniversary year without loss of pay. Authorized sick leave can be taken in twelve (12) hour periods. If sick leave allowance is not used in any anniversary year, it shall accumulate without limitation.
- B. Sick leave as used in this Article shall be defined as absence from work without loss of pay because of non-service-connected injury or illness.
- C. When an employee finds it necessary to be absent from duty because of illness or injury, they or their agent shall report the fact to the on-duty shift officer as soon as the employee knows as practicable but not less than two (2) hours prior to the start of their work shift, including the anticipated length of absence and any subsequent changes in the anticipated length of absence, except if circumstances preclude the employee from doing so. The City may require periodic reports from the employee as to their status.
- D. Absences incurred through use of alcohol or illegal drugs shall be excluded from sick leave allowance. However, any employee will be granted sick leave to attend a bona fide substance abuse or mental health facility.
- E. Employees who are absent for injury or illness for more than one (1) tour may be required, before reporting to duty, to present a physician's certificate to the Chief of the Department, or designee, stating they are fit for duty. No unpaid absence for reasons of illness or injury will be allowed or authorized until the employee's paid sick leave account is exhausted.
- F. Any employee signed out on sick leave shall notify the Chief of the Department or designee of their whereabouts if other than their home address and shall comply with medical restrictions placed upon them for recovery.
- G. An employee shall be compensated while on IOD leave in accordance with M.G.L. c. 41, Section 111F, as amended:

1. While on IOD leave, an employee will be paid in accordance with Articles 11, 18 and 24. There shall be no deduction from pay for holidays falling in the leave period. During IOD, the employee continues to accrue sick and vacation leave for up to six (6) months from the date of injury and then ceases to accrue; on return to work, other benefits such as personal leave and uniform allowance will be credited pro rata.
  2. An employee on injury leave who is unable to use accumulated vacation leave within the crediting year shall have the option of receiving pay for the unused vacation leave or the amount of vacation time off during the following year.
  3. Seniority shall continue to accrue during an injury leave.
- H. All employees, upon retirement, layoff, death or voluntary resignation, shall be entitled to receive twenty percent (20%) of their unused accumulated sick leave at their base rate in a lump sum payment. A sick leave day shall be equal to twelve (12) hours of the employee's base wage at the time. There shall be a \$5,000 capitation on the maximum payment of unused, accumulated sick leave for employees hired after July 1, 2015. All employees who are hired before July 1, 2015, and not subject to the \$5,000 cap, shall be entitled to receive twenty-five percent (25%) of their unused accumulated sick leave at their base rate if they provide a written notice of intent to retire to the Chief or their designee at least six (6) months prior to the start of the fiscal year in which they intend to retire. Employees who have reached the capitation on maximum sick leave accrual shall have the right to buy back up to eighty-four (84) hours of accrued sick leave per fiscal year at a rate of 100% of the employee's regular rate of pay.
- I. Any employee not using sick time (not to include IOD) in a fiscal year will be allowed to use one additional (but not accumulative) twenty-four (24) hour shift or period as a "personal day" during the following fiscal year (subject to the conditions outlined in Article 25A.).
- J. Up to a maximum of eighty-four (84) hours shall be allowed for serious injury or illness in the immediate family of the employee (spouse, child) and shall be charged against sick leave.
- K. Any paid leave as provided under this Article shall run concurrently with and not in addition to any FMLA leave.

#### ARTICLE 27 BEREAVEMENT LEAVE

- A. Leave for this purpose shall be granted up to five (5) calendar days related to bereavement purposes. Such days do not have to be consecutive but may not be taken more than thirty (30) days from the day of death, including the day of the funeral unless there are compelling circumstances, as agreed to by the Chief. All such leaves shall be allowed for death in the immediate family of the employee and shall not be charged against their sick leave.

- B. Immediate family as defined in this Section shall mean spouse, spousal equivalent, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, stepmother, stepfather, stepsister, stepbrother, stepchild, grandparents and grandchildren of the employee or their spouse. Aunts and uncles shall be recognized under this Article but with the understanding that only the calling hours and day of the funeral will be allowed off.
- C. To accommodate special relationships, employees may submit for Departmental approval the names and relationship information of a “significant other” person that the employee wishes to be considered as immediate family for the purpose of this Article. There can be only one person in the “special relationship” category at a time. Such submissions as well as the City’s approval/denial shall be reasonable.
- D. Additional time off may be allowed in reasonable circumstances at the sole discretion of the Chief but when an employee is granted paid time off beyond five (5) calendar days, the additional time must either be unpaid or through using their regular available paid time off accruals to the extent they have such time available.

## ARTICLE 28 MILITARY LEAVE

- A. An employee having at least thirty (30) days continuous service for the City and being required to perform military duty in the Armed Forces under the provisions of the General Laws, Chapter 33, Section 54, or being required to serve an annual tour of duty as a member of a reserve component of the Armed Forces of the United States, shall be granted a military leave of absence and shall also be entitled to the difference between military pay and their regular base weekly wage for not more than fifteen (15) work days.
- B. A military leave of absence without compensation shall be granted to any such employee called to active duty with the Armed Forces of the Commonwealth or of the United States for purposes other than the military duty referred to in the preceding Paragraph. It is the employee’s responsibility to notify their Department Manager of the dates they are leaving for military service and to provide written proof from military or selective service officials. Leave granting and reemployment will be in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- C. A military leave of absence with compensation shall be granted to any such employee for the purpose of appearing before any board under the Selective Service Law or for any physical examination under said Law, but no such leave of absence shall be granted for a period of more than one (1) day without the approval of the Mayor.

## ARTICLE 29 FAMILY AND MEDICAL LEAVE



In compliance with the City's adoption of the Family Medical Leave Act (FMLA) of 1993, and as hereby agreed and affirmed by the City and the Union, the FMLA leave policy governs events such as:

1. the birth, adoption or foster care placement of a child and for care of that child;
2. the serious health condition of a spouse, spousal equivalent or life partner, child or parent of the employee;
3. the employee's own serious health condition.

Pursuant to the policy, all eligible employees are entitled to take up to twelve (12) weeks of unpaid family medical leave during a twelve (12) month period as provided for under the FMLA policy definitions and procedures, except:

1. as provided for under any applicable Time Off Plan contained elsewhere in this Agreement; and
2. as outlined in the "Paid Leave and Benefits" section of the FMLA policy; and
3. any paid leave provided by this Agreement shall run concurrently with and not in addition to any unpaid leave.

The City and the Union hereby affirm and adopt the Massachusetts Small Necessities Act wherein employees are entitled to twenty-four (24) hours of unpaid leave time in addition to any FMLA leave. It is hereby agreed that personal time as provided for elsewhere herein shall be considered to satisfy the Act and shall run concurrently with and not in addition to any unpaid leave. Leave under the Act includes events such as:

1. school activity involving the educational advancement of the employee's child;
2. to accompany the employee's child to a routine medical or dental appointment;
3. to accompany the employee's elderly parent (60 or older and related by blood or marriage) to routine medical or dental appointments or for appointments for other professional services related to the elder's care.

Employees are notified that all notifications, certifications and questions must be submitted to the Fire Chief, who will forward them to the Director of Human Resources.

### ARTICLE 30 COURT TIME/JURY DUTY

- A. Except as provided in Article 3(F), any employee who is subpoenaed to give testimony in a legal proceeding in their capacity as an employee of the City, and in connection with an incident that took place while they were on duty for the City, including mutual aid response, shall be allowed time off from work without loss of pay or benefits for the court time, and if off duty, the court time will be paid for at the employee's overtime rate. Witness fees to which the employee is entitled shall be turned back to the City for such paid time except for travel reimbursements.
- B. Any bargaining unit member scheduled for jury duty the morning of their tour shall be granted the time off without having to make up any lost time. If released from further

service, employees shall report for duty to complete their 24-hour tour. If they are required to return the following day, they shall not be required to report for duty and will not have to make up the lost time. A copy of the jury duty notice will be provided to the Department if any time is requested off.

If employees are scheduled for jury duty the morning following the end of their tour, they will be granted time off as of 8:00 p.m. the night prior without having to make up any lost time.

#### ARTICLE 31

#### PROMOTIONAL CIVIL SERVICE EXAMINATION TIME OFF

An employee will be granted time off from duty without loss of compensation equal to the scheduled length of such examination, plus travel time to and from the examination site, for the purpose of taking any promotional Civil Service examination conducted for which the employee is eligible if such examination of any part thereof is scheduled to be held at a time when the employee is scheduled for duty provided that should the situation arise that shift strength would not allow an employee time off for an examination, the Department shall hire a fill-in for the shortage provided the employee has given the Chief at least one (1) months' notice of the time off in writing and provided further that the Chief can order an employee to fill in if they cannot find someone willing to fill in.

#### ARTICLE 32

#### COMMUNICABLE DISEASE TESTING TIME OFF

- A. When an employee has been exposed to any communicable disease while on duty and it is advisable to go for testing while not on duty, they shall be compensated with accumulated time as provided for in Article 19C.
- B. If an appointment is during regular work hours, they shall be granted time off without having to use any other time off plan as provided for elsewhere herein, nor will they be required to make up said time. If the shift or a portion thereof has to be filled while the employee is at their appointment, it shall be the responsibility of the Officer of the OIC to fill the vacancy.
- C. The time off allowed for testing shall be the time actually required to be at any medical facility for testing. When an employee is on duty, the time allowed shall also include the time to drive from the station and their return.

#### ARTICLE 33

#### CLOTHING AND PROTECTIVE GEAR

- A. The Employer shall supply each new appointee with a dress uniform.
- B. The Employer will also provide each employee with protective clothing to include:

One (1) helmet

Two (2) pair leather boots

- Two (2) pair gloves
- Two (2) pair mittens
- Two (2) badges (one (1) coat and one (1) shirt)
- Two (2) Nomex hoods
- Two (2) sets of bunker gear
- One (1) light
- One (1) SCBA mask
- One (1) parka/coat
- One (1) set of leather brush gloves

All protective clothing and badges shall be purchased by and remain the property of the Employer. All protective clothing at the time of purchase shall meet any and all current NFPA standards. No employee will alter issued turnout gear without the permission from the Chief or designee.

- C. The annual clothing allowance shall consist of one thousand dollars (\$1000.00). Captains clothing allowance shall be two hundred dollars (\$200.00) over and above that of a Firefighter.

A new firefighter will be provided (one time only) by the department the following:

- 4 Golf Shirts
- 1 Dark blue class b short sleeve
- 1 Dark blue class b long sleeve
- 4 T-shirts
- 1 Job Shirt
- 1 Black Belt
- 1 Pair of station boots
- 4 Pants

A Newly Promoted Officer (one time only) (Captain/LT):

- 4 Golf Shirts
- 1 White Class-B Short Sleeve (Captain only)
- 1 White Class B long sleeve (1 for LT / 2 for Captain)
- 4 T-shirts

- D. Each employee shall maintain their clothing and equipment in good condition and pay for loss or damage, if grossly negligent.
- E. Employees will receive their clothing allowance in a one-time yearly check with the understanding that they must still meet Department uniform policies and are not grievable. This amount is to be paid annually at the beginning of the new fiscal year, no later than the first week in August. New employees will receive their start-up clothing allowance upon their appointment.
- F. The City agrees to provide corrective frames, lenses, etc. for SCBA masks.

- G. If any part of the required uniform becomes damaged, stolen, or destroyed during or in the line of duty, it shall be replaced or repaired by the City of Greenfield at no cost to the member, and no deduction shall be made from the "per-member" uniform allotment, provided that the loss is not due, in any part, to the member's negligence. Any personal property reasonably in the possession of the employee which is damaged or destroyed in the course of their official duties without negligence on the part of the employee, shall be replaced or repaired by the City. The Chief shall decide whether the item was damaged, stolen, or destroyed during or in the line of duty and whether the item was in need of replacement prior to the incident causing the loss.

Decisions by the Chief concerning whether personal property should be replaced or repaired under this section may be grieved but shall not be subject to the arbitration procedures set forth in this agreement.

#### ARTICLE 34 EYEGLASSES AND DENTURE REPLACEMENTS

The Employer agrees to reimburse the employee, after submission of appropriate receipt(s) evidencing the loss, for the replacement of eyeglasses, contact lenses, dentures, hearing aids lost or broken while an employee was engaged in fighting a fire or performing any other rescue or hazardous duties, provided loss or damage is reported to their immediate supervisor as soon as the emergency is over and before going off duty. The City will replace approved damaged employee-purchased harnesses upon proper documentation and approval by the Chief.

#### ARTICLE 35 PROFESSIONAL ENHANCEMENT

- A. Any employee who is sent by the Department to a training course, seminar or workshop shall be fully reimbursed for registration and related fees, and shall be provided lodging and transportation or shall be reimbursed at the regular City mileage rate if travel beyond fifteen (15) miles of the central station and/or overnight accommodations is required.
- B. Voluntary attendance by employees of up to eighty (80) hours per year at work-related training courses, seminars and workshops that are approved by the Chief will be encouraged. Once scheduled and approved, an employee's attendance and time off shall be considered to be guaranteed. If such training events are scheduled when an employee is not on duty, then they shall be compensated with accumulated time as per Article 16, Compensatory Time. The City will reimburse employees for tuition or registration fees for any such training.
- C. Employees will provide the City with a Certificate of Completion or other such documentary evidence upon the completion of any such training which will be placed into their personnel file.
- D. Employees assigned to the full-time position in the Fire Prevention Division of the Department will be allowed time to attend meetings and related seminars pertaining to their fields of involvement in the fire service. All costs of travel to and from the above-

mentioned meetings and seminars will be covered by the City, including mileage and meals, etc. The City shall cover the yearly cost of maintaining membership in related organizations such as the NFPA or LMSA, etc. The City will provide funding for education that would assist the employee in the performance of their duties while in the Fire Prevention Division, up to a maximum of five hundred dollars (\$500.00) in any fiscal year.

- E. Upon appointment, Shift Officers will attend a fire service management course at the discretion of the Chief. The Department will encourage participation in fire service management workshops. A certificate of successful course completion will be provided to the Chief or designee to be put in their personnel file. Any prior approved costs will be reimbursed by the Greenfield Fire Department.
- F. The City will continue the practice of paying Firefighters on off shifts to maintain First Responder Certification.

## ***MISCELLANEOUS***

### ARTICLE 36 LIGHT DUTY

- A. Employees who are unable to perform their duties due to temporary medical disability (injured on duty or injured while not on duty) but who can perform “light duty” may, upon mutual agreement between the Chief and the employee, be assigned an available task within their capabilities and within medical restrictions prescribed by any medical provider. These tasks shall be within the normal Firefighter duties as stated in the Greenfield Fire Department Rules and Regulations.
- B. Light duty assignments may be washing, polishing, painting, testing and minor repairs to fire apparatus, equipment and facilities, cleaning and maintaining living quarters, participating in routine fire prevention activities and inspections, providing that none of these duties will cause additional injury or prolong the healing process. The City or Employer shall be liable for any additional on-the-job injuries while the employee is on light duty.
- C. An employee on light duty shall submit a physician’s letter projecting the length of recovery time. Be it known that the recovery time may be less or more than the projected time stated in the physician’s letter.
- D. While on light duty, an employee will be eligible for shift fill-ins if consistent with the medical restrictions and the efficient and safe performance of the Greenfield Fire Department, during such time the employee will comply with the medical restrictions and rehabilitation regiment prescribed medically. The employee will not be hired in or receive a refusal if the shift requiring a fill-in already has a light duty person on said shift. While on light duty, the employee will not work any outside details until they return to full duty.



- E. When an employee is on light duty with an injury that is IOD, sick leave shall not be charged to the employee during the projected recovery time. In the case where an employee is on light duty due to an injury that is not IOD, they shall be charged sick leave only after four (4) tours. Light duty will only be instituted when IOD or non-job injury will be longer than three (3) months unless mutually agreed upon by the employee and the Chief of the department.

ARTICLE 37  
UNION MEMBER FILES

All personnel files and entries made therein kept by the Human Resources department shall be considered to be confidential except as otherwise provided for by law. Without the prior written consent of the employee in each instance, no part thereof shall be released or receivable by anyone not directly employed by the City or occupying a municipal government position and acting in that capacity except under a subpoena issued by a court or administrative agency or competent jurisdiction or under express provision of law requiring such release.

ARTICLE 38  
SUBSTANCE ABUSE PROCEDURE

- A. The purpose of this policy is to establish the fact that the City and the Union agree that the workplace must be a drug-free environment in accordance with the Drug-Free Workplace Act of 1988 to protect the health and safety of its employees and the general public, and to maintain efficiency, productivity and economy of operations. The main emphasis of the program, as it relates to an employee admitting to a confirmed problem of alcoholism or drug dependency, is to provide a single counseling and rehabilitation opportunity for the employee to keep their job, unless the seriousness of misconduct, negligence or absenteeism by the employee outweighs this purpose.
- B. In the event that an employee reports to work or at any point during their work shift and gives the appearance of or exhibits behaviors of, or in which there are reasonable grounds for believing or suspecting an employee may be under the influence of either alcohol or illegal drugs, as determined by the reasonable suspicion standard provided herein, the employee may be removed from duty and required to undergo drug and/or alcohol testing.
- C. Testing Procedures Non-DOT/CDL:
1. Except under Subsection 10 or in the case of applicants for employment in the bargaining unit (as to whom the Union claims no jurisdiction), no drug testing shall be permitted on a random or universal basis except as herein provided. Testing of employees shall only be permitted when there is reason to suspect drug or alcohol use and that this suspected use has, is or will be affecting job performance. Immediate alcohol testing shall be permitted based upon the reasonable suspicion standard herein provided.

2. Prior to any testing for drugs (other than alcohol), the City will provide the employee and the Union with a written report evidencing reasonable suspicion. The employee or Union may ask that a Department Head or Director or a mutually agreed upon health professional review such report and decide whether or not testing shall proceed. If this review procedure is not completed by the end of the next full calendar day after the report is given to the Union and the employee, the testing will be done and the results held back from release until the appeal is decided.
3. The credibility of sources of information whether by tip or informant, the reliability of submitted information, the degree of corroboration, the results of City inquiry and/or other factors shall be weighed in determining the presence or absence of reasonable suspicion. The following are representative but not all-inclusive examples of such circumstances:
  - a. An employee deemed impaired or incapable of performing assigned duties.
  - b. An employee experiencing excessive vehicle or equipment damage, or any vehicle accident involving significant damage or injury to any person.
  - c. An employee exhibiting behavior inconsistent with previous performance. An employee who exhibits irritability, mood swings, nervousness, hyperactivity or hallucinations.
  - d. An employee who is subject to substantiated allegations of use, possession or sale of drugs and has not agreed to participate in a rehabilitation program.
4. The employee shall be provided with a test sample at the time drug testing is conducted. Drug testing to be performed is to be of the more expensive and accurate nature, so as not to subject the employee to the stress and embarrassment of a possible false positive result from the less expensive test.
5. The following information shall be provided an employee directed to undergo a drug test:
  - a. A copy of the testing program procedures.
  - b. A description of the sample gathering protocol.
  - c. A list of the tests to be used.
  - d. The name and location of the laboratories to be used.
  - e. The test results in writing with an explanation of what the results mean.
6. The Parties shall ensure the confidentiality of the testing process and results. Access to information about the test shall be limited to the employee and only members of management and Union officials with a compelling need for this information.

7. Except as to a grievance that the Reviewer has not followed the procedure outlined in this Article, the decision of the City to require alcohol or drug testing shall be final and binding and not subject to the Grievance and Arbitration Procedure. The test sample taken from the employee shall be secured by the City physician, the nurse practitioner or a testing laboratory designated by the City. Failure to provide the test sample as directed will result in disciplinary action.
8. In cases of post-accident or “reasonable suspicion” testing based at least in part upon misconduct or negligence of the employee, it is agreed that the City may regard such misconduct or negligence as separate ground for possible discipline/discharge, subject to “just cause” principles.
9. It is the intention of this Article that a non-probationary employee who is found to test positive in the drug screening shall be treated within the Employer/employee relationship. It is incumbent upon the employee to submit a proposal to the City to be reviewed by the physician designated by the City for approval. It is the intention that such proposal includes a drug rehabilitation clinic, whether on an out-patient or in-patient basis. The employee may utilize sick days for such in-patient programs. Leaves of absence without pay for such reasonable periods will be allowed if the employee has no other accrued leave available, pursuant to FMLA. The employee shall be expected to comply with all the requirements and such regulations of the substance abuse rehabilitation clinic and the failure to abide by all such conditions and requirements shall be a basis for termination of employment.
10. The employee agrees to submit to random urinalysis testing at the discretion of the City for a period of one (1) year after returning to work after commencing said program. If any test during such time yields a positive result, the employee shall be immediately subject to disciplinary action which may be termination of employment.
11. In the case of a positive test result, the City’s financial responsibility is to pay for the initial test and one “return-to-work” test if allowed; all other testing shall be the financial responsibility of the employee. In the event a split sample test yields a negative result, the City shall pay for the split sample test.
12. Within any ten (10) year period of their employment, the City will give an employee who has a positive test one and only one chance to return to work, and this opportunity does not exist in (a) refusal to test situations, (b) where a second incident takes place during the re-testing period before the employee is allowed to return to regular duty, or (c) in any case where a test is given in connection with conduct by the employee that causes or results in or created a serious threat of serious bodily injury or substantial damage to property, or rises to the level of conduct in reckless disregard of safety. This provision does not require the City to discharge an employee or in any manner reduce the discretion of the City as to exercise of its rights as established in this Agreement.



ARTICLE 39  
AMBULANCE OPERATION

- A. In the interest of protecting the health and safety of the residents of the City of Greenfield and to ensure that competent and adequate care is provided to those residents in need of such services, the City may provide direct and indirect response benefiting the City of Greenfield in connection with the provision of ambulance operations.
- B. Training: The training required by the National Registry shall be afforded to each eligible Firefighter (Firefighters possessing a valid EMT Certification; namely, "basic," "intermediate" or "paramedic") and each eligible Firefighter may be afforded up to ten (10) hours of "off-duty" time (to be compensated by the City under Article 15, Section B of the Collective Bargaining Agreement), if "on-duty" time is not sufficient to meet training needs, to participate in and complete the training.
- C. The City shall maintain (as required by OEMS) a powered stretcher and tracker stair chair for use in providing the ambulance operations.
- D. Emergency Medical Coordinator: Will be made up of 2 members of the collective bargaining unit appointed by the Chief and these members shall give general operations input of the EMS operations within the Greenfield Fire Department. Duties will include Supplies ordering, and attendance of EMS meetings as directed by the Chief. Coordination with outside vendors and shall be appointed as the Infection Control Officer(s). Members chosen as a part of this group shall be compensated annually with a stipend of \$3,100.00 to be paid the 1st week of December.  
  
Members shall receive overtime pay (1 ½ their regular hourly rate of pay) for all work performed for the EMS if they are required to perform outside of their regularly scheduled work hours provided such work is preapproved by the Chief or the Chief's designee.
- E. With respect to those current Firefighters hired prior to 2007 who do not possess any EMT Certification but who during the term of this Agreement successfully obtain an EMT Basic Certification, the City agrees to reimburse them their costs (i.e., tuition and costs of books) in successfully completing the training program leading to the attainment of the Certification.
- F. This Article may be reopened on compensation should ambulance transports by this service exceed nine hundred (900) per year.
- G. An employee designated as a preceptor shall be compensated an additional ten dollars (\$10) per preceptor report.

ARTICLE 40  
ASSIGNMENT TO APPARATUS

The City shall maintain a minimum of three (3) permanent members assigned to the primary engine on duty and two (2) permanent members assigned to the primary second due piece of apparatus on duty. It is understood that once the primary engine on duty and second due piece of apparatus on duty are utilized, staffing of additional apparatus that respond will be at the Chief's discretion. "Primary engine on duty" and "primary second due piece of apparatus on duty" are defined as the apparatus assigned as such at the beginning of a shift.

When there are 6 persons on shift the 'rear step' position and the 6<sup>th</sup> member of the shift may operate the 2<sup>nd</sup> due ambulance, this will only apply when the 2<sup>nd</sup> ambulance is requested primary. Call back of off duty personnel shall occur immediately to maintain the staffing of the primary engine. The rear step position will receive \$50 per primary response; upon a completed transport the 6<sup>th</sup> member will also receive the \$50 per transport.

#### ARTICLE 41 DURATION

- A. The Parties acknowledge that during the negotiations which result in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by laws from the area of collective bargaining, and that the understandings and agreements arrived at by the Parties after the exercise of the right and opportunity are set forth in this Agreement.
- B. Therefore, the City and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waive the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject not specifically referred to or covered in this Agreement.
- C. The Union recognizes that the City shall not be obligated to provide any of the benefits set forth in this Agreement or comply with any of its provisions in the absence of the applicable City Council approval. The Employer, however, shall be obligated to seek City approval and shall exercise its best efforts to obtain approval. Should this Agreement not be funded by the City Council, negotiations shall resume pursuant to Chapter 150E, M.G.L.
- D. The agreement shall become effective on July 1, 2024 and shall remain in effect until June 30, 2027. It shall automatically renew from year to year thereafter unless either party shall give written notice to the other Party by January 5<sup>th</sup> or any subsequent January 5<sup>th</sup> that it desires to modify or terminate this agreement. The City and Union also agree that if a substation is approved and plans are being prepared, then they shall mutually agree to reopen negotiations pertaining only to the operation and manning of the substation.
- E. Retroactivity shall apply only to the hourly wages as set forth in Appendix "A," not to other payments such as outside detail pay and subpoena pay.

IN WITNESS WHEREOF, the Parties hereto have set their hands this                      day of

**FOR THE UNION:**

**FOR THE CITY:**

**signed copy available in Human Resources  
Dept**

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APPENDIX A  
WAGES  
FISCAL YEAR 2025 0% COLA  
January 1, 2025-June 30, 2025 Chart restructured  
Wage Chart Effective 1/1/2025 no retroactive adjustments

Firefighter	1	2	3	4	5	6	7	8	9	10
FR	\$2,070.90 \$53,843.40	\$2,133.94 \$55,482.44	\$2,206.98 \$57,381.48	\$2,264.96 \$58,888.96	\$2,336.42 \$60,746.92	\$2,412.42 \$62,722.92	\$2,447.22 \$63,627.72	\$2,525.88 \$65,672.88	\$2,602.26 \$67,658.76	\$2,685.46 \$69,821.96
EMT-B	\$2,242.22 \$58,297.72	\$2,305.26 \$59,936.76	\$2,378.30 \$61,835.80	\$2,436.28 \$63,343.28	\$2,507.74 \$65,201.24	\$2,583.74 \$67,177.24	\$2,627.60 \$68,317.60	\$2,697.20 \$70,127.20	\$2,773.58 \$72,113.08	\$2,856.78 \$74,276.28
EMT-A	\$2,307.18 \$59,986.68	\$2,370.22 \$61,625.72	\$2,443.26 \$63,524.76	\$2,501.24 \$65,032.24	\$2,572.70 \$66,890.20	\$2,648.70 \$68,866.20	\$2,694.54 \$70,058.04	\$2,762.16 \$71,816.16	\$2,838.54 \$73,802.04	\$2,921.74 \$75,965.24
EMT-P	\$2,393.80 \$62,238.80	\$2,456.84 \$63,877.84	\$2,529.88 \$65,776.88	\$2,587.86 \$67,284.36	\$2,659.32 \$69,142.32	\$2,735.32 \$71,118.32	\$2,783.76 \$72,377.76	\$2,848.78 \$74,068.28	\$2,925.16 \$76,054.16	\$3,008.36 \$78,217.36

Lieutenant	LT 1-3	LT 4-5	LT 6+
FR	\$2,866.54 \$74,530.04	\$2,913.00 \$75,738.00	\$2,985.52 \$77,623.52
EMT-B	\$3,037.86 \$78,984.36	\$3,098.02 \$80,548.52	\$3,156.84 \$82,077.84
EMT-A	\$3,102.82 \$80,673.32	\$3,164.94 \$82,288.44	\$3,223.80 \$83,818.80
EMT-P	\$3,189.44 \$82,925.44	\$3,254.14 \$84,607.64	\$3,312.98 \$86,137.48
Captain	Capt. 1-3	Capt. 4-5	Capt. 6+
FR	\$3,071.34 \$79,854.84	\$3,133.16 \$81,462.16	\$3,198.60 \$83,163.60
EMT-B	\$3,242.66 \$84,309.16	\$3,304.48 \$85,916.48	\$3,369.92 \$87,617.92
EMT-A	\$3,307.62 \$85,998.12	\$3,369.44 \$87,605.44	\$3,434.88 \$89,306.88
EMT-P	\$3,394.24 \$88,250.24	\$3,456.06 \$89,857.56	\$3,521.50 \$91,559.00

Note: All wages are calculated and paid hourly based on a 42-hour work week with the exception of those assigned to a 40-hour work week. i.e. Day Captains. Bi-Weekly and Annual wages may be approximate and are only for informational purposes.

APPENDIX A  
WAGES  
FISCAL YEAR 2026 3% COLA  
July 1, 2025-June 30, 2026

Firefighter	1	2	3	4	5	6	7	8	9	10
FR	\$2,133.03 \$55,458.78	\$2,197.96 \$57,146.96	\$2,273.19 \$59,102.94	\$2,332.91 \$60,655.66	\$2,406.51 \$62,569.26	\$2,484.79 \$64,604.54	\$2,520.64 \$65,536.64	\$2,601.66 \$67,643.16	\$2,680.33 \$69,688.58	\$2,766.02 \$71,916.52
EMT-B	\$2,309.49 \$60,046.74	\$2,374.42 \$61,734.92	\$2,449.65 \$63,690.90	\$2,509.37 \$65,243.62	\$2,582.97 \$67,157.22	\$2,661.25 \$69,192.50	\$2,706.43 \$70,367.18	\$2,778.12 \$72,231.12	\$2,856.79 \$74,276.54	\$2,942.48 \$76,504.48
EMT-A	\$2,376.40 \$61,786.40	\$2,441.33 \$63,474.58	\$2,516.56 \$65,430.56	\$2,576.28 \$66,983.28	\$2,649.88 \$68,896.88	\$2,728.16 \$70,932.16	\$2,775.38 \$72,159.88	\$2,845.02 \$73,970.52	\$2,923.70 \$76,016.20	\$3,009.39 \$78,244.14
EMT-P	\$2,465.61 \$64,105.86	\$2,530.55 \$65,794.30	\$2,605.78 \$67,750.28	\$2,665.50 \$69,303.00	\$2,739.10 \$71,216.60	\$2,817.38 \$73,251.88	\$2,867.27 \$74,549.02	\$2,934.24 \$76,290.24	\$3,012.91 \$78,335.66	\$3,098.61 \$80,563.86

Lieutenant	LT 1-3	LT 4-5	LT 6+
FR	\$2,952.54 \$76,766.04	\$3,000.39 \$78,010.14	\$3,075.09 \$79,952.34
EMT-B	\$3,129.00 \$81,354.00	\$3,190.96 \$82,964.96	\$3,251.55 \$84,540.30
EMT-A	\$3,195.90 \$83,093.40	\$3,259.89 \$84,757.14	\$3,320.51 \$86,333.26
EMT-P	\$3,285.12 \$85,413.12	\$3,351.76 \$87,145.76	\$3,412.37 \$88,721.62

Captain	Capt. 1-3	Capt. 4-5	Capt. 6+
FR	\$3,163.48 \$82,250.48	\$3,227.15 \$83,905.90	\$3,294.56 \$85,658.56
EMT-B	\$3,339.94 \$86,838.44	\$3,403.61 \$88,493.86	\$3,471.02 \$90,246.52
EMT-A	\$3,406.85 \$88,578.10	\$3,470.52 \$90,233.52	\$3,537.93 \$91,986.18
EMT-P	\$3,496.07 \$90,897.82	\$3,559.74 \$92,553.24	\$3,627.15 \$94,305.90

Note: All wages are calculated and paid hourly based on a 42-hour work week with the exception of those assigned to a 40-hour work week. i.e. Day Captains. Bi-Weekly and Annual wages may be approximate and are only for informational purposes.



APPENDIX A  
WAGES  
FISCAL YEAR 2027 3% COLA  
July 1, 2026-June 30, 2027

Firefighter	1	2	3	4	5	6	7	8	9	10
FR	\$2,197.02 \$57,122.52	\$2,263.90 \$58,861.40	\$2,341.39 \$60,876.14	\$2,402.90 \$62,475.40	\$2,478.71 \$64,446.46	\$2,559.33 \$66,542.58	\$2,596.26 \$67,502.76	\$2,679.71 \$69,672.46	\$2,760.74 \$71,779.24	\$2,849.00 \$74,074.00
EMT-B	\$2,378.77 \$61,848.02	\$2,445.65 \$63,586.90	\$2,523.14 \$65,601.64	\$2,584.65 \$67,200.90	\$2,660.46 \$69,171.96	\$2,741.09 \$71,268.34	\$2,787.62 \$72,478.12	\$2,861.46 \$74,397.96	\$2,942.49 \$76,504.74	\$3,030.75 \$78,799.50
EMT-A	\$2,447.69 \$63,639.94	\$2,514.57 \$65,378.82	\$2,592.06 \$67,393.56	\$2,653.57 \$68,992.82	\$2,729.38 \$70,963.88	\$2,810.00 \$73,060.00	\$2,858.64 \$74,324.64	\$2,930.37 \$76,189.62	\$3,011.41 \$78,296.66	\$3,099.67 \$80,591.42
EMT-P	\$2,539.58 \$66,029.08	\$2,606.47 \$67,768.22	\$2,683.95 \$69,782.70	\$2,745.47 \$71,382.22	\$2,821.27 \$73,353.02	\$2,901.90 \$75,449.40	\$2,953.29 \$76,785.54	\$3,022.27 \$78,579.02	\$3,103.30 \$80,685.80	\$3,191.57 \$82,980.82

Lieutenant	LT 1-3	LT 4-5	LT 6+
FR	\$3,041.12 \$79,069.12	\$3,090.40 \$80,350.40	\$3,167.34 \$82,350.84
EMT-B	\$3,222.87 \$83,794.62	\$3,286.69 \$85,453.94	\$3,349.10 \$87,076.60
EMT-A	\$3,291.78 \$85,586.28	\$3,357.69 \$87,299.94	\$3,420.13 \$88,923.38
EMT-P	\$3,383.67 \$87,975.42	\$3,452.31 \$89,760.06	\$3,514.74 \$91,383.24

Captain	Capt. 1-3	Capt. 4-5	Capt. 6+
FR	\$3,258.38 \$84,717.88	\$3,323.96 \$86,422.96	\$3,393.40 \$88,228.40
EMT-B	\$3,440.14 \$89,443.64	\$3,505.72 \$91,148.72	\$3,575.15 \$92,953.90
EMT-A	\$3,509.06 \$91,235.56	\$3,574.64 \$92,940.64	\$3,644.07 \$94,745.82
EMT-P	\$3,600.95 \$93,624.70	\$3,666.53 \$95,329.78	\$3,735.96 \$97,134.96

Note: All wages are calculated and paid hourly based on a 42-hour work week with the exception of those assigned to a 40-hour work week. i.e. Day Captains. Bi-Weekly and Annual wages may be approximate and are only for informational purposes.

## **APPENDIX B**

### **APPARATUS**

Pumpers	Buckets
Engines	Hazmat Units
Aerial Equipment	Rescue Trucks
Ladders	Ambulance
Towers	Boat

The call force may operate the engine or the ambulance or the rescue truck if the following criteria are met:

- a. The call force does not replace permanent Firefighters assigned to the shift;
- b. The call force employees who drive the engine, ambulance and rescue truck will meet NFPA Standard for Driver/Operator 1002;
- c. Call force employees who drive the engine, ambulance and rescue truck will be required to attend "emergency vehicle operator advanced," Massachusetts Firefighting Academy Course No. 129;
- d. The call force will complete training "check off" per ambulance;
- e. Call force employees will only be used to operate the engine, ambulance and rescue truck in the following circumstances:
  - i. During such times when no permanent Firefighters are available for recall;
  - ii. During call force drills; and
  - iii. Other times mutually agreed between the Union and Chief.
- f. Under no circumstances shall the call force drive the ladder truck.
- g. The Chief will obtain the Union's feedback when developing an appropriate training protocol pursuant to the applicable terms of NFPA Standard 1002.

### **DEFINITIONS**

TOUR

Two (2) consecutive shifts.

SHIFT:

A single twenty-four (24) hour period.

ANNIVERSARY DATE:

Date that someone starts full-time employment with the City. This is also the starting date for vacation accrual.

DEPARTMENT SENIORITY:	Most recent date that someone starts full-time employment with the Fire Department. Officer seniority is based on the date someone is promoted to the rank the employee currently holds within the Department.
CALENDAR YEAR:	January 1 <sup>st</sup> to December 31 <sup>st</sup> .
VACATION USAGE:	Authorized vacations can be taken in twelve (12) hour increments.
VACATION SIGN-UP PERIOD:	January 1 <sup>st</sup> to February 1 <sup>st</sup> in any calendar year.
SUMMER VACATION PERIOD:	May 15 <sup>th</sup> through September 15 <sup>th</sup>
SUMMER NON-VACATION PERIOD:	September 16 <sup>th</sup> through May 14 <sup>th</sup>
BARGAINING UNIT MEMBER:	All persons covered under the Collective Bargaining Agreement between the City and IAFF Local #2548.

## **APPENDIX C**

### **MEMORANDUM OF UNDERSTANDING**

The Union has agreed to the health insurance plan design changes and mitigation plan referenced in a Memorandum of Agreement between the Parties dated February 8, 2012.

The Parties agree to promptly, after start of the Agreement, engage in good faith discussions with the aim of developing a prompt and mutually agreeable plan to convert the Unit to a “week behind” payroll payment method like other City units (provided that it is understood that the Unit will not lose pay in the process).

— End of Memorandum —

## **APPENDIX D**

### **TEMPORARY STATION**

1. As a result of the City's construction of a new library, the current fire station will be demolished and the bargaining unit will be temporarily relocated to the Hope St. parking lot. This temporary relocation is expected to last approximately 22 months.
2. This temporary station may negatively affect the morale of the fire department and reduce the benefits and working conditions of the bargaining unit members.
3. The city and the Union agree that while the bargaining unit is relocated to the temporary station, all members of the bargaining unit shall receive thirty (\$30.00) dollars a week stipend per firefighter. This stipend will begin upon the first shift worked at the temporary station and remain in effect until the bargaining unit is completely relocated to a permanent first station or twenty-four (24) months, whichever is shorter.
4. Should the bargaining unit remain in the temporary station longer than twenty-four (24) months, the stipend in paragraph 3 shall be increased to thirty-five (\$35.00) dollars a week per firefighter.



## Appendix E

### Revocation of City Fire Department from Civil Service Memorandum of Agreement

The City of Greenfield ("City") and the Greenfield Permanent Firefighters, Local 2548 ("Union") agree to the following memorandum of agreement:

Whereas, the parties acknowledge the City's right to revoke its acceptance of the Civil Service statutes for the City's Fire Department (the "Fire Department") under NAGE Local R1-162 v. Labor Relations Commission, 17 Mass. App. Ct. 542 (1984) and its duty to negotiate the impact of such revocation with the Union on terms and conditions of employment;

Whereas, the parties have engaged in impact bargaining on revocation and hereby agree to the following terms:

1. **Effect of Revocation.** As reflected in the provisions set below, the City's revocation of the Civil Service statute for the Fire Department shall be implemented to preserve, as much as it is practical, any civil service rights which have come to existence between the City and employee as a result of the original acceptance of such a law.
2. **Seniority.**
  - A. For employees appointed to the Fire Department before the effective date of the City's removal of the Fire Department from Civil Service, the definition of seniority pursuant to Civil Service law shall continue to apply for the purpose of layoffs, demotions, and all other purpose, except as may be provided otherwise in specific language in the parties' Collective Bargaining Agreement ("CBA").
  - B. For employees appointed after the effective date of the City's removal from Civil Service, the definition of seniority set forth in Appendix B of the parties' CBA shall apply. The seniority definition will add the following sentence:

Seniority is terminated when an employee resigns, is discharged for just cause, or retires.

3. **Layoff and Recall.**
  - A. Employees appointed before the effective date of the City's revocation of Civil Service statute for the Fire Department shall maintain all rights regarding layoffs, recall, inclusion on the re-employment list, and lateral transfers, and the procedures under M.G.L. c. 31 governing such matters and any appeal rights shall continue to apply.
  - B. For employees appointed after the removal of the department from Civil Service, layoffs, recall, inclusion on a re-employment list, lateral transfers and all other procedures governing such matters and appeal rights shall be governed by the following terms, which shall be added to the parties' CBA as a new article:

### Layoff and Recall

The following terms apply to employees appointed after the removal of the Fire Department from Civil Service:

- A. The term: "layoff" means a reduction in the number of employees due to a lack of work, lack of funds or abolition of position.
- B. In the event of layoff, the least senior employee or employees shall be laid off first. Probationary employees will be laid off first.
- C. Employees subject to a contemplated layoff shall be provided with as much advance notice of the layoff as reasonably possible but in no event will the advance notice be less than thirty (30) days. A copy of the notice shall also be given to the Union at the time notice is provided to the employee.
- D. For a period of five (5) years following lay-off by the City, should the City desire to hire additional employees, laid off employees shall be recalled prior to appointment of any new personnel. Recall shall be in order of the employee with the highest level of seniority recalled first. Notice shall be via certified mail to the employee's last known address. Employees are responsible to keep the Department informed as to their current address. A recalled employee shall notify the Fire Chief within fourteen (14) calendar days of recall of his/her intention to accept the assignment. Recall rights will be deemed waived after this fourteen (14) day period. Employees must be available to work within thirty (30) days of receiving notice in order to be eligible for recall. This requirement may be waived by mutual written consent of the employee and the Fire Chief.
- E. The City may recall employees after the five (5) year recall period, at its sole discretion. For employees recalled after the five year recall period has expired, the City reserves the right to conduct physical fitness testing to ensure the employee is capable of performing the functions of a firefighter as well as an investigation that the Chief may deem necessary and appropriate. If based on examination or investigation, the Fire Chief rescinds the offer of recall he shall provide the employee with a written statement of his reasons for rescission.
- F. Recalled employees will be responsible for maintaining current licenses and certifications, provided that laid off employees are allowed to attend department training sessions if available, at no cost to the employee. Laid off employees will be allowed to attend courses which involve a cost provided that they pay their portion of the costs. Laid off employees who attend such City-sponsored training sessions and/or courses shall, as a condition of attendance, sign a Release of All Claims form indicating that they are participating on a voluntary basis and not as employees of the City of Greenfield and, except in instances involving gross negligence on the part of the City, they accept all risks associated with participation in the program.

#### **4. Discipline.**

The parties agree to add the following new article to the parties' CBA:

#### Employee Discipline

- a. Employees appointed prior to the removal of the City's Fire Department from Civil Service shall retain all rights to appeal discipline by the City pursuant to Civil Service Law.
- b. Employees shall be considered probationary employees for one (1) year from the date they start full-time employment with the Fire Department.
- c. The City shall not discipline, demote or discharge any post-probationary employee without just cause.
- d. The City will provide the Union with copies of any discipline issued to employees.
- e. The City agrees that disciplinary action shall be in a timely fashion.

5. **Promotions**

- a. The parties acknowledge that promotions that occur after the effective date of the removal of the Fire Department from Civil Service shall be governed by the terms of the new Promotions Policy Replacing Civil Service, attached hereto as Attachment A.
6. The parties agree that this memorandum of agreement will be added to the parties' collective bargaining agreement as Appendix "E".

**Attachment A**  
**Greenfield Permanent Firefighters, Local 2548**  
**Promotion Policy Replacing Civil Service**

**Promotion Procedure**

- Section 1.** The Parties hereby agree to incorporate by reference the City of Greenfield Fire Department Promotion Procedure for the Ranks of Lieutenant and Captain (“Procedure”) dated [insert date], into the collective bargaining agreement. The Procedure may be changed only by agreement by both parties.
- Section 2.** The parties agree that alleged violations of Sections 1, 2, 3, 4, 5, 5a, 6, 7 and 8 of the Procedure are subject to the grievance and arbitration provisions in the collective bargaining agreement provided that any grievance involving Sections 5a through Section 7 can only challenge the procedures by which it was administered and cannot challenge the substance of the assessment center (written exam, fire simulator, oral interview or Mayor’s interview). As to substance, for example, the Union may not grieve any written exam question, or any question or score during the oral interview, or any question or score during the fire stimulator scenario, or any question asked during the Mayor’s interview. As to procedure, for example, the Union may grieve the City’s use of one, rather than three, outside Fire Chiefs.
- Section 3.** Expedited procedures for Promotional Grievances  
The parties may agree to have the promotion process move forward while a grievance is pending. Failing such agreement, the parties shall suspend the promotion process and expedite resolution of the grievance using the following procedure:
- a. Grievances shall be filed in writing with the Mayor within seven (7) calendar days of the alleged act or omission giving rise to the grievance,
  - b. The Mayor will answer the grievance in writing within three (3) business days<sup>1</sup> of receipt of the written grievance.

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<sup>1</sup> As used throughout this Policy, “business days” means Monday through Friday excluding Saturdays, Sundays, legal holidays or any day on which the Greenfield City Hall is closed.

- c. The Union will invoke arbitration in writing to the Mayor within five (5) business days of the receipt of the Mayor's answer and shall specify the grounds of its disagreement with the Mayor's answer.
- d. The grievance shall be heard and decided in an expedited fashion using the American Arbitration Association's Expedited Arbitration rules. No briefs shall be filed and the Arbitrator's Award shall be issued within three (3) days of the hearing.
- e. Under no circumstances will the Arbitrator have the right to order that a particular candidate be promoted.



**City of Greenfield Fire Department Promotional Procedure**  
**For Rank of Lieutenant and Captain**

The following promotional procedure shall govern promotions in the City of Greenfield Fire Department for the ranks of Lieutenant and Captain. The City of Greenfield and the Greenfield Permanent Firefighters, Local No. 2548 agree that the City shall hire an outside consultant to manage the following aspects of the promotional process (written exam, fire simulator and oral interview) further referenced in this document as the "Consultant". The city reserves the right to determine the timing of such assessments as deemed necessary.

This promotional procedure shall replace any previously existing policies or procedures used by the City relative to promotions within the City of Greenfield Fire Department and shall be the only governing procedure for such.

All appointments up to and including Deputy Chief shall be made from within the ranks. The city reserves the right to determine the timing of such assessments as deemed necessary.

**Acting Officer Appointments**

- a. An appointment of an Acting Officer will be made by the Chief of the Department.
- b. Permanent<sup>2</sup> Lieutenants will be eligible for appointment to Acting Captain after twelve (12) months of continuous service in the Department in the rank of Lieutenant.
- c. Permanent Captains will be eligible for appointments to Acting Deputy or Acting Chief after twelve (12) months of continuous service in the Department in the rank of Captain.

**The time limits throughout this Policy may be extended by mutual written agreement of the parties (i.e., Union and City). A party's request to extend a time limit will be supported by a written statement of reasons for requesting an extension of the time and will not be unreasonably denied.**

**(1) Reference Book List**

Examinations shall be based on commonly accepted fire service sources, including but not limited to the City Fire Department policies and procedures.

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<sup>2</sup> The term "permanent" when used throughout this Policy means "full-time" excluding "call force" employees. Thus a permanent firefighter under this Policy is a full-time firefighter.

A reference book list for the ranks of Lieutenant and Captain will be posted and maintained at all times with the most current reference books. Any updates, changes, or deletions to the book list will be made by memorandum from the Consultant. No changes to the book list will be made once notification of an exam has been announced.

## **(2) Duration of Promotional List**

Lieutenant and Captain eligibility lists will last for a period of two (2) years after certification of the list. If it becomes necessary to create a new Lieutenant or Captain certified promotional list before the expiration of an existing eligibility list due to an insufficient number of candidates on the existing eligibility list, a new certified promotion list will be created using this promotional policy and combined with the existing list.

In the event a vacancy occurs in a Lieutenant and/or Captain rank that the City decides to fill and the City determines that it can be filled from an existing list, the City shall fill the vacancy within thirty (30) days from the creation of the vacancy. Any vacancy occurring that the City decides to fill for which there is no list shall be filled within nine (9) months from the date of the creation of the vacancy utilizing the process described in this article.

## **(3) Notification and Eligibility of Promotional Examination**

Notice of examination will be posted with a current job description and current book list for a period of ninety (90) days. Fire fighters must have completed three years of continuous department service as a permanent firefighter, including two (2) years in continuous service with the Greenfield Fire Department, prior to the date of the exam, before being eligible to take the written exam for Lieutenant. Lieutenants must have completed two (2) years of continuous service as a permanent Lieutenant, prior to the date of the exam, to be eligible to take the written exam for Captain. A break in department service of more than six (6) months will terminate continuous service. If the eligibility standards set forth in this section do not yield a sufficient number of candidates (i.e., position plus two), the City and Union agree to meet to discuss alternative eligibility standards. The notice described in this paragraph shall include:

1. The closing date, by which all candidates must have filed an application for the exam, which shall be thirty (30) days from posting
2. The list of eligible personnel.
3. Subjects to be covered in the written exam.
4. Texts used as source materials
5. Number of questions generated from each source material
6. Dates of written exam and assessment
7. Weighting of exam.
8. Name/identify and contact information for the Consultant.

Candidates must notify the Consultant in writing that he/she will take the exam within the first thirty (30) days of the posting. All candidates will receive written

confirmation, by mail, from the Consultant verifying their intent to take the written examination. A fee of two hundred and fifty (\$250.00) dollars shall be deducted from an employee's pay who fails to appear for the written exam. The fee shall be waived if the candidate is unable to take the exam do to: 1) injury or illness with a medical doctor's note, or 2) urgent circumstances acceptable to the City Mayor.

#### **(4) Written Examinations**

The written examination will be conducted after 90 days, but no later than 100 days from the notice of examination posting date. All candidates will receive by mail or e-mail the date, time and location of the written examination. Candidates will also be notified of the passing mark established by the City, prior to the written examination. In addition, they will be provided any reading list published by the testing company. The written exam should be different for each rank. The exam for firefighters will contain questions for a Lieutenant's position. The exam for Lieutenants will contain questions for a Captain's position. Candidates who fail to appear for the written exam will not be allowed a retest or make-up exam.

There shall be at least 24 hours between the written promotion exam and any other portion of the promotional process.

#### **(5) Release of Written Marks**

The Marking Procedure for the Promotional Exams is set forth in Attachment A.

The written examination will be scored by the private testing company or by the Consultant if they write their own written exam. The release of the written marks will be made in a timely manner, the time frame to be announced no later than the date of notification of the promotional exam. *(It is recommended that the release of the written marks occur within fifteen (15) days of the exam date.)*

Once the marks have been received by the City, all candidates who had taken the written exam will identify themselves in person to the Consultant.

Candidates will then receive a written breakdown of their score from each category of the examination and a final score. The written examination will account for **60%** of the total Exam/Fire Simulator Score.

#### **(5a) Review of Written Marks**

Upon receiving written exam scores, candidates, have seven (7) **business** days to review the examination. The review will be based on the testing company's current **ply (See attached policy)**. The appeal of any question will be in writing and will be given to the Consultant within the seven (7) **business** days.

If no definitive answer to the appeal can be answered by the Consultant he/she will have three (3) **business** days, after the seven (7) **business** day review, to forward the candidate's appeal to the testing company.

If there is a question that gets overturned after the review process in Section 5a, the ~~flwg~~ is applied. If there was no correct answer to a question, all candidates receive credit. If multiple answers are correct, only those candidates who gave a correct answer will receive credit. If a candidate chose neither correct answer, then no credit is allowed to the candidate. No questions will be thrown out and, therefore, the written test will remain based on a 100% score.

#### **(6) Notification and Performance Requirements of the Assessment Center**

The information, mailed to all candidates will include all dates, times and locations of exams with relative study information or guidelines needed for each assessment center testing process. The location of the assessment center processes will be held outside of the fire station.

Each exam will be recorded. This may be used in the event of an appeal. Possession of the tape will be held by the examiner contracted by the City.

The passing grade for each segment of the assessment center will be identical as the passing mark for the written exam. All appeals will only be heard after completion of the entire assessment center process.

All candidates will be tested for performance on various fire problems & responsibilities of the officer level sought, which will account for **40** % of the total Exam/Fire Problem Score.

#### **(7) Oral Interview**

Questions at the oral interview may include topics such as the collective bargaining agreement between the Union and the City, City policies, the Fire Department's procedure manual, and certain sections of M.G.L. c. 148. The interview panel may also judge performance on situations involving supervision, leadership, problem solving, decision making, and communication skills.

The oral interview shall be a graded component of the assessment center.

#### **(8) Tabulation of Marks and Establishment of the Promotion Eligibility List**

A final score shall be calculated based on a weighed scale to include:

Written Examination / Assessment Center (60% written/40%  
assessment center) - 75%

Seniority and Experience - 25%

## **Seniority and Experience:**

Seniority and Experience will be computed as follows:

For Lieutenant Candidates, 1 point for each full 6 months of service beginning with hire date as a permanent member of the Greenfield Fire Department and 1 point for each full month of service for acting Lieutenant, not to exceed twenty-five (25) points.

For Captain Candidates, an additional 1 point will be granted for each full 6 months of service beginning with appointment to Lieutenant and 1 point for each full month of service for acting Captain, not to exceed twenty-five (25) points.

Seniority shall be computed as of the date of the written exam.

## **Credentialing:**

**Lieutenant and Captain Candidates:** Up to twenty (20) points based on the following certifications and NFA courses completed as of the written exam date:

- Fire Officer I (2 points)
- ICS 300 (1 point)
- ICS 400 (1 point)
- Safety Officer (2) points
- Fire Instructor I (2) points
- Fire Inspector I (2) points
- Fire Officer II (2 points)
- Technical rescue (2) each (Confined Space, Swift water, trench Rope, etc)
- Hazardous Materials Technician (4)

**Captain Candidates:** Up to twenty (20) points based on the following certifications and NFA courses completed as of the written exam date:

- Fire Instructor II (2 points)
- NFA, Command and Control Series, residential six-day course (6 points),
- Chief Officer III (3 points)
- Fire Investigator I (2 points)
- Fire Investigator II (2 points)

If a listed certification or course becomes no longer attainable, the parties will meet to agree on an alternate.

## **9. Final Eligibility List**

The Consultant will establish a final eligibility list pending an appeal under the expedited procedure for promotional grievances and mail each candidate their final scores and ranking within fifteen (15) business days after the last examination or after the outcome of any appeal whichever occurs later. The list will become certified in seven (7) business days after candidate notification.



#### **(10) Promotion of Candidates from Certified List**

All appointments shall be made by the City Mayor in consultation with the Chief.

The Chief of Department shall issue their recommendation to the Chair of Public Safety Commission, at which time they will, by authority of the City Charter, confirm or deny the recommendation of the Chief. The Public Safety Commission shall send notice to the Mayor of their action on the Chief's recommendation.

For a single opening any individual from the top three (3) on the list can be appointed, second appointments can be appointed from the top six (6) on the list. If there are fewer than two (2) names on the promotional eligibility list creating a 'short list,' the City retains the right to call for a new promotional process. Any candidate passed over for appointment or 'short listed', shall have the right, upon written request, to receive a written statement of reasons for the bypass, such reasons to be included in the personnel file.- The Mayor's exercise of their discretion to make promotion decisions (including but not limited to bypass decisions) is final and not subject to the grievance and arbitration procedure in the parties' collective bargaining agreement.

#### **(11) Promotional Examination Timetable**

Notification of exam	Not less than 90 Days
Sign Up Period	First 30 Days Following Notification
Written Exam	Within 10 Days of Close of Notification Window
Release of Written Scores	(Recommended) Within 15 Days of Written Exam
Review of Written Exam	Within 7 Business Days of Receiving Exam Scores
Step 1 of Appeal of Written Exam	Within 7 Days of Close of Review
Step 2 of Appeal of Written Exam	Within 3 Business Days of Step 1
Assessment Center Orientation Session	Not less than 5 Business Days Prior to Assessment
Oral Interview	Within 15 Business Days of Assessment Center
Establishment of Final List	Within 15 Business Days of Last Graded Component
Appeals of Final Mark	Within 7 Business Days of Final List If No Appeals, List is Certified

Response to Appeals to Consultant	Within 15 Business Days
Appeals to the Mayor (if Necessary)	Within 5 Business Days of Decision From Consultant
Response and Final Ruling of Appeals	Within 15 Business Days of Appeal to Mayor
Certification of List	Within 15 Business Days of the close of Appeals Process

## ATTACHMENT A

### GREENFIELD FIRE DEPARTMENT

#### JOB DESCRIPTIONS

#### Table of Contents

<u>Category #</u>	<u>Title</u>
1	Fire Shift Captain
2	Fire Prevention Officer
3	Operations Captain
4	Operations Lieutenant
5	Fire Shift Lieutenant
6	Firefighter
7	Training

## 1 FIRE CAPTAIN

- 1.0 Responsible for the direction and supervision of a group of Fire Department personnel in all phases of fire fighting and related activities, carry out special assigned duties and, as directed, assume the essential duties of the Chief or Deputy Fire Chief, in his/her absence.
- 1.1 Respond to alarms and direct the fire fighting, rescue, and other operations. Request additional manpower and equipment as required. Make post-fire examination and prepare related reports.
- 1.2 Possession of a Massachusetts Class D driver's license; may be required to work odd hours and the ability to respond to emergencies at any time.
- 1.3 As assigned by the Chief or the Deputy Chief directs personnel and maintains departmental efficiency, order, discipline, and other personnel related matters; responsible for the enforcement of the rules and regulations of the department; for ensuring that only related activity is conducted during any assigned shift(s);
- 1.4 Responds to fire alarms and emergencies or Mutual Aid calls; may direct fire fighting, rescue, and other operations; may act as Incident Commander or supervises Incident Command System at emergency scenes; may be called upon to perform firefighting activities utilizing fire hose, heavy stream appliances, extinguishers, and ladders; ventilates burning buildings using forcible entry tools if necessary; enters burning buildings to evacuate and rescue persons in danger.
- 1.5 May be called upon to administer first aid, semi-automatic defibrillation and resuscitation; supervises and directs emergency rescue and extrication work.
- 1.6 Adhere to and support the Greenfield Fire Department's Mission Statement. Adhere to support and enforce the policies and procedures of the Greenfield Fire Department, as well as the policies and procedures of the City of Greenfield, including, but not limited to, Standard Operating Procedures, Rules and Regulations, and Fire Department Orders.
- 1.7 Train, instruct and drill subordinate personnel in all phases of fire fighting activities and procedures.
- 1.8 Direct, instruct, assist, and check subordinates as to schedules, standards of performance, Departmental rules, and other matters affecting their work. Maintain discipline and harmonious personnel relations. Handle complaints within limits of established practice.
- 1.9 Make frequent inspections to ensure that assigned members and apparatus are in effective condition. Direct the cleaning, repairing, and maintenance of apparatus, equipment and facilities.
- 1.10 As directed, make preventive inspections in various City of Greenfield areas and facilities and prepare related reports. Carry out various special or periodic assignments to include,

but not be limited to, pre-fire planning, inspections, and drilling.

- 1.11 Prepare records and reports of fires, daily routines, sickness, accident, annual personnel ratings, and other special or periodic reports as required.
- 1.12 High School diploma or equivalent and completion of training courses in firefighting required; Associates in Fire Science or equivalent desirable; over three years of experience in a progressively responsible firefighting capacity; or any equivalent combination of education and experience in order to perform all aspects of the position.
- 1.13 Thorough knowledge of the general laws pertaining to the fire department; knowledge of current fire fighting methods, tactics, equipment, techniques, and procedures, supervision of a fire department, and the ability to direct the work of subordinates under emergency situations. Working knowledge of the layout of the city. Knowledge of heating, electrical and plumbing systems.
- 1.14 Directs the activities of a Fire Crew during an assigned shift and performs fire suppression, emergency medical aid, hazardous materials, and fire prevention duties inspections, pre-plans.
- 1.15 Supervises and performs cleaning, checking, and replacement of equipment. Supervises cleaning of facilities, equipment; instructs and drills fire fighters in watch duties, use of tools, rising of ladders, and rescue and salvage work. Responds to alarms received and directs routes to be taken; directs work of fire fighters pending arrival of a superior officer; supervises laying of hose lines, placing of ladders, direction of water streams, and ventilation of buildings, rescuing persons, and placement of salvage covers. Responds to multiple alarm fire as needed; assumes command in the absence of superior officers. Carries out duties in conformance with Federal, State, City laws and ordinances, participates in the operation of departmental in-service training activities. Maintains Department discipline and the conduct and general behavior of personnel. Assigns personnel and equipment to such duties and uses as the service requires.
- 1.16 Ability to perform clerical functions; to assure that data processing capabilities are applied to department work situations; assists computer-aided programs, such as IMC.
- 1.17 Certification in Cardio Pulmonary Resuscitation, semi-automatic defibrillation and First Aid.
- 1.18 Ability to perform moderate to heavy physical effort for extended periods of time under hazardous conditions. Physical ability to operate ladder trucks, pumpers, and other emergency vehicles. Ability to use hoses, forcible entry tools, and other equipment. Ability to use a keyboard. Ability to perform semi-automatic defibrillation, CPR and administer First Aid. Physical agility is required to access all areas at the scene of the fire. Emergencies require pushing, climbing, stooping, kneeling, crawling, reaching with

hands and arms. May be required to lift/carry equipment weighing 30-60 pounds. May be required to wear protective equipment which weights up to 50 pounds while climbing a ladder.

- 1.19 Perform a variety of other miscellaneous duties inherent in the position as Fire Captain.
- 1.20 Possession of a Massachusetts Class D driver's license; may be required to work odd hours and the ability to respond to emergencies at any time.
- 1.21 Maintain apparatus, equipment building and grounds
- 1.22 Inspects buildings for fire hazards and completes pre-fire plans as appropriate.

## 2 FIRE PREVENTION OFFICER

- 2.0 The Officer is responsible for fire Prevention and inspection activities, investigation of fire causes, the interpretation and enforcement of fire safety laws and regulations, and public relations activities pertaining to fire prevention.
- 2.1 High School diploma or equivalent and completion of training courses in firefighting required; Associates Degree in Fire Science or equivalent desirable; over three years of experience in a progressively responsible firefighting and capacity; or any equivalent combination of education and experience in order to perform all aspects of the position.
- 2.2 Certification in Cardio Pulmonary Resuscitation, semi-automatic defibrillation and First Aid.
- 2.3 Ability to perform moderate to heavy physical effort for extended periods of time under hazardous conditions. Physical ability to operate ladder trucks, pumpers, and other emergency vehicles. Ability to use hoses, forcible entry tools, and other equipment. Ability to use a keyboard. Ability to perform semi-automatic defibrillation, CPR and administer First Aid. Physical agility is required to access all areas at the scene of the fire. Emergencies require pushing, climbing, stooping, kneeling, crawling, reaching with hands and arms. May be required to lift/carry equipment weighing 30-60 pounds. May be required to wear protective equipment which weights up to 50 pounds while climbing a ladder.
- 2.4 Possession of a Massachusetts Class D driver's license; may be required to work odd hours and the ability to respond to emergencies at any time.
- 2.5 Respond to alarms and may direct the fire fighting, rescue, and other operations.
- 2.6 Request additional manpower and equipment as required. Make post-fire examination and prepare related reports.



- 2.7 Directs multiple department-wide projects in areas of responsibility as assigned by the Chief and or Deputy Chief, prepares reports as directed; prepares and submits state fire reports; responsible for plans and review as directed; thorough knowledge of the general laws pertaining to the fire department; knowledge of current fire fighting methods, tactics, equipment, techniques, and procedures; and supervision of a fire department, and the ability to direct the work of subordinates under emergency situations. Working knowledge of the layout of the City. Knowledge of heating, electrical and plumbing systems.
- 2.8 Adhere to and support the Greenfield Fire Department's Mission Statement. Adhere to support and enforce the policies and procedures of the Greenfield Fire Department, as well as the policies and procedures of the City of Greenfield, including, but not limited to, Standard Operating Procedures, Rules and Regulations, and Fire Department Orders.
- 2.9 Direct, instruct, assist, and check subordinates as to schedules, standards of performance, Departmental rules, and other matters affecting their work. Maintain discipline and harmonious personnel relations. Handle complaints within limits of established practice.
- 2.10 Work is performed in situations of severe personal danger with exposure to all types of weather conditions and hazardous environments; work schedule is unpredictable.
- 2.11 May be called upon to operate all fire trucks, aerial ladders, pumps, and related fire vehicles and equipment; operates hand, power, and pneumatic tools; at the station operates computer, telephone and other standard office equipment; is required to wear protective equipment.
- 2.12 Make all required inspections of buildings, storage, or other facilities to check for compliance to fire safety and building construction laws and regulations. Follow up to insure correction in cases of violation or non-compliance. Make inspections and issue permits where warranted for various handling, moving, or use of fireworks, explosives, and other hazardous materials.
- 2.13 Implement fire evacuation plans, fire drills, and inspections in all schools, hospitals, and nursing homes.
- 2.14 Plan, organize, and oversee, or carry out, various fire prevention programs, demonstrations, Safety Fairs and similar projects, and present material and speak before various groups such as service clubs, civic groups and schools.
- 2.15 Maintain necessary files and records, and prepare reports and statistical data as required.
- 2.16 Assist in the investigation and causes of fires and prepare related reports. Where indicated, make detailed investigations of suspicious elements, and work with the district fire marshal and police department as required.

- 2.17 Perform the regular duties of Fire Officer as required. Respond to alarms and direct the fire fighting, rescue, and other operations. Train, instruct and drill subordinate personnel in all phases of fire fighting activities and procedures.
- 2.18 Keep abreast of modern methods and equipment of fire fighting. Perform a variety of other miscellaneous duties inherent in the position as Fire Prevention officer.
- 2.19 Possession of a Massachusetts Class D driver's license; may be required to work odd hours and the ability to respond to emergencies at any time.
- 2.20 Maintain apparatus, equipment building and grounds
- 2.21 Inspects buildings for fire hazards and completes pre-fire plans as appropriate.
- 2.22 Responds to fire alarms and emergencies or Mutual Aid calls; may direct fire fighting, rescue, and other operations; may act as Incident Commander or supervises Incident Command System at emergency scenes; may be called upon to perform firefighting activities utilizing fire hose, heavy stream appliances, extinguishers, and ladders; ventilates burning buildings using forcible entry tools if necessary; enters burning buildings to evacuate and rescue persons in danger. May fill in for the shift officer when required.
- 2.23 May be called upon to administer first aid, semi-automatic defibrillation and resuscitation; supervises and directs emergency rescue and extrication work.

### 3 OPERATIONS CAPTAIN

- 3.0 Responsible for and performs some administrative, supervisory, and technical fire fighting work; assists in the coordination, supervision, and direction of some activities of the department, including but not limited to projects and programs rescue, suppression, and training; water rescue, hazardous materials, confined space emergency preparedness.
- 3.1 Responds to fire alarms and emergencies or Mutual Aid calls; may direct fire fighting, rescue, and other operations; may act as Incident Commander or supervises Incident Command System at emergency scenes; may be called upon to perform firefighting activities utilizing fire hose, heavy stream appliances, extinguishers, and ladders; ventilates burning buildings using forcible entry tools if necessary; enters burning buildings to evacuate and rescue persons in danger.
- 3.2 Work is performed in situations of severe personal danger with exposure to all types of weather conditions and hazardous environments; work schedule is unpredictable.
- 3.3 May be called upon to operate all fire trucks, aerial ladders, pumps, and related fire vehicles and equipment; operates hand, power, and pneumatic tools; at the station operates computer, telephone and other standard office equipment; is required to wear

protective equipment.

- 3.4 Possession of a Massachusetts Class D driver's license; may be required to work odd hours and the ability to respond to emergencies at any time.
- 3.5 Respond to alarms and may direct the fire fighting, rescue, and other operations.
- 3.6 Train, instruct, and drill subordinate personnel in all phases of fire fighting activities and procedures.
- 3.7 Make frequent inspections to insure that members, stations, and apparatus are in effective condition. Direct the cleaning, repairing, and maintenance of apparatus, equipment, and facilities
- 3.8 Is assigned to the position by the Fire Chief and the Deputy Fire Chief.
- 3.9 Reports directly to the Deputy Chief and the Fire Chief
- 3.10 Inspects buildings for fire hazards and completes pre-fire plans as appropriate.
- 3.11 In the absence of the Deputy Chief and the Fire Chief is in charge of the building, equipment and all operations that pertain to the Fire Department.
- 3.12 Direct, instruct, assist, and check subordinates as to schedules, standards of performance, Departmental rules, and other matters affecting their work. Maintain discipline and harmonious personnel relations. Handle complaints within limits of established practice.
- 3.13 Adhere to and support the Greenfield Fire Department's Mission Statement. Adhere to support enforce the policies and procedures of the Greenfield Fire Department, as well as the policies and procedures of the City of Greenfield, including, but not limited to, Standard Operating Procedures, Rules and Regulations, and Fire Department Orders.

#### 4 OPERATIONS LIEUTENANT

- 4.0 Reports to the Operations Captain. Responsible for and performs some administrative, supervisory, suppression and EMS work; assists in the coordination, supervision, and direction of some activities of the department, including but not limited to projects and programs such as rescue, suppression, and training, prevention, water rescue, hazardous materials, EMS, confined space, and emergency preparedness
- 4.1 Serves as in the operations with some administrative functions. Duties include: Inspecting work for compliance with Department's operating procedures; scheduling and supervising shift personnel as directed by the Operations Deputy/Captain; assisting with fire prevention and enforcement, and interpreting City and Department policies and

procedures; and performing other duties of a supervisor.

- 4.2 Assist with training of shift personnel on new techniques and skills. Participates and may conduct training programs and drills. Updates and maintains training records.
- 4.3 Respond on the secondary ambulance as needed.
- 4.4 Writes and files shift reports and forms such as daily logs, incident reports, attendance reports, etc.
- 4.5 Performs data entry on computer to maintain files, log books, and reports.
- 4.6 Coordinates fire and emergency responses by station personnel and serves as Incident Commander at the scene until relieved by a superior Officer.
- 4.7 May supervises activities to return fire suppression and emergency response vehicles and equipment to service.
- 4.8 Drives and operates fire equipment and may perform as a Firefighter as needed.
- 4.9 Performs fire rescue and suppression duties which may include: Ventilating burning buildings; searching and rescuing and suppression duties which may include: Ventilating; searching and rescuing persons at the scene; raising and climbing ladders; holding nozzles and directing water and chemical streams; and performing salvage and overhaul operations.
- 4.10 Inspects, cleans, and maintains equipment, tools, and vehicles. Performs preventative maintenance work on vehicles.
- 4.11 Assists Operations Officers in developing, coordinating, and implementing programs involving pre-fire planning, fire education, in-service training, and computerization and records automation.
- 4.12 Conducts pre-fire inspections.
- 4.13 Other duties may be performed as assigned by an Operation's Officer.
- 4.14 Treats the public and other employees in a respectful and courteous manner.
- 4.15 Adheres to safe work practices and follows safety policies and rules.
- 4.16 Complies with all personnel policies and Departmental regulations.

## 5 FIRE SHIFT LIEUTENANT

Responsible for the activities and personnel at the fire station on an assigned shift as directed by the Captain of the shift. Work involves supervising personnel and station activities, supervising fire and emergency response incidents, performing all duties of a firefighter, and performing as the shift Officer-In-Charge when the Captain of the shift is out.

- 5.1 Serves as the station's Shift Commander in the absence of the Shift Captain. Duties include: Assigning duties and inspecting work for compliance with Department's operating procedures; scheduling and supervising shift personnel as directed by the shift Captain; implementing, enforcing, and interpreting City and Department policies and procedures; counseling employees on job performance, and performing other duties of a first-line supervisor.
- 5.2 Provides input to superior Officers on formal disciplinary action decisions affecting shift operations. Has authority to issue oral and written reprimands and praises.
- 5.3 Trains shift personnel on new techniques and skills. Participates in training programs and drills. Updates and maintains training records for shift personnel.
- 5.4 Directs and supervises shift activities, as directed by the shift Captain, including: Daily and weekly equipment and vehicle checks; physical fitness activities; shift training; custodial and maintenance activities of station equipment and vehicles; hydrant inspections; and pre-fire planning activities.
- 5.5 Writes and files shift reports and forms such as daily logs, incident reports, attendance reports, etc.
- 5.6 Performs data entry on computer to maintain files, log books, and reports.
- 5.7 Coordinates fire and emergency responses by station personnel and serves as Incident Commander at the scene until relieved by a superior Officer.
- 5.8 Supervises activities to return fire suppression and emergency response vehicles and equipment to service.
- 5.9 Drives and operates fire equipment and may perform as a Firefighter as needed.
- 5.10 Performs fire rescue and suppression duties which may include: Ventilating burning buildings; searching and rescuing and suppression duties which may include: Ventilating; searching and rescuing persons at the scene; raising and climbing ladders; holding nozzles and directing water and chemical streams; and performing salvage and overhaul operations.
- 5.11 Inspects, cleans, and maintains equipment, tools, and vehicles. Performs preventative maintenance work on vehicles.



- 5.12 Assists superior Officers in developing, coordinating, and implementing programs involving pre-fire planning, fire education, in-service training, and computerization and records automation.
- 5.13 Conducts pre-fire inspections.
- 5.14 Other duties may be performed as assigned by a superior Officer.
- 5.15 Treats the public and other employees in a respectful and courteous manner.
- 5.16 Adheres to safe work practices and follows safety policies and rules.
- 5.17 Complies with all personnel policies and Departmental regulations.

## 6 FIREFIGHTER

- 6.0 Perform general duty fire fighting work in combating and extinguishing fires under emergency conditions to protect life and property. Maintain apparatus, equipment, and facilities.
- 6.1 Maintain readiness and respond to alarms with assigned company to combat and extinguish fires, and perform various duties of a Firefighter as required or directed in particular situations. Lay, couple, and connect fire hose, advance fire hose into building, and direct fog or straight water stream using various heavy stream appliances and extinguishers. Make use of various ladders, ventilate burning buildings, evacuate and rescue persons in danger, and administer first aid.
- 6.2 Possession of a Massachusetts Class D driver's license; may be required to work odd hours and the ability to respond to emergencies at any time.
- 6.3 Drive and operate apparatus, including aerial apparatus, engines, pumpers, rescue truck, ambulance, and similar emergency apparatus.
- 6.4 Adhere to and support the Greenfield Fire Department's Mission Statement. Adhere to and support the policies and procedures of the Greenfield Fire Department, as well as the policies and procedures of the City of Greenfield, including, but not limited to, Standard Operating Procedures, Rules and Regulations, and Fire Department Orders.
- 6.5 Perform emergency rescue work. Participate in routine fire prevention activities and inspections, preplans and prepare related reports.
- 6.6 Wash, polish, paint, test, and make minor repairs to fire apparatus, equipment, and facilities, and clean and maintain all areas of the building inside and out.



- 6.7 Operate communication and dispatch equipment such as radio, telephone, etc., and stand desk watch in fire alarm center as required.
- 6.8 Perform various other related or associated duties as assigned or directed.
- 6.9 As of January 1, 2007 all newly hired members of this Department shall become a basic emergency medical technician (EMT) within 18 months of employment start and shall maintain this EMT status throughout their employment, promotions etc with the Greenfield Fire Department.
- 6.10 Maintain apparatus, equipment building and grounds.
- 6.11 Inspects buildings for fire hazards and completes pre-fire plans as appropriate.
- 6.12 Work is performed in situations of severe personal danger with exposure to all types of weather conditions and hazardous environments; work schedule is unpredictable.
- 6.13 Shall operate all fire trucks, aerial ladders, pumps, Rescue, Communication vehicle, ambulances and related fire vehicles and equipment; operates hand, power, and pneumatic tools; at the station operates computer, telephone and other standard office equipment; is required to wear protective equipment.
- 6.14 Shall be called upon to administer first aid, semi-automatic defibrillation and resuscitation; emergency rescue and extrication work.
- 6.15 Participate in departmental training programs, including hose and ladder techniques, use of air packs, and operation and placement of fire apparatus; directs or performs inspection of buildings for fire hazards; maintains and tests fire apparatus and equipment, and fire hose; maintains coordination of fire suppression, rescue, training, hazardous materials, emergency preparedness, fire prevention, and fire communications as assigned.
- 6.16 High School diploma or equivalent and completion of training courses in firefighting required
- 6.17 Shall successfully complete the Massachusetts Firefighting Academy Recruit Training program.
- 6.18 Certification in Cardio Pulmonary Resuscitation, semi-automatic defibrillation and First Aid.
- 6.19 Ability to perform moderate to heavy physical effort for extended periods of time under hazardous conditions. Physical ability to operate ladder trucks, pumpers, and other emergency vehicles. Ability to use hoses, forcible entry tools, and other equipment. Ability to use a keyboard. Ability to perform semi-automatic defibrillation, CPR and administer First Aid. Physical agility is required to access all areas at the scene of the

fire. Emergencies require pushing, climbing, stooping, kneeling, crawling, reaching with hands and arms. May be required to lift/carry equipment weighing 30-60 pounds. May be required to wear protective equipment which weights up to 50 pounds while climbing a ladder.

- 6.20 Assist in the training instruct, and drill subordinate personnel in all phases of fire fighting activities and procedures
- 6.21 Inspects buildings for fire hazards and completes pre-fire plans as appropriate.
- 6.22 Perform a variety of other miscellaneous duties inherent in the position as Firefighter

## 7 TRAINING

- 7.0 The Training Officer, when conducting a training program, has complete authority over all Officers and members present, regardless of rank.
- 7.1 The Training Officer shall conduct drills and instructions for all members at such times, in such subjects, and in accordance with such orders as the Chief of the Department may prescribe.
- 7.2 Direct instruct, assist, and check subordinates as to schedules, standards of performance, Departmental rules, and other matters affecting their work. Maintain discipline and harmonious personnel relations. Handle complaints within limits of established practice.
- 7.3 Submits recommendations for an annual training budget to the Chief of Department prior to budget hearings.
- 7.4 The Training Officer will keep records of all drills and instruction given and will prepare a  
Personnel Training Report on all training activities for the Chief of the Department. A complete consolidated report will also be forwarded to the Chief annually.
- 7.5 Possession of a Massachusetts Class D driver's license; may be required to work odd hours and the ability to respond to emergencies at any time.
- 7.6 Maintain apparatus, equipment building and grounds
- 7.7 Inspects buildings for fire hazards and completes pre-fire plans as appropriate.
- 7.8 Direct, instruct, assist, and check subordinates as to schedules, standards of performance, Departmental rules, and other matters affecting their work. Maintain discipline and harmonious personnel relations. Handle complaints within limits of established practice.
- 7.9 Makes frequent contacts with the police and water departments, electric and gas

companies, building inspector, board of health, electrical inspector and general public on behalf of the department; contacts may require persuasiveness and resourcefulness to influence the behavior of others.

- 7.10 Adhere to and support the Greenfield Fire Department's Mission Statement. Adhere to support and enforce the policies and procedures of the Greenfield Fire Department, as well as the policies and procedures of the City of Greenfield, including, but not limited to, Standard Operating Procedures, Rules and Regulations, and Fire Department Orders.

## ATTACHMENT A

### **MARKING PROCEDURE FOR THE PROMOTIONAL EXAMS**

Applicants shall be issued at the time of the exam, one security envelope and one ~~idx~~ card with an individual random number assigned on the card.

Each person shall enter the random number on the exam sheet as his or her name.

The index card shall be folded and placed inside the security envelope.

The test taker shall seal the envelope.

After sealing the envelope, the test taker shall sign his/her name across the seal of the envelope.

The City will collect all sealed envelopes.

When exam results are returned, there shall be two (2) business days for individuals to contact and schedule an appointment with the Consultant to match their random number with their score.

At the appointment, the Consultant shall open the individual's envelope in front of ~~ten~~ and match their number with their score.

The Consultant shall verbally tell the individual his/her score.

Once all individuals have been matched to their scores the City will mail letters to all test takers with their results and any further instructions for the process.

The Marking Procedure only applies to the written exam section, Section (5).