

Collective Bargaining Agreement

Bettendorf Professional Firefighters' Association

IAFF Local 3190



City of Bettendorf



July 1, 2024 – June 30, 2028

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ARTICLE 1 - Intent & Purpose

- 1.1** It is the intent and purpose of the parties here, to set forth an agreement concerning rates of pay and other subjects of bargaining, to promote orderly and peaceful labor relations for the mutual interest of the City, its Employees, the Association, and the Public to the end that there will be no work slowdowns, stoppages, strikes, interruptions of work or other interference with the orderly, effective and efficient operation of the City's business, to assure the orderly, effective and efficient operation of the Fire Department in order to provide for health, safety and welfare of the citizens of Bettendorf, and to promote the prompt and efficient performance of work assigned to employees. This agreement makes every attempt to conform to FLSA standards.
- 1.2** The parties recognize and declare the necessity of providing the most efficient and highest quality services to the citizens and taxpayers of the City of Bettendorf.
- 1.3** The parties further recognize that the basic purpose of the City of Bettendorf is to operate and conduct City business, and the Fire Department is obligated to assist the City Administration in keeping the City safe and functional for those who use it.

ARTICLE 2 - Recognition

- 2.1** The City recognizes the Association as the bargaining agent for all regular full-time employees in the following described unit as certified by the Public Employment Relations Board in Case No. 2580 on November 28, 1983: and as agreed by stipulation of the parties.
 - INCLUDED:** Any and all full-time, paid Firefighters, Lieutenants, and Captains employed by the City of Bettendorf, Iowa, per Civil Service requirements as described by the State of Iowa.
 - EXCLUDED:** Fire Chief, any full-time officers above the rank of Captain, any part-time or volunteer firefighters employed by the City of Bettendorf, Iowa, and all other personnel excluded by Chapter 20 of the State Code of Iowa.

ARTICLE 3 - City & Association Rights & Responsibilities

- 3.1** Unless limited by a provision of this Agreement, the Association recognizes the authority, powers, rights and prerogatives which belong to the City, including, but not limited to all rights enumerated in Section 7, Chapter 20, Code of Iowa, the right to manage, operate and direct the work and working forces, to maintain order and efficiency, to schedule and assign work, to determine the size and location of the City's operations and to determine the type and amount of equipment to be used, to extend, maintain, curtail or terminate operations of the City, to determine methods and materials to be used, to create, modify and terminate departments, job classification and job duties, to determine the number and starting times of shifts, the number of hours and days in the workweek, hours of work, the number

of persons to be employed at any time and establish their duties, to make, implement and require employees to observe rules and regulations set forth by the City.

3.2 The City and the Association will cooperate to the fullest extent and share a mutual responsibility to assure that there shall be no unlawful discrimination against any employee by the City of the Association because of race, creed, color, national origin or sex.

3.3 The City will not unlawfully interfere with the right of its employees to become members of the Association. The Association will not unlawfully interfere with the right of the City's employees to refrain from Association membership. There shall be no unlawful discrimination by the City or the Association because of membership or non-membership in the Association.

The Association agrees that neither it nor any of its officers or agents will engage in any Association activity that will interrupt or interfere with the operations of the City.

3.4 The City agrees that, during the term of this Agreement, it will not engage in any unlawful lockout over a dispute with the Association.

3.5 The Association agrees that neither it nor its officers, agents, or representatives, nor any employee covered by this Agreement will directly or indirectly cause, authorize, induce, encourage, instigate, ratify, condone, participate in, or fail or refuse to prevent any work stoppage, strike, slowdown, boycott, picketing or other action or inaction which interrupts or interferes with the operations of the City.

3.6 Employees elected or appointed to represent the Union on City committees shall be granted reasonable time to perform Union functions including but not limited to attendance at regular and special meetings within the City of Bettendorf, not to exceed 2 on duty personnel.

The City shall allow the use of existing bulletin boards in all Union staffed fire stations for the posting of IAFF meeting notices and similar information. No posting of an inflammatory or derogatory nature shall be allowed. Materials posted which are derogatory or inflammatory as deemed by the Fire Chief shall be removed.

The City shall also allow the Association to maintain such records and materials as are currently stored in the Union filing cabinet at the location selected by the Union.

3.7 If an employee is required to possess a Chauffeur's License in order to perform work for the City, the employer shall reimburse the employee for the cost of such license beyond the cost of a driver's license.

ARTICLE 4 - Civil Service System

- 4.1** The Association recognizes that the employees and employment covered by this Agreement are subject to and governed by the Rules, Policies and Procedures of the Bettendorf Civil Service Commission promulgated or implemented under the Civil Service system established pursuant to statute or administrative procedure, such as Chapter 400, Code of Iowa.
- 4.2** All original and promotional appointments shall be subject to the serving of a probationary period which shall consist of twelve (12) months and six (6) months respectively, of continuous active service as a permanent full-time employee, and which shall be considered as a part of the examination process.
- 4.3** For this agreement, seniority, for the purpose of vacation, Kelly day, comp time scheduling shall be established by the employee's date of hire by the Bettendorf Fire Department.
- 4.4** For the purpose of vacation accrual, seniority shall be established by the employee's date of hire by the City of Bettendorf.

ARTICLE 5 - Grievance Procedure

The purpose of this procedure is to provide an ordered procedure for the prompt resolution of a claimed grievance at the best level.

- 5.1** A grievance is defined as a timely filed claim by an employee covered by this Agreement, which alleges that there has been a violation of a specific provision of this Agreement by the City.
- 5.2** An employee who claims a grievance should promptly meet with the Fire Chief in an attempt to resolve the issue informally, but in no event later than five (5) days after the occurrence upon which the alleged grievance is based. If the Fire Chief and the employee are unable to resolve the alleged grievance within said five (5) day period, and the employee wishes to pursue the matter, the alleged grievance shall be processed in the following manner:

Step One: The employee shall promptly reduce his/her grievance to writing and submit it to the Fire Chief, but in no event later than five (5) days after the receipt of the immediate supervisor's oral answer. The written grievance shall specifically state and set forth in detail all of the relevant facts upon which it is based, the section of this relief sought. The Fire Chief will provide a written answer to the grievant within five (5) days after the receipt of the written grievance.

Step Two: If the grievance is not settled at Step One and the grievant wishes to appeal the grievance to Step Two, the written grievance shall be submitted to the City Administrator within five (5) business days after receipt of the Fire Chief's written answer. The City Administrator shall provide a written answer to the grievance within five (5) business days of receipt.

5.3 If the grievance is not settled in accordance with the foregoing procedure, the Association and grievant may submit the grievance to arbitration by written notice of the arbitration, submitted to the City Administrator within ten (10) business days after a receipt of the answer in Step Two. Said written notice must be signed by both the grievant and an authorized representative of the Association. Within ten (10) business days after receipt of the notice, the parties shall attempt to select a mutually agreeable arbitrator. In the event the parties are unable to agree upon an arbitrator, they shall, within fifteen (15) business days after the receipt of the notice, jointly request the Federal Mediation and Conciliation Service to submit a panel of seven (7) arbitrators. Each party retains the right to reject one panel in its entirety and request a new panel be submitted. Within ten (10) business days after receipt of the panel, the parties shall determine by lot which party shall strike the first name; the parties shall then alternate strikes until the last and remaining person shall act as the arbitrator. The Association reserves the final right to determine if a grievance brought by a member of the Association will advance to arbitration.

Subject to the availability and convenience of the City and Association representative, the arbitrator shall schedule the time and the place for a hearing on the grievance, with each side having the right to a post-hearing brief.

5.4 An arbitrator selected pursuant to the provisions of section 5.3 shall have no power or authority to amend, modify, nullify, ignore, add to or subtract from any terms of the Agreement, to substitute the arbitrator's discretion for that of the City, or to make any decision contrary to or inconsistent with or modifying in any way the applicable laws and rules and regulations. No liability shall accrue against the City for a date prior to the date upon which grievance was first submitted. The arbitrator's decision shall be based solely upon his/her interpretation of the meaning or application of the express terms of this Agreement to the facts of the grievance presented. Consistent with these provisions, a decision of the arbitrator, if within the scope of the arbitrator's authority, shall be final and binding upon the parties. The arbitrator may not hear more than one grievance, unless the presentation of more than one grievance involving similar facts, issues and contract provisions is mutually agreed to by the City and the Association.

5.5 The reasonable expenses, fees and costs of the arbitrator, a court reporter, transcript and hearing room shall be shared mutually by the parties. Any other expenses shall be paid by the party incurring them, and each party shall be responsible for compensation its own representatives and witnesses.

5.6 For the purpose of this Article, reference to "days" shall not include Saturdays, Sundays, and paid holidays. All grievances shall be presented, discussed, and processed during the grievant's non-working time.

5.7 The time limits specified in this Article shall be strictly observed. If a grievance is not presented or processed within the time limits set forth herein, it shall be considered waived, and the employee shall be barred from further pursuit of the grievance. If a grievance is not appealed to the next step within the specified time limit, it shall be considered settled on the basis of the City's last answer and the grievant shall be barred from further pursuit of the grievance. The failure of the City's specified representative to answer a grievance or an appeal thereof within the

specified time limit shall be deemed a denial of the grievance at that step which may be timely appealed to the next step.

- 5.8** If any claim or complaint is filed in any form other than under the grievance procedure of this Agreement, then the City shall not be required to process the same or similar claim or set of facts beyond step two of the grievance procedure. Nothing contained herein shall be deemed a limitation on the right of an employee to use other forums for resolution of problems, including but not limited to civil service appeal, civil rights or ADA complaint filing. This paragraph reasserts that the employee shall have only one forum for the final adjudication of any one dispute. A grievant shall notify the City Administrator if an alternate forum is to be utilized after the grievant is notified of the City's step two decision.

ARTICLE 6 - Hours of Work & Pay

- 6.1** This Article is intended only to provide a basis of calculating overtime and shall not be construed as a guarantee of, or limitation on hours of work per day or per week, or days of work per week. Furthermore, nothing in this Agreement shall be construed as a guarantee of hours of work or pay, nor a right to pay for time not worked.

6.2 Normal Day and Work Week

The normal day for shift employees in the Fire Department shall consist of twenty-four (24) hours. The normal shift day shall commence at 7:00 a.m. and conclude at 7:00 a.m. the following day. This shall be followed by forty-eight (48) hours, two days off.

The work week for non-shift personnel shall consist of a forty (40) hours per week schedule consisting of five consecutive 8-hour days on duty followed by two days off-duty or four consecutive 10-hour work days to be followed by three days off duty. Non-shift employees may be allowed to set the number of days worked and hours to be worked per week with the permission of the Fire Chief or his/her designee.

6.3 Work Day, Lunch, Dinner And Breaks

The normal workday for shift employees shall commence at 8:00 o'clock a.m. and conclude at 5:00 p.m. Due to the nature of emergency response, employees are permitted to suspend work for one and one half (1½) hours for lunch. Lunch shall be taken between the hours of 10 a.m. - 5 p.m. Employees shall be permitted to prepare and have meals in the fire station. Dinner shall be taken after the hour of 5:00 o'clock p.m. of each duty day.

The employer shall establish a policy recognizing the inability of the department to perform certain of its missions on Sunday and Holidays, and will accommodate work needs accordingly. Such policy shall not be changed without 7 days notice to the employees.

6.4 Physical Training

The physical training /workout period for shift personnel shall be permitted for the purpose of physical training one (1) hour of "P.T." followed by a reasonable period of time to shower and dress. Schedule permitting with permission of the company officer, "P.T." may be conducted during the normal workday when other work duties are otherwise addressed during the duty day.

6.5 Overtime and Call-Back Pay

In the case of time actually worked in excess of the normal duty day, employees shall be paid overtime at the rate of one and one-half (1 1/2) times their hourly rate as computed by dividing the employee's annual salary by two thousand eighty (2,080) hours. In the case of call-back for emergencies, coverage or other reasons, employees shall be guaranteed a minimum of two (2) hours work, or pay in lieu of work, at the specified rate of pay. Employees shall be paid for all responses to "600" calls. "600" Calls- All call pages which will be referred to general responses by dispatcher. General responses which include but are not limited to structure fires, hazardous material incident, technical rescues, and MABAS call outs.

Within reason, overtime and call-back hours shall be distributed on a voluntary basis from a voluntary roster of those employees desiring to work such time an employee overtime roster. This roster shall reflect the total accumulated overtime (OT & comp) hours worked for the fiscal year for each employee, with the hours to be zeroed at the end of each fiscal year and the names to remain in the order in which they appeared on that day. Names shall be listed with the employee with the lowest total accumulated overtime hours first and the roster shall be updated each pay period. Each employee shall provide at least one phone number to be placed on the overtime list but may add additional phone numbers if desired. Overtime callback will occur through the mutually agreed upon shift scheduling software/program.

When overtime coverage is required to maintain minimum staffing levels or to supplement on duty staff at direction of the chief for special situations, the following shall apply using the overtime callback procedure as noted in the paragraph below.

Overtime that is known in advance (one shift or more), shall be filled by the shift where the overtime occurs. If the overtime is not filled, an email will be sent to the Assistant Chief and the company officers of the shift where an employee would be forced.

Overtime for vacancies of 14 hours or less will be offered as a single shift in their entirety. For vacancies greater than 14 hours will be offered in 12hour increments and then the remaining hours. The shift should be offered time before and after 7 p.m.

Overtime shall be offered to the person on the list (i.e., the person with the lowest accumulated hours) and thereafter down the list until the available overtime is filled. The overtime opportunity shall be given to the first person with whom contact is made and accepts it.

Until a 12-hour shift has been accepted, the person to whom overtime is offered shall have the option of selecting from the time available. Once a 12-hour portion has been accepted, the remaining portion shall be offered continuing down the

overtime callback list. If no one on the list desires to take the other portion of the shift, the person who accepted 12 hours shall be allowed to accept the remaining 12 hours, if he or she desires. (In this circumstance, they can accept the entire 24-hour shift).

An employee shall be only forced to work a single overtime shift in a row. (i.e., 12-hour block in 24 hours). In the event the lowest senior employee currently on duty accepts a shift of overtime, he/she can be forced to work the other vacancy. If no one on list or currently on duty accepts overtime, the employee/ employees with lowest seniority, who were actually on duty the shift prior to vacancy, shall be required to work. In case of multiple overtime shifts that must be required, the employee with greater seniority shall have their choice of which overtime shift they want to work. For this situation, only employees assigned to the shift before the vacancy and working shall be forced first. (Example – Employee assigned to A-Shift will be forced for B-Shift vacancy. B-Shift forced to C-Shift. C-Shift forced to A-Shift). In the event additional overtime slots are not filled by this method, the least senior firefighter(s) working the shift before will be forced as needed.

In the event the department is at minimum officer staffing and has that officer call in sick prior to the beginning of their shift, call back will be done in the following manner. Off duty officers from other shifts will be contacted according to their position on the overtime list. If no officer accepts the overtime, the on-duty officer(s) assigned to the shift before will be forced to cover the vacancy with seniority preference being applied. In either of the instances noted above, the time will be split between officers by the process. Any open spots not filled after the above process will be filled with an out of rank firefighter on duty. If a single officer is forced, he/she shall be able to select day or night shift forced. If partial vacancies are to be filled, the officer will be forced for the larger amount of time needed that day.

When filling overtime using the mutually agreed upon shift scheduling software/program you will start by filling the daytime shift followed by the night. The employee that accepts the day will not be removed and will be able to accept all 24 hours of the overtime. The above method will change when calling for holiday overtime. In this case, once said employee accepts the overtime slot, he/she will be removed and will not be able to accept a second slot until all employees have been contacted and given an opportunity to accept a twelve-hour slot.

In event of emergency vacancies during a shift, overtime shall be offered using procedure above. If no one accepts overtime shift, lowest seniority employee contacted shall be required to work vacancy.

The procedure above does not take precedence over Chief's ability to require employees to work at his/ her discretion.

6.6 Court Time

An employee, who is required to appear or testify in a case before a civil or criminal hearing, court, or deposition, shall be paid as follows:

- A. If the required appearance commences during time when the employee is on duty, the employee shall be paid his usual wage. If the appearance extends beyond the regular duty time, the employee shall be paid overtime (one and

one-half times regular pay) until such time as the employee is released, plus travel time back to the station, regardless of whether the employee actually returns to the station.

- B. If the required appearance commences during a time when the employee is not on duty, the employee shall receive a minimum of two (2) hours pay at the double-time rate. In the event the required appearance extends beyond two (2) hours, the employee shall be paid for the time of required attendance only (no travel time) at the double-time rates.
- C. All fees and expenses received by the employee for required appearances shall be remitted to the City.

6.7 No Pyramiding

Compensation shall not be paid to an employee more than once for the same hours under any provision(s) of this Agreement. So that there is no misunderstanding, an employee who attends court during his normal duty hours shall not also receive overtime pay for those hours spent in court pursuant to the specific provision of this Agreement dealing with overtime for court appearances.

6.8 Pay

Rates of pay for the term of this agreement shall be as set forth in the attached salary schedules.

6.9 Evaluations

Evaluations shall be conducted in a fair and impartial manner pursuant to current practice. An employee aggrieved by an evaluation may appeal such evaluation in the same manner as other grievances, except that the decision of the City Administrator shall be final and no appeal to arbitration may be made.

Prior to any proposed change in the current Fire Department evaluation form, the Association shall receive a copy of the proposed evaluation form and shall be given the opportunity to negotiate over the proposed changes.

6.10 Overtime Compensation

Shift employees will be compensated for all overtime hours beyond their normally scheduled shifts. Non-shift employees will be compensated for all overtime hours above their scheduled forty (40) hour workweek. Said compensation will be at one and one half (1½) times the 2,080 hour rate of pay.

6.11 Captain & Lieutenant Positions

Captains and Lieutenants shall be deemed promotional positions under civil service law. In establishing pay for any person promoted into such position, the person shall be paid according to the years of service as a Bettendorf Fire Department paid staff, as shown on the pay plan attached hereto.

6.12 Out-of-Class Pay

An employee shall be assigned the routine duties of a higher classification upon a vacancy of the company officer and the employee shall receive the wage at the Lieutenant's current wage, based on years of service, subject to the following:

- A. A vacancy shall be deemed to exist when the incumbent is on paid leave status for a period of one hour or more, or is at a meeting, conference, or seminar during the normal work day and would be unable to respond for response with the company assigned.
- B. In the event a Captain or Lieutenant from another shift is working with the fire company with a company officer vacancy, they shall act as a company officer and no other employee shall receive out of class pay.
- C. The company officer shall be filled to the Lieutenant position first from a list of qualified shift firefighters working the same shift and company as the vacancy. Appointment shall be the candidate having the least number of out of class hours. This list will be updated every two weeks when payroll is completed. In the event there are no qualified candidates on the company, qualified candidates will be selected from another company. In the event there are no qualified candidates on shift, then the overtime list and call-back procedure shall be used to contact qualified personnel.
- D. In the event that an employee is starting newly qualified, changing shifts, newly promoted, or has been disciplined and was removed from the program, this employee will be instated or re-instated to the pool of eligible candidates starting even with the employee that has the highest total hours on their shift or among officers if that applies.

6.13 On Call Pay

Any employee who shall be required to be "on call" by his/her supervisor shall receive an hour of comp time or pay for each day. On-call opportunities shall be distributed on a voluntary basis fairly to those personnel who qualify for the particular assignment.

"On Call" shall be defined as a duty assignment by the supervisor or his/her designee that the employee be available for immediate response to a call to duty via electronic page or cellular phone call. While on call, the employee shall not be able to leave the current electronic page or cellular coverage area, must keep the device on or about his/her person at all times, and shall refrain from any activity which shall inhibit the ability of the employee to make an immediate response.

An employee who is "on call" shall be allowed to trade this responsibility with another employee who is also as qualified for the particular assignment. The Chief and Assistant Chief must be notified of the trade via email. A Department trade form is required as per contract language.

6.14 Deferred Compensation / Matching Funds

The City shall contribute 4.5% of an employee's salary into a deferred compensation plan. If the employee contributes at least 1% into their deferred compensation plan, the City will contribute an additional 1%.

ARTICLE 7 - Vacation

7.1 The purpose of vacation leave is to enable the employee to enjoy periodic rest from his regular job so that he may return to his/her work mentally and physically refreshed.

7.2 All employees shall accrue vacation from the date of hire (as listed in the schedule below).

Years of Service	0 – 4.9	5 – 10.9	11 – 17.9	18 +
	2 weeks /yr	3 weeks / yr	4 weeks / yr	5 weeks / yr
Shift days	5	9	12	14
Shift accrual	4.6154 hrs/period	8.3077 hrs/period	11.0769 hrs/period	12.9231 hrs/period
Non-shift hours	80	120	160	200
Non-shift accrual	3.0769 hrs/period	4.6154 hrs/period	6.1538 hrs/period	7.6923 hrs/period

- No vacation leave may be taken by an employee until he/she has been in continuous service of the City for a period of six (6) months. (Unless approved by the Chief.)
- Vacation accrual increases on the employee's anniversary date of hire.

7.3 All vacation leave schedules and requests must be approved by the shift officers.

- Vacation leave will be scheduled with regard to the department's operating requirements and responsibilities.

Refer to 8.3 request procedures.

7.4 Vacation leave shall be charged as used in amounts of not less than one (1) hour.

7.5 The City has established a 300-hour vacation cap.

Accrued but unused vacation will be paid upon termination. The ending date of employment cannot be extended by using vacation.

In the event one or more paid holidays occur during a non-shift employee's scheduled vacation, such holiday shall not be charged as vacation leave.

ARTICLE 8 - Holidays & Kelly Days

8.1 Holidays

The following shall be considered paid holidays for the firefighters actually on duty as of 7:00 a.m. on the date of the holiday.

New Year's Day	Martin Luther King Day	President's Day
Friday before Easter	Memorial Day	Fourth of July
Labor Day	Veteran's Day	Thanksgiving Day
Day After Thanksgiving	Christmas Day	

On duty shift personnel shall be paid twenty-four hours at regular 2912 hour rate of pay and twelve hours additional at the 2080 rate of pay.

When a trade of time occurs on a holiday, the employee actually working the holiday shall receive the holiday on duty pay. The employee not working the holiday will not receive the holiday on duty pay.

Shift employees not on duty on a holiday listed above shall receive 8 hours of regular 2912 hour rate of pay.

Shift employees whose normal work day extends from one (1) calendar day into another, (for example from Saturday into Sunday or from the day before a holiday into the holiday), shall be considered as working all hours on the calendar day on which the employee started to work.

Shift employees, not scheduled to work on a holiday, which does work, shall be paid 2½ times their 2080 hour rate plus holiday pay.

Non-shift personnel shall receive 8 hours time off with pay on the holidays listed above. If the holiday falls on a weekend, the non-shift employee shall take off the day that city hall observes the holiday.

Non-shift employees working on a holiday shall be paid holiday pay plus the following:

For work during regular hours - 1 ½ times 2080 rate.

For work during other hours - 2 ½ times their 2080 rate for hours worked.

In an event where an employee requests to attend a class that falls on a holiday, they will not receive holiday overtime pay. Employees shall be paid 8 hours at 2912 rate plus appropriate rate (regulate time or overtime) for the class hours. (Example

– an employee attends a weeklong class that falls on Veteran’s Day. The employee will receive 8 hours of holiday pay at 2912 and 8 hours of straight pay).

Shift employees who are on duty but only work part of the holiday will receive a percentage of holiday pay at each rate based on actual hours worked/not worked.

8.2 Kelly Days

Shift employees covered by this Agreement will be eligible to receive eleven (11) Kelly Days per year. Such day is to compensate by time off from one regularly scheduled duty day each month until exhausted in order to comply with the Fair Labor Standards Act.

- New employees may use their first Kelly day after 28 calendar days of employment. (FLSA 28-day cycle)

Kelly Day time shall be taken in 24-hour increments with department approval using the mutually agreed upon shift scheduling software/program. If an employee does not take a Kelly day, they will be assigned 1st available day on their shift.

Management retains the right to make the final decision as to when and to what extent paid time off is taken. Such decisions shall be reasonable and not made arbitrary or capricious fashion. When emergency conditions require maximum attendance, employees may be called back from Kelly time off situations until such time as conditions permit resumption of normal operations. In the event an employee is not permitted Kelly Day time off during any month, then the employee shall be permitted Kelly to carry forward and use such leave at any time during the calendar year, provided however that such leave is approved by management. In the event that an employee is called back from Kelly leave while on such leave, the time of said call back shall be paid at overtime rate, and so much of the Kelly day lost due to call back, will be placed back into the affected employee’s accrual for use later in the year.

8.3 Time off Request

All requests for time off must be submitted through mutually agreed upon shift scheduling software/program. This shall be the master schedule of time off. For purposes of this section, time off shall be any paid leave except sick leave.

Options for selection of time off shall be as follows:

1) Standard Procedure – selections for the three months. Leave requests shall be made by 5 pm on the last calendar shift prior to or on the 3rd for the following three months. (e.g., A-Shift requests are due the 1st by 5 pm, B-Shift requests are due the 2nd by 5 pm, and C-shift requests are due the 3rd by 5 pm.) Picks after initial will be made 3 months in advance. (i.e., July will be for October, August pick will be for November, and it will continue in that fashion.)

- a) Time off requests of 24 hours or more shall be approved first, based on seniority of shift personnel.
- b) After all requests of 24 hours or more are approved; requests for 12 hours or more shall be considered and approved, again based upon shift seniority.

- c) Chief or his/her designee shall have until the 10th of the month to block out time off slots after requests of 12 hours or more are made.
 - d) Personnel will be allowed to block off slots to attend classes with approval of their shift personnel. All affected shift personnel should be contacted, and the time requirements shall be the same as section 3 "Leave requests made in advance".
 - e) One slot per shift will be blocked to attend entry level fire academy as needed prior to any picks being made.
 - f) One officer (Captain or Lieutenant) shall be scheduled to work each day. Only allowing two other officers to take leave at a time.
- 2) Requests made after the 10th of the month (for three months out).
- a) Leave may be taken on a first come, first served basis. In the event of multiple requests at exactly the same time, for the same time, seniority shall prevail.
 - b) First come, first served leave approval may be requested via scheduling software for approval.
 - c) Time off can be taken in increments of 1 hour or greater.
- 3) Leave requests made in advance.
- Any person may request leave in increments of twenty-four (24) hours further in advance than the above methods, by notifying the shift officer by 5pm of their shift via email. The request will be considered by all shift employees senior to the person requesting the leave, and each senior person must approve the leave or request the time. Shift personnel will be given 48 of their own shift hours (equal to 6 calendar days) from the request to grant approval or request the time himself/herself. The highest-ranking company officer shall attempt to contact senior shift personnel using the numbers provided in the overtime call back list to assist in determining whether the request may be granted.

8.4 Combining of Vacation and Kelly Day

Comp time, Personal Time, Kelly Days & Vacation time off may be combined, if seniority permits and scheduling of such combined time off does not affect the efficient and effective operation of the Fire Department.

8.5 Cancellation of Scheduled Time Off

Time off may be cancelled as follows:

- 1) If the time off requested was twelve (12) hours or more, the request to cancel must be given to the highest-ranking company officer currently on duty no later than 24 of their own shift hours (equal to 3 calendar days) in advance. Email must be sent to all shift personnel notifying them of cancellation. Time off can be cancelled without this procedure if the shift is at least one person above minimum staffing.
- 2) If the leave request was for less than twelve (12) hours, the leave may be cancelled anytime without penalty.

The Fire Chief, Assistant Fire Chief, company officers and Administrative Assistant must be notified by email of cancellation. The mutually agreed upon shift scheduling software/program must be updated to reflect any cancellation. Failure to follow the above procedure will require the leave to be taken, and the person on

leave will not be allowed to work. When leave is cancelled under this paragraph, the other members of the shift will be offered the opportunity to take leave in order of seniority and by contacting those shift personnel.

ARTICLE 9 - Sick Leave

- 9.1** City of Bettendorf employees covered by this agreement shall be entitled to sick leave with pay at the rate prescribed in this contract. Sick leave shall not be considered as a right that the employee may use at his/her discretion, but shall be allowed only as outlined in this section. In order to receive compensation while absent on sick leave, the employee shall notify the Fire Chief, Assistant Chief, and on duty officer/designee at least one (1) hour prior to the time set for the beginning of his/her daily workday. If such notification is not forthcoming, the employee shall be considered absent without leave. If an employee becomes ill after starting his/her workday and/or it is determined by his/her supervisor that the employee cannot perform his/her work duties, the employee shall be entitled to sick leave with pay for the remainder of the workday. The Sick Leave Form must be filled out and sent to Fire Chief, Assistant Chief, Administrative Assistant, and shift officers.

9.2 Sick Leave Accrual

Probationary employees shall be eligible for sick leave usage as it is accrued. Shift employees shall accrue sick leave at a rate of 11.07 hours every pay period, to a maximum of 100 duty days (2400 hours). Non-shift employees shall accrue at 3.077 hours per pay period to a maximum of nine hundred sixty (960) hours. Upon transfer from shift assignment to a non-shift assignment, any hours in excess of 960 will be recorded and reinstated upon return to shift.

In the event an employee has insufficient hours of leave to cover the interim from disability to coverage under the City long-term disability plan, the employee shall be treated as on unpaid leave of absence.

9.3 Use of Sick Leave

- A. An employee may use accumulated sick leave for absences necessitated by non-work-related injury or illness of said employee or exposure to contagious disease if determined by a physician or health officer.
- B. Sick leave shall not be available to an employee for use in circumstances involving personal injury sustained by an employee in the course of paid supplemental employment by an employer other than the City of Bettendorf.
- C. When an employee is on sick leave for personal use, he/she can work secondary employment as long as he/she returns to the scheduled shift immediately following the sick leave. If employee doesn't return on that scheduled shift, and works secondary employment in that time frame, the employee can face disciplinary action.
- D. All time taken on authorized sick leave shall be deducted from available sick leave which has been accrued by the employee and shall be charged by actual hours used.

- E. An employee who has exhausted all of his/her sick leave, may then elect to use any vacation leave to which he/she is entitled for sick leave purposes.
- F. No such leave with pay shall be granted to an employee in anticipation of future service.
- G. Sick leave payments are based on the straight time earnings of the employee at the time such leave is taken. However, if as a result of a general wage increase or job reclassification, the rate of the employee's position is increased during his/her sick leave absence, the higher rate will be used in computing the balance of his/her sick leave payments.
- H. No person shall be permitted to convert excused leave of absence of annual leave into sick leave by reason of illness or injury which occurs during such leave of absence or annual leave; however, if such illness or injury should persist beyond the termination of the leave of absence or annual leave, sick leave may be taken, if otherwise permitted, at that time.
- I. For an employee with less than twenty (20) years of employment with the City, the accrued sick leave of an employee whose service with the city is terminated by reason of quit, discharge or resignation shall be cancelled by such action.
- J. For an employee with at least twenty (20) years of employment with the City, upon termination from the City's service, such employee shall receive a payout in an amount equal to 16.79% of the employee's sick bank (which equates to 403 hours of sick time if at maximum sick bank) at the time of separation.

9.4 Sick Leave Policy

- A. A doctor's excuse shall be required for the following:
 - 1. Absences of three or more consecutive days of work due to illness.
 - 2. When an employee has missed a cumulative total of six days in a calendar year for which no doctor's slips have been provided (including illness in the immediate family)
 - 3. At the discretion of the department head upon reasonable suspicion of abuse.
 - 4. The certificate must state the kind and nature of the sickness or injury and whether the employee has been incapacitated for work, for said period of absence.
 - 5. The employee is not allowed to work secondary employment during any consecutive sick or medical leave absence.
- B. Sick leave with pay for absences because of illness in the immediate family shall be granted only after review by the department head or his/her designee. For sick leave usage, immediate family shall be defined as spouse, child, and others living in the household. Such leave shall not exceed seven (7) days per incident. After the equivalent of three (3) workdays, additional use will require a medical

certification unless waived by the department head. The department head reserves the right to investigate abuse at any point.

- C. In regard to the birth or placement of an employee's child, the employee shall receive five (5) shifts excused from work utilizing Sick Leave that will run consecutively and will start the day after the birth or placement of that child with the employee.
- D. An employee who has exhausted all of his/her sick leave, shall then elect to use any vacation leave/ compensatory time to which he/she is entitled for sick leave purposes.

9.5 Reporting of Illness

- A. In order to be eligible for sick leave with pay, an employee shall:
 - 1. Call on duty crew as to the reason for absence a minimum of one-hour prior to the time set for beginning the shift of the first day's absence from duty.
 - 2. Keep his/her Supervisor or Fire Chief informed of his/her condition, if the illness/absence will extend beyond one day.
 - 3. Upon return to work, submit a doctor's excuse, if required under section 9.4
 - 4. Where a question exists as to the returning fitness or sick leave abuse, the employee shall be required to be examined by the City's doctor to substantiate the illness or injury. The required doctor visit shall be arranged and paid for by the City.
- B. Leave taken shall be reported on the Department's designated Absence Report Form and sent via email to the Fire Chief, Assistant Fire Chief, Administrative Assistant, and shift officers.

- 9.6** Sick leave shall not accrue when on leave without pay. If any employee is laid-off from his position for reasons that are not discreditable to him/her and if re-appointed within twelve (12) months, he/she may have available for his/her necessary use, any unused sick leave existing at the time of his/her lay-off.

9.7 Long Term Disability

The City shall provide each employee with long term disability insurance at no cost to the employee. Such long term disability benefits providing sixty (60%) percent salary shall commence one hundred twenty (120) calendar days after non-duty disability or illness. The terms and conditions of this long term disability insurance are more particularly described in the explanation of benefits distributed to each employee herewith.

9.8 Annual Buy-Back Option

On or about December 1 of each calendar year, the City will calculate the employee's accrued and unused sick leave over the prior twelve (12) months. At the employee's option, the employee may exchange up to twenty (20%) percent of such

hours for either pay or deposit in his section 125 plan commencing the following January 1. Payment shall be made no later than December 15. No employee shall receive more than \$600 under this provision.

9.9 Restricted Duty

See Temporary Light Duty Policy established January, 2016.

9.10 Personal Leave.

During each fiscal year, an employee may designate 24 hours if working as a shift employee, or eight (8) or ten (10) hours if working as a non-shift employee, as "personal leave" hours. Personal leave hours may be used for any purpose. Personal leave shall be requested at least 24 hours in advance and shall be granted subject to departmental staffing needs. Use of personal leave shall be deducted from most current sick leave accruals.

9.11 Emergency Sick Leave

When an employee exhausts all paid leave, and by virtue of personal illness or non-work-related injury needs additional time off work, the employee may be granted emergency sick leave up to maximum of two hundred sixty-four (264) hours for shift personnel and two hundred forty (240) hours for non-shift personnel.

Prerequisites:

- The employee shall have exhausted all paid leaves.
- The employee shall have an illness or injury not otherwise compensated by disability insurance or 411 plan.

Application:

The employee shall request supplemental sick leave on a form provided by the Human Resource office. The form shall detail the length of leave requested.

Award:

An employee may apply for and receive supplemental sick leave pursuant to this section only once during their employment career with the City.

Supplement Sick Leave Fund:

Hours will be credited to the fund by using the accrued hours that bargaining unit employees would have received each pay period, but which were not accrued due to the employee being at the maximum limit of accrual. No bargaining unit member will receive any reduced sick leave buy-back payment by virtue of this assignment of accrual.

9.12 When an employee is on restricted duty for ten (10) shifts or more due to injury or surgery, the employee, with a doctor's release, must successfully complete the return to work test.

ARTICLE 10 - Miscellaneous Leaves

10.1 Jury Duty

Employees covered by this Agreement shall be granted leave with pay when required to be absent from work for jury duty, providing however, that compensation received for such jury duty during the time when the employee would normally be working for the City shall be remitted to the City in order for the employee to draw his regular salary for that period.

10.2 Bereavement Leave

In case of a death in the immediate family of an employee (spouse, parent, child, legal ward, sibling, in-law, grandparent, grandchild, or a resident family member of the employee's immediate household), the employee shall be granted a leave of absence with pay by the Fire Chief or his/her designee, of up to two (2) duty days, to attend the funeral. Extensions of bereavement leave may be granted at the discretion of the Fire Chief, permission for which shall not unreasonably be withheld, and such extensions shall be charged against the employee's sick leave. In interpreting this provision, the term "parents" shall include, in addition to natural parents, other family members who may have had an in loco parentis relationship with the employee.

In the event that an employee is notified of a death in the immediate family while on duty, the employee shall be released from duty for the balance of his/her shift, without loss of pay, as soon as is practicable after such notification. Release from duty for the balance of the shift under this provision shall be in addition to the duty day specified above, but may be considered by the Fire Chief in determining whether an extension of bereavement leave is necessary or appropriate in individual circumstances. An eligible employee shall be paid his/her normal daily rate of pay for any days on which he/she is on bereavement leave and but for such leave would have been scheduled to work. An otherwise eligible employee will not receive bereavement pay if it duplicates pay for time not worked for any reason, such as annual leave, holiday time off, sick leave or other paid leave or time off.

10.3 Pregnancy Leave

An employee who becomes pregnant may continue working as long as her health permits. When the employee is no longer able to perform all essential job functions of the position, she shall produce a letter from a physician verifying that fact.

The employee may use any sick leave, which has been accrued, for so long as the employee remains unable to perform all the essential functions of the position and at any point of the temporary disability.

Alternatively, the employee may notify the Fire Chief of the documented inability to perform all the essential functions of the job and the Chief shall then determine whether the employee may be placed in a light duty position consistent with the Temporary Light Duty Policy established in January of 2016. Said policy not to be changed except upon mutual agreement of both parties.

When an employee desires to return to employment from maternity leave, she must do so within three (3) months after delivery in order to keep fringe benefits accrued before such leave.

10.4 Military Leave

An employee covered by this Agreement shall be granted leave without pay for the purpose of service in the military, or for the purpose of undergoing training duty in the armed forces, provided, that such leave shall be with pay during the first thirty (30) calendar days (equivalent to 10 shift days for shift personnel) of such leave of absence. Any employee affected shall furnish proof of undergoing training in the military to the City Administrator. Any such leave shall be reported to the Fire Chief and the City Administrator prior to any training duty or military services.

10.5 Education Leave

Employees covered by this Agreement interested in further professional training may, with consent of the Fire Chief and the City Administrator, obtain an educational leave. Such leave is without pay and vacation and sick leave **does** not accrue while on an educational leave. A single leave may not be for more than twelve (12) months.

10.6 Leave of Absence

The Fire Chief may, with approval of the City Administrator, grant leaves of absence without pay. A single leave may not be for more than twelve (12) months. Such leave is without sick leave or vacation and the same to not accrue while on a leave of absence without pay.

10.7 Unauthorized Leave

Any absence of an employee covered by this Agreement from duty, including any absence for a single day or part of a day that is not authorized by specific grant of leave of absence under the provisions of this Agreement, will be deemed to be absent without leave. Any such absence shall be without pay and may be subject to disciplinary action. In the absence of such disciplinary action, an employee who is absent for two (2) consecutive duty days without leave shall be deemed to have resigned.

10.8 Voting Leave

An employee required to work for all of the hours during which the polls are open on an election day, shall be given sufficient time off to vote in their respective precinct after 5pm.

10.9 Serious Illness/Injury Family Member

When an employee receives notification of Serious Illness or Serious Injury to an extended family member (a relative within two degrees of consanguinity & affinity not otherwise defined as an immediate family member in 9.4), the employee shall be allowed to use any accrued paid leave excluding sick leave and shall be released from duty to attend to that family member. It shall be the responsibility of the Chief or his designee to find replacement personnel when necessary.

- 10.10** When a shift officer is placed on extended time off (ten or more consecutive shifts) due to Pregnancy, Military, Leave of Absence, Separation from Employment, Serious Illness or Injury to Self/Family Member, an out of rank qualified firefighter on shift will fill the position for the shift officer that is off on extended leave starting with the month for which time off hasn't been picked previously (generally after 90 days). This can be a rotating out of rank qualified firefighter based on the call back list from the affected shift.

ARTICLE 11 - Trade & Transfer Requests

11.1 Trading Time

Upon receiving permission as specified in this section, any two (2) employees of the Fire Rescue Department, but not of the same shift, shall be permitted to exchange tours of duty, hours, or days off. Employees shall be permitted an unlimited number of trades, with each-trade limited to a maximum of 3 shifts. No employee covered by this Agreement shall exchange tours of duty or days off with another employee without the express prior approval of the highest-ranking

company officer(s), Assistant Fire Chief, or Fire Chief. Trades of less than eight (8) hours do not require advance written approval. However, when a trade causes an out of rank situation, the person requesting the trade time must appropriately document the number of trade hours on his or her payroll sheet. No employee engaged in trade time shall have such time treated as overtime nor shall trade time count toward the computation of overtime. It is understood that employees may exchange Comp Time or Vacation Time for Trade Time, but that the transfer must be on an hour-for-hour basis. The City shall not compensate an employee for Trade Time owed due to separation of service by an employee that owes another employee Trade Time.

Trade requests and approval will be done via a mutually agreed upon shift scheduling software/program. Trades between eligible employees shall be approved as long as the trade does not affect the staffing of the department in the following manner:

Trades cannot cause overtime in regard to having a department approved Driver/Operator and Company Officer/Out-of-Rank Officer for each staffed company. Trade time shall not affect the required Shift Company Officer being on duty per this contract. If a trade occurs without those parameters met at the time of approval, the employees involved in trade and officer approving are subject to progressive discipline action and future trades may be restricted.

Trade approvals/denials are processed in the order in which they are submitted via the scheduling software/program. The canceling of any trade time once it is approved shall be agreed upon by both trading parties involved.

11.2 Transfer Requests

An on-shift employee seeking a transfer to another station within that shift shall file a transfer request through chain of command ending with the Fire Chief. Such request shall be in writing, and shall specify the station to which the transfer is requested including the employee's reason for the request. Requests shall be given due consideration for seniority, & subject to the City's right to assign personnel. The employee requesting the transfer, if granted, must remain at that station for a minimum of 6 months.

When an opening on any shift occurs, any employee may request in writing a transfer to that shift. This request must pass through the chain of command ending with the Fire Chief. Requests shall be given due consideration for seniority & subject to the City's right to assign personnel.

SHIFT BUMPING WILL NOT BE ALLOWED BY EMPLOYEES

No employee will be allowed to force another employee from his/her shift by requesting a transfer based on seniority or other qualifications. This right is allotted only to the Fire Chief.

ARTICLE 12 - In-Service Training

12.1 In service training requirements and programs shall be established by the Chief of the Fire Department, or his designated representative in accordance with

departmental and City needs and policy. The Association shall have the right to initiate consultations with the Chief or his designated representative for the purpose of making suggestions and/or recommendations. The Association's suggestions and/or recommendations shall not be unreasonably denied, subject to financial restrictions.

ARTICLE 13 - Employee Development

- 13.1** The City encourages the development of each employee to his/her fullest potential. Training programs may be established and include courses, seminars, workshops, demonstration, assignment of reading matter, or other such methods as may be available for improving the effectiveness and broadening the knowledge of employees in the performance of their respective duties.
- 13.2** Participation in and successful completion of special training programs shall be considered in making advancements and promotions. Employees are encouraged to develop and further their job skills and personal potential by participating in such programs. Evidence of successful completion of training programs shall be filed by the employee with the Fire Chief and made a part of the employee's personnel file.
- 13.3** To encourage employee development the city will provide employees the opportunity to attend conferences, seminars, and training classes. However, nothing in this proposal shall be deemed to guarantee any one employee any particular class or training.
- A. When such training is mandatory, that is, either in service, or required by the Fire Chief, the employee shall be on duty and paid either regular pay if such training or travel occurs during the normal work shift or overtime if the training or travel does not occur during the normal work shift. This section shall apply to the updating or re-certification of current certifications.
 - B. When an employee travels pursuant to this section, the City shall have the right to specify the mode of travel.
 - C. No travel time will be paid for training which is held within Scott or Rock Island Counties.
 - D. To the extent possible, all costs (registration, books, travel, lodging, meals, etc.) shall be advanced. The Employee shall be required to adhere to the City travel policy to verify expenses incurred.
 - E. Minimum shift coverage will be provided as necessary when employees are in approved training classes.
 - F. The City shall make every attempt to enter into agreements with local colleges and universities, concerning attendance policies for shift employees.
 - G. Any employee attending training of five (5) consecutive days duration, or more, shall be allowed to take the day before and after off of Duty.
 - H. Any shift employee attending training of four (4) consecutive – 10-hour days, or five (5) consecutive day's duration, or more, shall be considered to be working a forty (40) hour work week.
 - I. If an employee requests to attend a class of less than 40 hours, the requesting employee and Fire Chief or his/her designee may agree to use travel time at time and half rate/compensation to reach 40 hours in lieu of overtime

compensation unless it exceeds 40 hours total, and the employee agrees to be placed on a 40-hour work week in order to attend the training, (e.g. class is Monday – Thursday, 8 hours days, travel time is 3 hours each way = 32 hours for class plus 9 hours for travel time = employee paid 1 hour at regular rate 2080 for class).

- 13.4** Attendance at conventions, seminars, training sessions and other meetings and visits to other cities shall be considered as time on duty, provided that such attendance is approved in advance and in writing by the Fire Chief/Designee. Although such an employee shall be considered on duty during the entire period that he/she is attending and/or commuting to such activity, he/she shall not receive compensation in excess of that which he would have received had he remained on his normal work schedule.

An employee whose attendance at a required seminar or convention ultimately requires them to exceed their normal duty hours, classroom contact (didactic) hours and/or clinical/practical requirements only, shall be compensated for these hours at one and one-half times the rate of pay or with compensatory time at one and one-half times rate of pay for the number of hours that exceed the normal duty schedule.

If the activity which the employee is participating in equals or exceeds forty hours within a normal five-day workweek then the employee shall be excused from his/her normal duty schedule.

13.5 Level of EMS Certification

All new employees shall, upon hire, have a minimum of EMT certification. The City may assist employees in obtaining Advanced EMT or Paramedic certification by reimbursing any tuition costs and allowing ride-a-longs and clinical time during normal shift time in lieu of regular work schedules. Employer support pursuant to this paragraph shall be subject to department budget and discretion of the Chief.

For all employees covered by this Agreement, the City will pay cost of recertification, provided the City may select the program for recertification up to and including the EMT-P level.

ARTICLE 14 - Group Insurance

14.1 Health Insurance Program

The City currently provides health insurance to its employees through a self-insured program with individual and aggregate stop loss provisions and a third-party administrator.

A copy of the plan documents dated **July 1, 2003**, has been provided to the union and is available for review by any employee. Further, the City agrees that it will not vary the plan parameters as they exist on July 1, 2003, in such a way as to increase the cost of health care or shift costs currently paid under the plan to the employee. The factors affecting UCR shall not be adjusted to the detriment of the employee during the term of this agreement. The geographic location for determining UCR rates shall include all of Scott County.

- A. Employee health insurance premiums shall be based on a percentage of the City's total COBRA premium, applicable to single coverage or family coverage, as the case may be for the employee. Employee premiums shall be in an amount equal to:

FY 24/25	10% of COBRA premium
FY 25/26	10% of COBRA premium
FY 26/27	11% of COBRA premium
FY 27/28	12% of COBRA premium

As set forth in Section 14.4, an employee is eligible for a twenty-five percent (25%) discount to the employee's health insurance premium if the criteria set forth in Section 14.4 are achieved.

- B. In-network services will be covered at 80% after the deductible is met. Out-of-Network services will be covered at 70% after the deductible is met. Our PPO Network Provider is Genesis, Trinity, and University of Iowa.
- C. Effective January 1, 2016, the following plan design changes shall be instituted: the dental coverage and vision coverage shall be split apart from the health insurance coverage. Dental and vision benefits shall be subject to separate election by the employee; however, the employee shall not be charged a separate premium for these benefits to ensure that he or she is not adversely affected by the splitting of the combined health insurance plan, which is a negotiated benefit to the City. There shall be a separate card for health, dental, and vision coverage only. All in-network and out-of-network deductibles, co-insurance charges, and any other per person or family fees under the dental plan and/or vision plan shall be waived, but the plans shall still be subject to the plan yearly maximums. The benefit levels for the dental and vision plans shall remain the same under the separate plans as they existed under the combined plan.

No adjustment to the benefits provided in either Long Term Disability or Life Insurance Plan documents shall be made during the course of this agreement.

Both union and employer acknowledge the cost of such insurance continues to increase.

Coverage under the Family Health Plan shall be limited to the employee, the employee's spouse, dependent children as defined under Internal Revenue Service regulations and persons required to be covered by the employer pursuant a court decree.

The plan benefit for such employees shall be as described herein.

- A. The deductible is \$250 for single coverage and \$500 for family coverage.
- B. The out-of-pocket maximum is \$850 for single coverage and \$1700 for family coverage.
- C. Under the prescription drug plan, all prescriptions will be filled on a generic drug first basis unless no generic equivalent is available. If a generic equivalent is available and a name brand drug is chosen in its place, there will be a \$20 penalty assessed. The \$20 penalty will not apply when a medical professional specifies "brand name only". This penalty will not be credited to the deductible or the out-of-pocket maximum.
- D. There will be a limit of 24 chiropractic visits per year per person covered under the plan, after which a physician's review will be necessary to have additional visits past the yearly limit covered.
- E. Each person covered under the plan will be allowed one emergency room visit per plan year. This limit will not apply when the emergency room visit is from a physician's referral. This visit will be subject to deductible and coinsurance charges. A second visit to the emergency room will result in a co-pay of \$50. This co-pay will not be credited to the deductible or the out-of-pocket maximum. The \$50 co-pay may be appealed to a City committee appointed by the City Administrator.
- F. The City will use independent case management for major surgeries and procedures. These case managers will not deny treatment only follow the claim to insure proper handling.
- G. The insurance program shall be composed of medical, dental, disability, and life insurance in such amounts and with such conditions as are specified in the plan documents as presented to the union on or before **July 1, 2003**.
- H. Orthodontic insurance is provided in such amounts with such conditions as are specified in the plan documents attached hereto. Any employee desiring such coverage shall pay, in addition to the sums specified above, \$15 per month.
- I. The employer shall, consistent with Federal law, establish a Section 125 Plan, for use by the employees. Any employee using such plan may do so with no fee for administrative costs.
- J. Employees working 30 hours per week or less will not be given life insurance or long-term disability insurance benefits.

- K. The employer shall provide one pair of safety glasses to each employee of the unit who is required to wear safety glasses on the job either by OSHA requirements or by the department head. The glasses will be replaced when broken or when the employee's prescription changes. The employer retains the right to select vendors and models of safety glasses.
- L. The employer shall provide vision coverage that generally consists of the following:
 - Vision exams for employee and dependents up to \$75 per exam, per every other fiscal year with deductible waived.
 - Frames and corrective lenses for employee and dependents up to \$400 per covered individual, per every other fiscal year with deductible waived.
- M. Dental claims for any one person shall be capped at \$5,000.00 per fiscal year.
- N. Preventative procedures listed below shall be paid at 100% of UCR:
 - a. Colonoscopy at age 50 and every 5 years after that
 - b. Prostate Screening – includes fecal blood test at age 50.
 - c. Pap Smear and related testing annually
 - d. Bone Density Screening – at age 50 upon physician determination, otherwise at age 60 or older post-menopausal women
 - e. Mammogram – once 35-39, at age 40 and thereafter annual.

This provision in no way sets a precedent for employee premium share for future negotiations. If costs of providing the vision coverage exceed \$62,100 for any year during this contract, some change such as addition of co-pay, deductibles, or other cost-saving measures may be negotiated during the next contract.

14.2 Insurance Continuation

The Employer, as required by Federal and State law, will permit continuation of insurance benefits at the expense of the employee or dependent. An employee, upon service retirement or disability retirement as defined under Chapter 411 of the Iowa Code, shall have the option of continuing group health insurance at the employee's cost until age 65. Any member who is eligible for such a benefit and rejects such a benefit or discontinues participation in such a benefit shall not be eligible thereafter to re-obtain such a benefit. In the event of a line of duty death, the City shall continue to provide insurance coverage for the employee's dependents and pay full cost of same for 90 days beyond date of death.

14.3 Insurance Administration

The Employer will provide each employee with a detailed description of insurance benefits and an identification card and shall seek third-party administrators who shall promptly and fairly respond to employee claims.

14.4 Wellness Plan & Health Insurance Committee

Employees are eligible to receive a twenty-five percent (25%) discount to the employee's health insurance premium if certain criteria are achieved. Participation

is completely voluntary. At a minimum, an employee must complete the following activities prior to June 1 each year in order to qualify for the discount:

- (1) Biometric screening or examination with a personal physician including lab work
- (2) Health risk assessment (online)
- (3) Completion of four (4) additional activities in three (3) categories;
 - (a) fitness promotion and physical activities,
 - (b) preventive and personal health activities, and
 - (c) community and personal challenge activities.

The health insurance committee will develop a complete list of qualifying activities. A participating employee will be required to sign a document attesting to the completion of the necessary activities. The City's Human Resources Director will make the determination of whether an employee meets the criteria necessary for the wellness incentive, with input from the health insurance committee. The City and union agree to work together toward the goal of including the employee's spouse as part of the wellness incentive program and also expanding the criteria of the plan.

A voluntary Wellness Plan commenced on July 1, 2016. Specific benefits/incentives under said plan shall be negotiated. The parties agree that the following wellness plan shall serve as a model, and should negotiations on additional terms be unsuccessful, the parties agree to adopt this model as the wellness plan for the City of Bettendorf.

Specific benefits of the model Wellness Plan are as follows:

- Annual physical for employees and their spouses
- Annual flu shots for employees and spouses
- Reduced fitness membership
- Smoke free work environment, and smoking cessation classes
- Employee Assistance Program (EAP)

The city and union shall continue to jointly investigate cost containment measures regarding the cost of providing group insurance, including costs of medical, dental, vision and prescription services, to each employee in this union. Both parties recognize that it is in their mutual interest to seek to contain health costs. The union will appoint at least one member to participate in a city-wide insurance committee charged with the responsibility of reviewing the usage, cost, and benefits provided, along with cost containment alternatives.

The committee may make substantive recommendations as the committee deems appropriate to the city. The city shall review the recommendations and may implement those that are administrative in nature. Non-administrative changes shall be negotiated with the union.

14.5 Cadillac Tax

Should the city become responsible for payment of the “Cadillac tax” under the Affordable Care Act, the parties agree that the contract may be opened for negotiation of that item. The contract shall only be opened if it reasonably appears that the city will be subject to an annual tax of \$76,000 or greater. This clause shall expire on June 30, 2028.

ARTICLE 15 - Uniform & Equipment

- 15.1** Fire uniforms and equipment will be furnished by the City to employees covered by this Agreement under the "Quarter-Master" system.
- 15.2** Uniforms and equipment issued is the property of the City and will be replaced by the employee receiving same should it become lost or willfully or carelessly damaged.

Bettendorf Fire & Rescue Department Career Firefighters Uniform List

The following uniform items will be issued to the career firefighter per 15.1 of the union contract.

ITEMS ISSUED	Shift Personnel	Non-Shift Personnel
Class B button downs – Short sleeve	2	2
Class B button downs – Long sleeve	2	2
Navy polos – Short sleeve	2	2
Navy polos – Long sleeve	2	2
Department T-shirts – Short sleeve	3	3
Department crewneck sweatshirt	2	2
Department T-shirts – Long sleeve	2	2
Navy duty pants	3	3
Navy duty shorts	1	1
ID plate – Name and Serving since year	3	3
Badges w/rank	3	3
Collar lapels – Lt., Capt., Asst. Chief, Chief	3	3
Navy job shirt	1	1
Shoes/boots	1 pair	1 pair
Quilted coat	1	1
Raincoat	1	1
Turnout coat	2	2
Turnout pants	2	2
Helmet – Black (Probationary shield 1 st year)	1	1
Structural gloves	2	2
Extrication gloves	1	1
Particulate hood	2	2
Structural boots	1 pair	1 pair
MSA facepiece w/embroidered bag	1	1
Flashlight	1	1
Radio & charger	1	1
Class A uniform (pending completion of probation)	1	1
FID Key Fob	1	1

*(if requested)

Special additional or agreed upon clothing items may be issued at the approval of the Chief.

Updated 4/17

Indicates items received at Panther Uniform.

- 15.3** Items damaged in the line of duty will be replaced by the Department Quartermaster.

ARTICLE 16 - Personal Property Protection

- 16.1** Any personal item worn or used in the line-of-duty by an employee covered by this Agreement, which is damaged or destroyed in the performance of required duties, shall be repaired or replaced at its replacement cost up to a maximum of one hundred-fifty dollars (\$150) per occurrence. A report must be forwarded to the Fire Chief before the end of tour of duty, stating what item(s) was/were damaged and the circumstances causing the damage.
- 16.2** Section 16.1 shall not apply to non-shift employees in an office environment, or any employee on an emergency call-back situation. In these situations, replacement cost of damaged clothing will be provided to a limit of three hundred dollars (\$300) per occurrence.

ARTICLE 17 - Safety Eyeglasses

- 17.1** The City shall make available, upon request, to employees covered by this Agreement, a pair of prescription or non-prescription safety eyeglasses. The City shall be responsible for the cost of any eye exam, as specified elsewhere in the health insurance guide. If such glasses are broken or damaged due to a job-related incident, the City shall repair or replace them at no charge to the employee. If such glasses are lost or damaged off duty, the employee shall replace or repair them on an equally shared cost basis.

ARTICLE 18 - Health & Safety and City/Department Committees

- 18.1** The City agrees to continue making reasonable provisions for the health and safety of its employees during the hours of employment. The Association and the employees will extend their complete cooperation to the City in maintaining City policies, rules, and regulations as to health and safety.
- 18.2** A member of the Association serving on City/Department committees shall be in pay status while actually attending the committee meetings. A person who is not on duty at the time of the meeting shall be compensated with overtime/compensatory time.

ARTICLE 19 - Incentives

19.1 EMS Incentive

Employees who are certified as an EMT-Paramedic are entitled to the following incentive pay:

EMT-P	\$75.00 per month paid first pay check of month
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ARTICLE 20 – Conversion Factor

- 20.1** The Bettendorf Fire Department employs Association members on a shift basis and on a non-shift basis. Except as otherwise provided herein, the following conversion factors shall apply.
- A. An employee who is permanently transferred from a shift position to a non-shift position will have his/her sick leave accrual adjusted by multiplying his/her current accumulations by 0.7143. The sick leave accrual rate shall be adjusted by multiplying the shift personnel rate by 0.7143. The hourly accrual rate for such an employee shall be adjusted by changing the rate from the 2912 hourly rate to the 2080 hourly rate of pay. (see also 9.2)
 - B. Upon transfer from a non-shift to a shift position, will have his/her sick leave accrual accumulation and accrual rates adjusted by multiplying his/her current accumulations and accrual rates by 1.4000. The hourly rate for such an employee shall be adjusted by changing the rate from the 2080 hourly rate to the 2912 hourly rate of pay.

ARTICLE 21 - Intentionally Omitted

ARTICLE 22 - General Provision, Term of Agreement

- 22.1** This Agreement constitutes the entire Agreement between the parties and concludes collective bargaining for its term.
- 22.2** The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject not removed by applicable law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the City and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives any right which might otherwise exist to negotiate over any matter during the term of this Agreement, and agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge of or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- 22.3** If any provision of this Agreement is determined to be contrary to law, then such provision shall not be valid, but all other provisions of this Agreement shall remain in full force and effect.
- 22.4** Definitions
- Company Officer - A fire officer, typically a Lieutenant or Captain, who leads a team of two or more firefighters in a company.
- Shift Personnel - A Firefighter, Lieutenant, or Captain working 24 hours on and 48 hours off.
- Non-Shift Personnel - A Firefighter, Lieutenant, or Captain who work a 40 hours week. (Either five 8-hour days or four 10-hour days)
- 22.5** This Agreement shall become effective **July 01, 2024**, and thereafter shall remain in full force and effect until **June 30, 2028** or on or before September 1st in any succeeding renewal year.
- 22.6** This Agreement may be reopened upon the City's or the Association's written request relating to FY 26/27 and/or FY 27/28 in the event of changes in Iowa law affecting the City's ability to receive property tax, sales tax, or other tax revenue in a manner comparable to the method in place upon execution of this Agreement, including changes in tax rollback percentages.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives this 28th day of December, 2023.

CITY OF BETTENDORF

BETTENDORF PROFESSIONAL
FIREFIGHTERS' ASSOCIATION

W. Malley
Dennis P. Peck

Shawn Leger

JOB DESCRIPTIONS AND WAGE SCALES

JOB DESCRIPTION

Title: Firefighter (paid)
FLSA: Non-exempt
Pay Grade: 117
Department: Fire Department

GENERAL SUMMARY:

Serves with the company (ie. Engine, Rescue, Truck, Haz Mat) to which assigned. Performs routine work functions (ie. maintenance, inspects, public education) and special projects. Is familiar with up-to-date physical condition in the City. Is proficient in the operation and use of apparatus and equipment to which assigned. Responds to incidents in a safe, controlled fashion. Provides feedback to officer through proper communication channels. Participates in on-going training and orientation.

PRIMARY RESPONSIBILITIES AND DUTIES:

1. Shall serve as a company member on the assigned apparatus, fulfilling the duties, assignments, and tasks assigned to the apparatus company function.
2. Shall perform all routine work functions, tasks and special projects to which assigned.
3. Shall participate in on-going training, orientation and critique to ensure proficient response to, use and effective application of apparatus, equipment standard operating procedures and incident operation.
4. Shall be responsible for the proper use, application, maintenance, care, clean-up and appearance of equipment, apparatus and station to which assigned. Reports needed repairs, replacements or adjustments to apparatus and equipment immediately to assigned shift lieutenant or station captain in lieutenants absence.
5. Shall perform all tasks and functions before, during and after incidents in accordance with the department's standard operating procedures, rules and regulations.
6. Be thoroughly proficient in the operation and use of apparatus and equipment to which assigned and to operate this apparatus and equipment in a manner to best perform the functions for which assigned and not exceed it's designed limitations.

PRIMARY RESPONSIBILITIES AND DUTIES: (cont'd.)

7. Be familiar with the up-to-date physical conditions which may be encountered within the assigned response area; ie. streets, buildings, hydrants, static water sources and fixed fire protection systems.
8. Responds to incidents, uses equipment and performs operations in a safe manner following standard operating procedures and rules and regulations. In the event of a line of duty injury, or vehicle accident/damage, immediately reports to shift lieutenant.
9. Display knowledge and proficiency in the proper use and application of radio communications.
10. Completes all reports, personnel response check-offs and records after each response.
11. Keep constantly appraised of equipment status and location of apparatus. Perform an inventory check of on-board equipment after each incident prior to clearing apparatus from scene.
12. Complies with all applicable traffic laws of the State of Iowa while maintaining safe response at speeds appropriate to road, traffic and weather conditions.
13. Provides feedback through verbal and written communication to the shift lieutenant on routine and emergency operational observations, ideas and concerns.
14. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Education: Requires a level of knowledge normally acquired through the successful completion of high school, or an equivalent GED certification and successful completion of the Iowa Civil Service examination. Requires certification in the State of Iowa as an Emergency Medical Technician. After hire must obtain Firefighter I certification within the first year of employment.

Experience: Requires a basic mechanical ability and aptitude. Clerical abilities must be sufficient to complete forms and reports. Requires a valid chauffeur's license (training & certification to be provided by the Bettendorf Fire Department upon hire).

Analytical Abilities: Requires the ability to analyze the potential threat to life and property in emergency situations.

KNOWLEDGE, SKILLS, AND ABILITIES: (cont'd.)

Working Conditions: Works a 24 hour on, 48 hour off shift. Requires work to be performed within the fire station environment, but occasionally works outdoors in a life threatening, hostile environment during emergency operations. Fire station duties may require heavy lifting, and physical and mechanical work.

REPORTING RELATIONSHIPS:

A. Reports to: Shift Lieutenant

B. Supervises: Job is not responsible for the supervision of other employees.

Approval Review

Employee_____

Department Head_____

Personnel_____

Effective Date_____

November 2018

JOB DESCRIPTION

Title: Lieutenant
FLSA: Non-Exempt
Department: Fire Department

GENERAL SUMMARY:

Directs and supervises the activities of career firefighters assigned to a company and in the absence of the shift Captain directs and supervises the shift. Directs and supervises the activities of the career and volunteer firefighters assigned to a company during emergency operations as part of the Incident Command team. Assigns and oversees special projects and daily activities of the assigned shift firefighters. Communicates all relevant information, standard operating procedures and station orders to assigned shift firefighters. Is responsible for on-going training, preparation, and critique of emergency operations. Responds in a professional and timely fashion to citizen inquiries and requests. Is responsible for the coordination and operation of the special program(s) to which assigned. (i.e. Training, EMS, Haz-Mat, Vehicle Maintenance, Fire Prevention/Education).

PRIMARY RESPONSIBILITIES AND DUTIES:

1. Shall serve as the apparatus company officer on the assigned apparatus, fulfilling the duties, assignments, and tasks assigned to the apparatus company function.
2. Is responsible for the efficient operation and supervision of the company and personnel under his command.
3. If first-in officer, assumes command of operations until relieved by a higher ranking officer.
4. Shall coordinate and assist in all work functions and special projects to which assigned.
5. Shall be responsible for the on-going training, orientation, and critique of assigned company firefighters to ensure proficient response to, use, and effective application of apparatus, equipment, standard operating procedures, and incident operations. Trains, mentors and prepares company firefighters for future leadership opportunities.

PRIMARY RESPONSIBILITIES AND DUTIES: (cont'd.)

6. Shall be responsible for the proper use, application, maintenance, care, clean-up, and appearance of equipment, apparatus, and stations assigned to the company. Report needed repairs, replacements, or adjustments to apparatus and or equipment immediately to the Shift Captain.
7. Shall maintain control, order, and discipline over personnel assigned to the company, before, during, and after an incident through the enforcement of the departments standard operating procedures and rules and regulations.
8. Be thoroughly proficient in the operation and use of apparatus and equipment to which assigned and to operate this apparatus and equipment in a manner to best perform the functions for which assigned and not to exceed it's designed limitations.
9. Be familiar with the up-to-date physical conditions which may be encountered within the assigned response area; ie. streets, buildings, hydrants, static water sources, and fixed fire protection systems.
10. Insure that responses, use of equipment, and operations are performed in a safe manner following Department rules and regulations. In the event of a line of duty injury, or vehicle accident/damage, immediately report to the Shift Captain.
11. Display knowledge and proficiency in the proper use and application of radio communications.
12. Insure that all reports, personnel response checkoffs, and records are completed after each response.
13. Keep constantly appraised of equipment status and location on apparatus. Perform an inventory check of on-board equipment after each incident prior to clearing apparatus from scene.
14. Insure that the apparatus driver/operator complies with all applicable traffic laws of the State of Iowa while maintaining a safe response at speed appropriate to road, traffic, and weather conditions.
15. Provide feedback through verbal and written communications to the shift Captain on day-to-day and emergency operational observations, ideas and concerns.
16. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Education: Requires a level of knowledge normally acquired through extensive technical or specialized training which would be acquired in the first two years of college, technical, or business school. Requires certification by the State of Iowa as an Emergency Medical Technician, a Firefighter II, and a Hazardous Materials Technician. Requires the successful completion of the Civil Service Examination.

Experience: Requires five years of progressively more responsible work and leadership experience in a progressive fire department setting. Preferably at least two years of this experience is as a paid firefighter with the Bettendorf Fire, Rescue & Emergency Services Department. Must possess a valid Chauffeur's driver's license and maintain the EMT and Firefighter Certificates.

Interpersonal Skills: Requires a level of interpersonal skills necessary to communicate operational and command decisions to both career and volunteer personnel and officers. Contacts are also made routinely with other City employees, other fire service personnel (career and volunteer), City officials, residents, school children, vendors and business owners.

Analytical Ability: Requires the ability to evaluate potential threats to life and property from medical/trauma emergencies and from fire and be able to determine the safest, most efficient means of addressing them.

Working Conditions: Requires work to be performed within the fire station environment, but occasionally works outdoors and in life threatening, hostile environments during emergency operations.

REPORTING RELATIONSHIPS:

- A. Reports to: Shift Captain
- B. Supervises: Volunteer and Career Firefighters as assigned.

Approval Review

Employee_____

Department Head_____

Personnel_____

Effective Date_____

November 2018

JOB DESCRIPTION

Title: Captain
FLSA: Non-Exempt
Department: Fire Department

GENERAL SUMMARY:

Directs and supervises the activities of career firefighters assigned to a shift as well as his/her company. Directs and supervises the activities of the career and volunteer firefighters assigned to a company during emergency operations as part of the Incident Command team. Assigns and oversees special projects and daily activities of the assigned shift. Communicates all relevant information, standard operating procedures and station orders to assigned shift firefighters. Is responsible for on-going training, preparation, and critique of emergency operations. Responds in a professional and timely fashion to citizen inquiries and requests. Is responsible for the coordination and operation of the special program(s) to which assigned. (i.e. Training, EMS, Haz-Mat, Vehicle Maintenance, Fire Prevention/Education).

PRIMARY RESPONSIBILITIES AND DUTIES:

1. Shall serve as the shift officer and coordinates and supervises the actions and activities of the Shift Lieutenant and assigned shift firefighters for fire, EMS/Rescue, other emergency functions, and in the day to day operations.
2. Also serves as company officer on the assigned apparatus, fulfilling the duties, assignments, and tasks assigned to the apparatus company function.
3. If first-in officer, assumes command of operations until relieved by a higher ranking officer.
4. Shall coordinate and assist in all work functions and special projects to which assigned and shall oversee all work functions and special projects assigned to the personnel on his/her shift.
5. Shall be responsible for the on-going training, orientation, and critique of shift lieutenant and company firefighters to ensure proficient response to, use, and effective application of apparatus, equipment, standard operating procedures, and incident operations. Trains, mentors and prepares lieutenant and company firefighters for future leadership opportunities.

PRIMARY RESPONSIBILITIES AND DUTIES: (cont'd.)

6. Shall be responsible for the proper use, application, maintenance, care, clean-up, and appearance of equipment, apparatus, and stations assigned to the company. Report needed repairs, replacements, or adjustments to apparatus and or equipment immediately to the Assistant Chief and to the Captain assigned to maintenance division. If the Assistant Chief is not available, will schedule/facilitate repairs that are in need of immediate attention.
7. Shall maintain control, order, and discipline over personnel assigned to the shift and company, before, during, and after an incident through the enforcement of the department's standard operating procedures and rules and regulations.
8. Be thoroughly proficient in the operation and use of apparatus and equipment and to best perform the functions for which the apparatus/equipment are designed/assigned and not to exceed designed limitations.
9. Be familiar with the up-to-date physical conditions which may be encountered; ie. streets, buildings, hydrants, static water sources, and fixed fire protection systems.
10. Insure that responses, use of equipment, and operations are performed in a safe manner following Department rules and regulations. In the event of a line of duty injury, or vehicle accident/damage, immediately report as required by City Policy and Department SOGs and report same to the Assistant Chief/Chief.
11. Display knowledge and proficiency in the proper use and application of radio communications.
12. Insure that all reports, personnel response checkoffs, and records are completed after each response.
13. Keep constantly appraised of equipment status and location on apparatus. Perform an inventory check of on-board equipment after each incident prior to clearing apparatus from scene.
14. Insure that the apparatus driver/operator complies with all applicable traffic laws of the State of Iowa while maintaining a safe response at speed appropriate to road, traffic, and weather conditions.
15. Provide feedback through verbal and written communications to the Assistant Chief on day-to-day and emergency operational observations, ideas and concerns.
16. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Education: Requires a level of knowledge normally acquired through the successful completion of a Bachelor's degree, or equivalent combination of experience and training which provides the required knowledge, skills and abilities. Requires certification by the State of Iowa as an Emergency Medical Technician, a Firefighter II, and a Hazardous Materials Technician. Requires the successful completion of the Civil Service Examination.

Experience: Requires seven years of progressively more responsible work and leadership experience in a progressive fire department. Preferably at least three years of this experience as a paid lieutenant or firefighter with the Bettendorf Fire, Rescue & Emergency Services Department. Must possess a valid Chauffeur's driver's license and maintain the EMT and Firefighter Certificates.

Interpersonal Skills: Requires a level of interpersonal skills necessary to communicate operational and command decisions to both career and volunteer personnel and officers. Contacts are also made routinely with other City employees, other fire service personnel (career and volunteer), City officials, residents, school children, vendors and business owners.

Analytical Ability: Requires the ability to evaluate potential threats to life and property from medical/trauma emergencies and from fire and be able to determine the safest, most efficient means of addressing them.

Working Conditions: Requires work to be performed within the fire station environment, but occasionally works outdoors and in life threatening, hostile environments during emergency operations.

REPORTING RELATIONSHIPS:

- A. Reports to: Assistant Chief
- B. Supervises: Volunteer Firefighters and Career Firefighters as assigned.

Approval Review

Employee_____

Department Head_____

Personnel_____

Effective Date_____

November 2018

4.5% deferred, 1% deferred match

7/1/2024 3.42% Step				7/1/2025 3.20%				7/1/2026 3.20%				7/1/2027 3.20%			
FY25	FF	Lt	Capt	FY26	FF	Lt	Capt	FY27	FF	Lt	Capt	FY28	FF	Lt	Capt
24-00	\$ 21.2788	\$ 23.4067	\$ 25.7474	25-00	\$ 21.9597	\$ 24.1557	\$ 26.5713	26-00	\$ 22.6624	\$ 24.9287	\$ 27.4216	27-00	\$ 23.3876	\$ 25.7264	\$ 28.2990
24-005	\$ 22.0065	\$ 24.2072	\$ 26.6279	25-005	\$ 22.7108	\$ 24.9818	\$ 27.4800	26-005	\$ 23.4375	\$ 25.7812	\$ 28.3594	27-005	\$ 24.1875	\$ 26.6062	\$ 29.2669
24-01	\$ 22.7592			25-01	\$ 23.4875			26-01	\$ 24.2391			27-01	\$ 25.0147	\$ -	\$ -
24-02		\$ 25.0351	\$ 27.5386	25-02		\$ 25.8362	\$ 28.4198	26-02		\$ 26.6630	\$ 29.3293	27-02	\$ -	\$ 27.5162	\$ 30.2678
24-03	\$ 23.5375	\$ 25.8913	\$ 28.4804	25-03	\$ 24.2907	\$ 26.7198	\$ 29.3918	26-03	\$ 25.0680	\$ 27.5748	\$ 30.3323	27-03	\$ 25.8702	\$ 28.4572	\$ 31.3030
24-05	\$ 24.3425	\$ 26.7768	\$ 29.4544	25-05	\$ 25.1215	\$ 27.6336	\$ 30.3970	26-05	\$ 25.9254	\$ 28.5179	\$ 31.3697	27-05	\$ 26.7550	\$ 29.4305	\$ 32.3735
24-07	\$ 25.1750	\$ 27.6925	\$ 30.4618	25-07	\$ 25.9806	\$ 28.5787	\$ 31.4366	26-07	\$ 26.8120	\$ 29.4932	\$ 32.4425	27-07	\$ 27.6700	\$ 30.4370	\$ 33.4807
24-09	\$ 26.0360	\$ 28.6396	\$ 31.5036	25-09	\$ 26.8692	\$ 29.5561	\$ 32.5117	26-09	\$ 27.7290	\$ 30.5019	\$ 33.5521	27-09	\$ 28.6163	\$ 31.4779	\$ 34.6257
24-11	\$ 26.9264	\$ 29.6191	\$ 32.5810	25-11	\$ 27.7881	\$ 30.5669	\$ 33.6236	26-11	\$ 28.6773	\$ 31.5450	\$ 34.6995	27-11	\$ 29.5950	\$ 32.5545	\$ 35.8099
24-13	\$ 27.8473	\$ 30.6321	\$ 33.6953	25-13	\$ 28.7384	\$ 31.6123	\$ 34.7735	26-13	\$ 29.6581	\$ 32.6239	\$ 35.8863	27-13	\$ 30.6071	\$ 33.6678	\$ 37.0346
24-15	\$ 28.7997	\$ 31.6797	\$ 34.8476	25-15	\$ 29.7213	\$ 32.6934	\$ 35.9628	26-15	\$ 30.6724	\$ 33.7396	\$ 37.1136	27-15	\$ 31.6539	\$ 34.8193	\$ 38.3012
24-17	\$ 29.7847	\$ 32.7631	\$ 36.0394	25-17	\$ 30.7378	\$ 33.8115	\$ 37.1927	26-17	\$ 31.7214	\$ 34.8935	\$ 38.3829	27-17	\$ 32.7365	\$ 36.0101	\$ 39.6111
24-19	\$ 30.8033	\$ 33.8836	\$ 37.2720	25-19	\$ 31.7890	\$ 34.9679	\$ 38.4647	26-19	\$ 32.8062	\$ 36.0869	\$ 39.6956	27-19	\$ 33.8560	\$ 37.2417	\$ 40.9658

City of Bettendorf
Vacation Buy Back Program
(Effective 7/1/24-6/30/28)

All City of Bettendorf employees are eligible to sell back to the city up to two weeks of earned vacation leave per fiscal year. The city agrees to buy back this vacation by remunerating the employee for the vacation leave at the employee's rate of pay in effect for the employee at the time of payout. Employees will be allowed to undertake this transaction subject to the following conditions:

- To be eligible to sell vacation hours, an employee must maintain a minimum vacation bank of 40 hours. An employee shall not be allowed to sell vacation time, if by doing so, they will drop below this 40-hour minimum threshold.
- Vacation may only be sold in one-week (40-hour) increments.
- Payments shall be made within one pay period of the employee providing notice to the Finance Department, excluding the pay period within which notice was given.
- Payment shall be made as a separate direct financial institution deposit transaction. Manual checks will not be issued. Alternatively, the employee may designate to have this payment deposited into their city individual deferred compensation account or city individual section 125 (flex) plan account.

This is a voluntary program, and no employees shall be forced to sell vacation hours under this program.

* The vacation buy back program shall be adjusted proportionately for those employees who work a 2912 rate. Those employees shall be eligible to sell 56 hours at a time, must maintain a minimum balance of 56 hours, and can sell up to 112 hours per fiscal year.