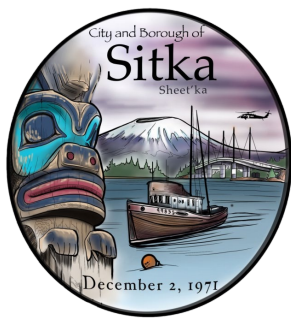


POSSIBLE MOTION

I MOVE TO approve the 2025-2028 Sitka Fire Fighters Union International Association of Fire Fighters (IAFF), Local 5168 Collective Bargaining Agreement.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator

From: Joshua Branthoover, Assistant Municipal Administrator
Brooke Volschenk, Finance Director

Date: November 18, 2025

Subject: IAFF 2025 - 2028 Labor Agreement

Background

Labor negotiation meetings began with IAFF in July 2025 to replace their contract which was due to expire on June 30, 2025. The parties met over multiple sessions in July, September, and October. The parties reached a tentative agreement on October 24th, 2025.

We received notification on November 10, 2025 that the Union ratified the tentative agreement. As required by Sitka General Code (SGC) 2.08.125, the Assembly is now asked to approve the tentative agreement.

Analysis

The primary changes in the IAFF 2025-2028 Agreement are as follows:

Non-Economic Changes

- Implemented and/or clarified language related to several human resources initiatives including personnel files, evaluations, and job vacancy advertising.

Economic Changes

- Wages
 - The starting hourly rate for each job classification changes on July 1, 2025, as follows:
 - Fire & EMS Records Specialist: Increased from \$21.07 to \$25.00
 - Firefighter/EMT: Increased from \$22.50 to \$25.00
 - Fire Engineer had three pay levels based on EMT certification achieved, the three levels have been merged and averaged: Increased from \$24.59 (avg) to \$27.00
 - Senior Fire Engineer: No change
 - EMS/Fire Captain: No change
 - All hourly rates will increase by 5% effective July 1, 2026
 - All hourly rates will increase by 3% effective July 1, 2027
- Introduction of Professional Pay: Specific job classes will be given professional pay above their base hourly rate for advanced EMT and Paramedic certifications beyond EMT I, as follows:
 - 2% professional pay adjustment for EMT II
 - 4% professional pay adjustment for EMT III
 - 8% professional pay adjustment for Paramedic
- One-time lump sum payment of \$500, less applicable withholding, for IAFF employees the next full pay period following Assembly approval.
- Increased weekday standby pay from \$3.50/hour to \$4.50/hour and weekends/holidays from \$4.00/hour to \$5.00/hour, effective next full pay period following Assembly approval.

Fiscal Note

Overall, the total estimated increased cost to the City and Borough of Sitka (CBS) will be \$288,223 over the proposed 3-year contract. This calculation assumes all positions are filled and overtime continues at prior year levels.

Financial implications of IAFF Negotiated Monetary Terms

3-year impact on CBS vs. final year of current contract	Year 1 (FY26)	Year 2 (FY27)	Year 3 (FY28)
Increase in personnel costs to CBS from current (FY25) levels*	\$ 165,543	\$ 244,780	\$ 288,223

Year-to-year contract	Change FY25- FY26**	Change FY26- FY27	Change FY27- FY28
Year to year increase in costs to the CBS (\$)	\$ 165,543	\$ 79,237	\$ 43,443
Year to year increase in costs to the CBS (%)	12.1%	5.2%	2.7%

*Includes employer costs for MERP/PERS/SBS/FICA and assumes all positions filled

**Includes one-time bonus from Section 22.01

The FY26 budget used an estimate of 2.3% for increases. While the proposed increase for FY26 is higher, based on staffing levels as of July 1, 2025, and considering existing position vacancies, we do not expect to exceed FY26 budgeted amounts. A supplemental appropriation for FY26 is not required or anticipated at this time. Increases proposed for FY27 and FY28 will be incorporated into those respective budgets.

Recommendation

Recommend Assembly Approval.

Encl: IAFF Labor Agreement

**Collective Bargaining Agreement
between the
City and Borough of Sitka, Alaska
and the
Sitka Fire Fighters Union
International Association of Fire Fighters
("IAFF"), Local 5168**

July 1, 2025 through June 30, 2028

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PREAMBLE

This Agreement is made by and between the City & Borough of Sitka, Alaska (the Employer) and the Sitka Fire Fighters Union, International Association of Fire Fighters (“IAFF”), Local 5168 (“Union”) covering the nonsupervisory Employees in the Sitka Fire Fighters Union consistent with the Sitka General Code. The policy and purpose of this Agreement is to promote harmonious and cooperative relations between government and its Employees and to protect the public by ensuring orderly and effective operations of government.

ARTICLE 1 - RECOGNITION

Section 1.01 Sole and Exclusive Representative

The Employer recognizes the Union as the sole and exclusive bargaining representative for the purpose of negotiating wages, hours, and other terms and conditions of employment for all regular full-time and part-time nonsupervisory Employees in the Sitka Fire Fighter Union certified by the Sitka Employment Relations Board.

Section 1.02 Job Classifications Covered

The following job classifications in the Sitka Fire Department are covered by this Agreement: EMS/Fire Captain, Senior Fire Engineer, Fire Engineer, Firefighter/EMT, and Fire and EMS Records Specialist.

ARTICLE 2 - UNION REPRESENTATION AND ACTIVITIES

Section 2.01 Union Representatives

- A. The Employer recognizes the Union Officers as the authorized representatives of the Fire Department Employees.
- B. The Union President shall notify the Employer of the Union Officers authorized to act under this Article in writing not later than January 15 of each calendar year. In the event there is a change in Union Officers during the calendar year, the Union President shall notify the Employer in writing within fifteen (15) calendar days.
- C. Employees, who are Union Officers and not on duty, shall be granted access to the Employer’s premises whenever any Employee covered by this Agreement is on duty to respond to inquiries concerning Union matters and to conduct Union business so long as there is no interference with operations.
- D. While on duty, a designated Union Officer may be allowed to conduct Union business. However, conducting business while on duty shall require the approval of the Fire Chief to ensure that operations are not negatively impacted.

E. Union activities and meetings at the Fire Hall shall be permitted so long as they do not preclude or interfere with the completion of work details, assignments, training, and emergency responses, subject to the approval of the Fire Chief.

Section 2.02 Meeting Space

Meeting space in buildings owned or leased by the Employer may be used for Union meetings provided the request is approved by the Employer. Approval is not required we using the Sitka Public Library or the Harrigan Centennial Hall.

Section 2.03 Bulletin Boards

The Employer shall provide bulletin boards and/or designated space on existing bulletin boards at each work location. The designated bulletin boards or space shall be for the sole and exclusive use of the Union.

Section 2.04 Union Use of the Employer's Email System

A. Union Officers may use the Employer's email system to communicate with the Employer or Union regarding issues affecting the Employees covered by this Agreement or regarding the application or interpretation of this Agreement.

B. The Union may use the Employer's email system for broadcast distribution of general information to its members with a copy to the Assistant Municipal Administrator that do not involve electronic ballots or bargaining updates.

C. The Union understands that any emails exchanged or distributed under this Section are not private and may be subject to the Employer's inspection. In the event the Union misuses the Employer's email system, the Employer reserves the right to deny the Union any access to the Employer's email system at any time during the life of this Agreement.

ARTICLE 3 - UNION DUES

Section 3.01 Noninterference

The Employer agrees that it will not in any manner directly or indirectly attempt to interfere between any Employee and the Union. It will not in any manner attempt to restrain any Employee from belonging to the Union or from taking an active part in Union affairs, and it will not discriminate against any Employee because of Union membership or activity, upholding Union principles, or working under the instruction of the Union or serving on a committee, provided that such activity is not contrary to this Agreement.

Section 3.02 New Employee Notification

The Employer shall notify the Union President of any new Employee hired who is covered by

this Agreement not later than fifteen (15) calendar days after the Employee's start date.

Section 3.03 Payroll Deductions

- A. The Union shall notify the Employer of its initiation fees and dues and where to submit payment of such fees and dues.
- B. Upon written authorization by the Employee, the Employer shall deduct such initiation fees and dues from the wages of Employees covered by this Agreement.
- C. The Employer will forward any monies so authorized and deducted to the Union each month separate from any contributions deducted for the Sitka Fire Fighters Union Political Action Committee.

Section 3.04 Revocation of Payroll Deduction

An Employee may revoke their authorization for payroll deduction to the Union for fees and dues by written notice to the Employer. A copy of the revocation shall be sent to the Union upon receipt of the revocation by the Employer. Every effort will be made to end the deduction effective the first payroll but not later than the second payroll, after the Employer's receipt of the Employee's written notice.

Section 3.05 Sitka Fire Fighters' Union Political Action Committee

- A. Upon receipt of a written authorization by the Employee, contributions to the Sitka Fire Fighters Union Political Action Committee shall be deducted from an Employee's pay each pay period.
- B. Contributions deducted from payroll for this purpose shall be remitted on a monthly basis but separately from the fees or dues deducted above in Section 3.03.C. to the Union.

Section 3.06 Indemnification

The Union will indemnify the Employer against all liability which may arise by reason of the deduction by the Employer of money for Union membership dues from Employee wages in accordance with the Employee written authorization furnished to it by the Union.

Section 3.07 Information Supplied to the Union

- A. The Employer shall provide the Union with a current list of Employees once per pay period at no cost to the Union. This list shall include the Employee's name and termination date or last date in pay status, if applicable. The list will also itemize and show any regular deductions made and forwarded to the Union. The Employer shall also include information regarding personnel transactions adding or deleting Employees from the bargaining unit.

B. The Union specifically agrees that all information provided shall be used only for purposes related to the execution of the Agreement, that the Union shall be responsible for the protection and security of information provided, and that the Union shall assume liability which may result from any improper disclosure or use by the Union of information provided.

ARTICLE 4 - MANAGEMENT RIGHTS

Section 4.01 List of Management Rights

Nothing in this Agreement is intended to, or should be construed to, interfere with the prerogatives of the Employer, regardless of the frequency of exercise, to operate and manage its affairs and that of the Fire Department. Management rights shall include, but are not limited to,

- Right to determine the overall mission and method of providing its citizens and taxpayers with adequate and reliable fire protection and emergency medical services;
- Modify services to be rendered, the operations to be performed, the technology to be utilized, or the matters to be budgeted;
- Determine the overall methods, processes, means, and personnel by which the work is to be conducted;
- Assign and direct the work of Employees;
- Layoff or reorganize the workforce because of lack of work or funds or changed conditions;
- Recruit, examine, select, promote, transfer, and train personnel of its choosing, and determine the times and methods of such actions;
- Develop and modify class specifications, assign the salary range for each classification, and allocate positions to those classifications;
- Discipline or dismiss Employees for just cause;
- Adopt and enforce policies, rules, regulations, and any other measures not in conflict with this Agreement necessary to assure the efficient and effective operations of the Employer.

Section 4.02 Volunteers

If qualified, volunteers may be utilized to perform work and supplement staff at the Sitka Fire Department. The intent of this paragraph is not to reduce the number of full-time represented positions or to avoid the hiring of represented employees at the Sitka Fire Department.

ARTICLE 5 - NO STRIKE AND NO LOCKOUT

The Union agrees that during the life of this Agreement, neither the Union nor its agents or Employees will authorize, instigate, aid, or engage in any work stoppage, refusal to work or strike against the Employer. The Employer agrees that during the life of this Agreement there will be no lockout.

ARTICLE 6 - NON-DISCRIMINATION

Both the Employer and the Union agree to comply with all applicable federal, state and local laws prohibiting discrimination. Neither the Employer nor the Union will discriminate against any Employee on the basis of race, sex, religion, color, marital or parental status, age, national origin, mental or physical disability, sexual orientation, or any other status protected by federal, state, or local law.

ARTICLE 7 - LABOR-MANAGEMENT COMMITTEE

The parties agree to convene a labor-management committee as needed to discuss issues affecting the Sitka Fire Department Employees covered by this Agreement. The Committee shall include up to three (3) management members and up to three (3) members from the Union. Meetings shall not exceed three (3) hours, unless mutually agreed to otherwise. A request to hold such a meeting shall be sent in writing to either the Assistant Municipal Administrator, or designee, or Union President, or designee. Meetings will convene within thirty (30) days after receipt of such notice and shall occur no more than three (3) times between July 1 and June 30 of each year, unless agreed to otherwise.

ARTICLE 8 - PERSONNEL FILES

Section 8.01 Personnel File and Confidentiality

The Employee's personnel file is in HR and is confidential.

Section 8.02 Employee Access

A. Employees may review their personnel files in HR electronically upon reasonable notice and at reasonable times during regular business hours.

B. Employees may request a copy of any document in their personnel file. The copy may be electronically transmitted or printed by HR, at the employee's request.

C. Employees may submit job-related documents to be added to their personnel file with the approval of the Assistant Municipal Administrator, or designee, which shall not be unreasonably denied.

Section 8.03 Supervisor Access

A. The personnel file is only available for inspection by the Assistant Municipal Administrator, or designee, and the Employee's supervisors outside of the bargaining unit.

B. Other Municipal personnel who, due to the nature of their work with the Employer need access to personnel information, may obtain the specific information needed from the Employee's

personnel file from the Assistant Municipal Administrator, or designee, or through review of the pertinent documents from the Employee's personnel file.

Section 8.04 Union Access

A. Upon receipt of written authorization from an Employee, the designated Union Officer will have the right to inspect the Employee's personnel file upon reasonable notice and at reasonable times.

B. Upon receipt of written authorization from an Employee, the Union Officer may request copies from the Assistant Municipal Administrator, or designee, of documents from the Employee's personnel file. The copy may be electronically transmitted or printed by HR, at the employee's request. The Employer reserves the right to charge the Union the cost of such copying.

C. Union Officers understand and agree that all information contained in the Employee's personnel file is confidential. Union Officers will handle such confidential information in a manner to ensure the Employee's right to privacy is protected.

Section 8.05 Removal of Documents

A. An Employee may request a specific disciplinary action in the Employee's personnel file be removed after twelve (12) consecutive months, and once every calendar year thereafter. Such requests must be in writing and submitted to the Assistant Municipal Administrator.

B. Removal of any disciplinary action is subject to the recommendation by the Department Head and approval of the Municipal Administrator.

ARTICLE 9 - VACANCIES

Section 9.01 Internal Recruitment

When there are qualified Employees or Volunteers Fire Fighters in the Department interested in a vacancy, the Employer shall first consider and interview the Employees and Volunteers who apply for the vacancy.

Section 9.02 External Recruitment

In the event the Employer does not select the interested and qualified Employees or Volunteers, the Employer may seek qualified candidates through external recruitment outside the Sitka Fire Department.

Section 9.03 Right to be Considered and Interviewed for Other CBS Vacancies

A. The Employer shall endeavor to promote or transfer qualified Employees in the existing

work force, including those covered by this Agreement, who have applied for a CBS vacancy.

B. Any Employee covered by this Agreement who applies for a CBS vacancy in a different Department and who meets the minimum qualifications shall receive an interview during the hiring process.

ARTICLE 10 - DISCIPLINE AND DISCHARGE; RESIGNATION

Section 10.01 Discipline and Discharge

A. The Employer shall not discipline or discharge an Employee without just cause.

B. The Employer shall normally utilize progressive discipline to correct Employee misconduct. However, the Employer reserves the right to issue any level of discipline in its discretion based on the severity of the offense.

C. Any discipline imposed upon a regular Employee may be processed as a grievance through the grievance procedure, so long as the Employee has completed the Employee's initial probationary period.

D. An Employee has the right to request and receive Union representation during any investigative interview in which the Employee reasonably believes the interview could lead to discipline or discharge.

E. The affected Employee and the Union shall receive a copy of any written disciplinary action that is placed in the Employee's personnel file.

Section 10.02 Resignation

A. To remain in good standing, an Employee who intends to terminate service with the Employer should submit a written resignation to the Fire Chief stating the Employee's last date of employment. Resignation notices shall be submitted as early as possible, but at least two (2) weeks before the final work day unless mutually agreed otherwise by the Employer.

B. A copy of the Employee's resignation shall be filed in the Employee's personnel file.

C. At the Employer's option, the resignation may be accepted upon receipt and the Employee will be relieved of all duties immediately. In such circumstances, the Employee shall receive full pay and benefits for the notice period up to two (2) weeks.

D. An Employee may request in writing to the Fire Chief that their resignation be rescinded within 48 hours after it has been submitted. The Municipal Administrator, or designee, after recommendation by the Fire Chief shall decide whether the Employees request to rescind shall be granted.

Section 10.03 Indemnification

A. In the event any claim or claims are made by a person or persons against any Employee for actions done while in the scope of employment covered by the terms of this Agreement, the claim shall be defended by the Employer and any liability which is incurred by an Employee covered by this Agreement because of the claim or claims shall be paid by the Employer. Any claim or claims, or liability resulting there from, shall not be paid by the Employer if the claim or claims are based upon acts or omissions of any Employee resulting from recklessness, gross negligence, or intentional misconduct.

B. In the event the Employer resolves an action or claim involving an Employee for purely pragmatic reasons not involving any misbehavior by the Employee, the Employer will issue a letter to the Employee stating the reasons for the settlement, with a copy placed in the Employee's personnel file.

C. This Section shall be read in conjunction with the terms of any ordinance providing for indemnification of Employees, and the protection of both this Section and the ordinance shall apply, provided that, in the event of any conflict, the provisions providing the maximum protection to the Employee shall prevail.

ARTICLE 11 - PROBATIONARY PERIODS, EVALUATIONS, AND ANNIVERSARY DATES

Section 11.01 Probationary Periods

A. New Employees

1. Every new regular Employee shall serve six (6) consecutive months from date of initial hire during which time the Employee may be terminated at the sole discretion of the Employer without right of appeal.

2. An Employee's probationary period may be extended by Agreement between the Employer and Union.

3. A probationary Employee accrues service credits and seniority during the probationary period.

B. Promoted or Transferred Employees

1. Current regular Employees who are promoted or transferred to a different position shall serve a three-month probationary period ninety (90) consecutive days from date of promotion or transfer.

2. If the Employee's performance in the new position is unsatisfactory, as

determined by the Employer, or at the Employee's choosing, the Employee may be returned to their previous position if vacant or to another vacant position so long as the Employee is qualified for that position. This employment action shall not be construed to be a demotion or disciplinary action requiring just cause.

Section 11.02 Evaluations

Employees shall receive evaluations pursuant to and consistent with the Personnel Policies Handbook.

Section 11.03 Anniversary Dates

An employee may have as many as two "anniversary dates" while employed with CBS as follows:

- A. "Initial Hire Date" is the date of hire with the Employer based on consecutive service with the Employer. This date is used for a variety of benefits or rights such as vacation accrual, some seniority rights, and retirement benefits.
- B. "Current Position Hire Date" is the date the Employee was hired into their current position after a promotion or transfer or other change in position based on consecutive service with the Employer. However, "Current Position Hire Date" may be the same as the Employee's "Initial Hire Date" if the Employee has not changed positions while employed with CBS and has had no break in service.

ARTICLE 12 - GRIEVANCE ARBITRATION

Section 12.01 Informal Resolution

Differences between Employees and the Employer should be resolved as quickly and satisfactorily as possible. To achieve this goal, Employees are expected to discuss any differences with the Fire Chief as soon as possible after they are aware of the event leading to the difference and prior to the filing of a grievance. The Fire Chief is similarly expected to be responsive to such discussion. Resolutions that may be reached during this informal process may not conflict with this Agreement or applicable written laws or regulations.

Section 12.02 Definition of Grievance

A grievance shall be defined as any controversy or dispute involving the application or interpretation of the terms of this Agreement, or any alleged violation of a provision of this Agreement.

Section 12.03 Exclusive Procedure

- A. The Union or the aggrieved Employee or Employees shall use the following procedure as

the sole means of settling grievances unless mutually agreed otherwise.

B. This procedure shall not be available to probationary Employees during their initial probationary period if the Employee is discharged. Probationary Employees may appeal a discharge by filing a written notice with the Municipal Administrator. The Municipal Administrator's decision will be final.

C. Letters of instruction, which are not placed in an Employee's personnel file, and performance appraisals that do not affect the Employee's pay status are not subject to this grievance procedure.

Section 12.04 Time Frames

A. Any grievance must be brought to the attention of the Employer, consistent with the procedures set forth in this Article, within twenty-one (21) calendar days of the effective date of the disputed action or inaction or the date the Employee is made aware of the action or inaction, whichever is later.

B. All grievances resulting from dismissal, demotion for cause, or a single suspension in excess of thirty (30) calendar days shall be entered into the procedure at Step Two. Such grievances shall be brought to the attention of the Employer within twenty-one (21) calendar days of the action or knowledge thereof.

C. Any time frames set forth in this Article may be extended by written mutual agreement.

1. Deadlines for submission of a grievance at Step Two and above shall be counted from the date of receipt of a response from the Employer, or the date the response is due, whichever is earlier.

2. Date of receipt of a grievance or response shall be either seven (7) calendar days following date of postmark, the date of a signed verification of receipt through the US Mail or in-person, a faxed copy with date of receipt noted on it, or a copy of an email transmission showing date sent.

3. All mailed material relating to Steps Two, Three, and Four of a grievance shall be accomplished through a proof of receipt method. Postmarks shall be relied on to satisfy the time frames in this Article.

Section 12.05 Grievance Procedures

A. Grievances shall be processed on forms provided by the Union. The grievance shall state the facts giving rise to the grievance, the provisions of the Agreement that have been violated, and the remedy requested.

B. Grievance Steps

Step One:

- a) Within twenty-one (21) calendar days of the disputed action or inaction, or the date the Employee is made aware of the action or inaction, whichever is later, the aggrieved Employee or Union Officer may submit a grievance in writing to the Fire Chief.
- b) The Fire Chief shall respond to the grievance in writing within twenty-one (21) calendar days after its presentation. Copies of the Fire Chief's response shall be provided to the Employee and Union.
- c) The Fire Chief may resolve the matter so long as such resolution is consistent with this Agreement and the law, subject to the approval of the Municipal Administrator.

Step Two:

Failing to settle the grievance at Step One, the grievance may be submitted by the Union Officer to the Municipal Administrator within twenty-one (21) calendar days after the response from Step One is due or received whichever is earlier. The Municipal Administrator shall respond in writing to the Union within twenty-one (21) calendar days after receipt of the appeal.

Step Three:

Any grievance which is not settled at Step Two may be submitted by the Union to arbitration. This demand for arbitration must be sent via US Mail to the Municipal Administrator in writing within twenty-one (21) calendar days after the response from Step Two is due or received whichever is earlier. The Union shall state specifically which article(s) and section(s) the Employer may have violated and the manner in which the violation is alleged to have occurred. The Union shall contact the Employer to select an arbitrator within twenty-one (21) calendar-days after receipt of the demand for arbitration.

Section 12.06 Arbitration

- A. If the parties are unable to agree on an Arbitrator, the Union shall request from the U.S. Federal Mediation and Conciliation Service (FMCS), the American Arbitration Association ("AAA"), or some other mutually agreeable source of arbitrators, a list of eleven (11) qualified arbitrators.
- B. The parties will select the arbitrator by alternately striking one (1) name at a time from the list of eleven (11) until only one (1) name remains on the list. The parties will alternate on striking the first (1st) name. The name of the arbitrator remaining on the list shall be accepted by the parties as the arbitrator, and arbitration shall commence on a mutually acceptable date.

Section 12.07 Authority of the Arbitrator

A. Question as to whether a matter is arbitrable shall be decided by the arbitrator. The arbitrator shall make a preliminary determination on the question. Once a determination is made that the matter is arbitrable, the arbitrator shall then proceed to hear the merits of the dispute.

B. The parties agree that the decision or award of the arbitrator shall be final and binding. The arbitrator's function is to interpret the Agreement and is limited to considering the issue(s) set forth in the written grievance and responses. The arbitrator shall have no authority to rule contrary to, amend, add to, subtract from, or eliminate any of the terms of this Agreement. The arbitrator shall have no power to modify a penalty or other management action except by finding a contractual violation. The arbitrator shall not award or grant any right, privilege, or benefit to the Union or Employees not provided for by this Agreement.

C. The arbitrator shall be requested to provide a written decision and award within 30 working days of the hearing's completion or after receipt of post-hearing briefs, unless the parties consent to a longer time.

D. Each party shall bear its own expenses associated with the arbitration. The arbitrator shall assign his/her fees and expenses to the losing party, i.e., either to the Union or to the Employer; if there is no losing party, the fees and expenses shall be apportioned by the arbitrator between the parties. The parties shall use their best efforts to minimize the costs of any arbitration.

E. A grievant shall be allowed to attend the arbitration proceeding without loss of pay. Witnesses, who are employed by the Employer, may participate in arbitration without loss of pay for time required to testify at the hearing.

ARTICLE 13 - PERSONNEL POLICIES

Section 13.01 Personnel Policies Handbook Applies

The City and Borough of Sitka Personnel Policies Handbook, as amended and adopted by the Assembly on July 1, 2025, shall apply to employees covered by this Agreement except as and only if expressly modified in this Agreement.

Section 13.02 Conflict Between Handbook and Agreement

Where a specific provision of the Personnel Policies Handbook addresses or conflicts with a specific Article or Section of this Agreement, the Article or Section of this Agreement shall prevail.

Section 13.03 Notice of Amendments

A. The Employer reserves the right at any time to propose amendments to the Personnel Policies Handbook and to seek approval from the Assembly for such change.

B. The Employer shall provide the Union with written notice of any proposed amendments at the time the proposed amendments are submitted to the Assembly for their next upcoming meeting agenda.

C. The Union will be given the opportunity to discuss any such amendments with Municipal Administrator, or designee. The Union agrees to notify the Municipal Administrator, or designee, in writing (email acceptable) that it wants to discuss any amendment to the Personnel Policies Handbook or to request bargaining on a mandatory subject related to the amendment not later than thirty (30) calendar days after receipt of the notice from the Employer.

D. If a mandatory subject of bargaining, the parties agree to meet and negotiate the effects of or modifications to any proposed amendment before any implementation of a change affecting Sitka Fire Fighter Union represented Employees.

ARTICLE 14 - SAFETY AND HEALTH

Section 14.01 Employer Responsibilities

The Employer shall comply with applicable federal and state occupational safety laws and regulations and industry standards. The Employer shall make every effort to provide a safe and healthful work place.

Section 14.02 Employee Responsibilities

Each Employee is required to act with due care and regard for their own safety and that of their fellow Employees. All Employees shall comply with applicable federal and state occupational safety laws and regulations and industry standards. Employees shall not knowingly or negligently expose or subject themselves or others to unsafe working conditions.

Section 14.03 Refusal to Work Under Unsafe Conditions

It shall not be grounds for discipline if an Employee refuses to work under conditions posing an immediate danger of death or serious bodily injury that is ordinarily not part of the Employee's job description and assigned duties.

Section 14.04 Safety and Health Committee

The parties agree to meet to discuss and resolve safety or health-related issues that may arise during the life of the Agreement at a mutually agreed-to time and location. Such meeting may occur either in-person or electronically. The parties understand and agree that safety or health-related issues may be time sensitive and will endeavor to meet as soon as possible depending on the seriousness of the issue.

Section 14.05 Tools and Equipment

The Employer agrees to furnish and maintain in safe working condition all tools and equipment required to carry out the duties of each position. Employees are responsible for reporting any unsafe condition or practice and for properly using and caring for the tools and equipment furnished by the Employer.

Section 14.06 Protective Clothing

Protective apparel required by the Employer shall be provided and cleaned by the Employer. The Fire Department will provide each employee with two sets of turnout gear to provide for proper decontamination after incidents.

Section 14.07 Employer-Designated Clothing or Uniforms

If the Employer designates specific clothing or uniforms for the Employees to wear while performing work for the Employer, the Employer shall provide a minimum of two sets of the clothing or uniforms.

Section 14.08 Mandated Health Training/Physicals

A. Probationary Period Requirements

1. During the initial hire probationary period, Employees are required to complete mandatory health training including, but not limited to, use of personal protective equipment.
2. Probationary Employees are also required to obtain the following medical tests or vaccinations, including but not limited to, TB screening, and Hepatitis A and B series.
3. All probationary Employees shall be required to submit shot records before the end of their probationary period.
4. Within ninety (90) days of the Employee's start date, probationary Employees must get a medical physical and submit same to the Employer. Costs will be covered either by the Employer's health insurance plan or by reimbursement from the Employer.

B. After the initial probationary period, all Employees are required to get an annual physical at the expense of the Employer utilizing the Employer's health insurance plan if applicable or by reimbursement from the Employer.

Section 14.09 Safety and Health Training

The Employer agrees to provide time off with pay for safety and health training provided by the Union, subject to approval by the Fire Chief, so long as operations permit and the training can be

shown to be of value to the Fire Department.

ARTICLE 15 - OCCUPATIONAL INJURY AND ILLNESS

Section 15.01 Definition

Occupational injury and illness shall have that meaning used to define "injury" and "illness" in the Alaska Worker's Compensation Act.

Section 15.02 Duty Of The Employee To Report

It shall be the duty of each Employee to immediately report any and all accidents or work-related illness or injury to the Fire Chief.

Section 15.03 Salary While Off Duty

The Employer shall pay the difference between what an Employee receives under Worker's Compensation and the Employee's regular earnings for up to three (3) months as well as for the three-day waiting period prescribed by Alaska statutes.

Section 15.04 Position Held Open

In the case of an occupational injury, the Employer will, when feasible, hold the Employee's position open for up to six (6) months following the injury, or until a competent physician, following a physical or mental examination, has certified that the Employee will be unable to return to the former position, whichever occurs earlier. Any disagreement with the finding that the employee is unable to return to work shall resolve any disagreement through the grievance procedure provided in this agreement.

Section 15.05 Contested Occupational Injuries

In the event of a controversy whether the Employee's injury is an "occupational injury," the Employer shall not be required to pay the benefits set forth in this Section until the Alaska Worker's Compensation Board has reached a final determination, following all appeals, that the injury is an "occupational injury." If found to be an "occupational injury," payment of benefits set forth in this Section shall be made within ten (10) working days after the Employer receives notice of the final decision.

Section 15.06 Light Duty

A. Work Related Injury or Illness

Employee unable to perform their normal duties due to a work-related injury or illness may benefit from a light duty assignment often requested by the Worker's Compensation Board. The Assistant

Municipal Administrator will work with the Fire Chief to determine if light duty is operationally feasible and a safe option.

B. Non-Work-Related Injury or Illness

1. An Employee who is unable to perform their normal duties due to a non-work-related injury or illness may request a light duty assignment so long as a doctor certifies that the Employee is able to perform lesser or different duties.

2. Based on operational needs, the Fire Chief, in consultation with the Assistant Municipal Administrator, shall endeavor to assign the Employee light or different duties.

3. A light duty assignment may include a change in work schedule. A light duty assignment shall not normally exceed six (6) months. Extension of any light duty assignment under this paragraph may be granted at the Fire Chief's discretion.

ARTICLE 16 - TRAINING

Section 16.01 Employer Required or Requested Training

When required or requested by the Employer, Employees shall be granted time off with pay to obtain the required or requested certification, accreditation, licensure, or training.

Section 16.02 Employee Requested Training

A. If training is requested by the Employee which benefits the Sitka Fire Department, the Fire Chief may approve such time off with or without pay as operations and the current budget permit. The Employee shall receive written notice of whether the time off is with or without pay.

B. If the training or certification requires travel out of Sitka, the request must also be approved by the Municipal Administrator.

C. If approval is granted, with or without travel, the Personnel Policies Handbook Travel Section 19 will control what costs are paid for or reimbursed by the Employer, if any.

D. Tuition Reimbursement

1. In the event an Employee chooses to pursue training or education that is not directed by the Employer, the Employee may request reimbursement for the tuition cost of the training and education.

2. Reimbursement is subject to a showing that the training or education is job-related and must be approved in writing by the Fire Chief prior to the start of the training or education.

3. The Employee must provide proof of satisfactory completion of the training or education to receive reimbursement.

4. Expenses associated with books, lab fees, parking, or other similar course-related costs will not be reimbursed.

Section 16.03 EMT Certifications

A. Normally, training to obtain EMT Certification shall be during work time or training time. If done on Employee's own time, any expense incurred shall be borne by the Employee.

B. Employees who complete the next level of certification up to a EMT III during the life of this Agreement will be eligible to receive a recognition payment for the higher level of certification as follows:

Completion of EMT II	\$ 1,250.00
Completion of EMT III	\$ 2,500.00

No Employee shall receive more than two payments for completion of EMT certifications during the life of this Agreement. This recognition payment is a one-time payment for each employee in the bargaining unit and is not available for recertifications.

ARTICLE 17 – LAYOFF

Section 17.01 Layoff Order

A. No regular Employee shall be laid off while there are temporary Employees performing the same work as determined by the Employer.

B. Employees shall be laid off in reverse order based on Department seniority within job classification. Senior Fire Engineer and Fire Engineer shall be considered the same job classification for purposes of layoff.

Section 17.02 Layoff Notice

In the event an Employee is to be laid off, the Employee shall be given at least thirty (30) calendar days written notice of such lay off.

Section 17.03 Recall Rights

An Employee's name shall remain on the layoff list for a period of two (2) years.

Section 17.04 Severance Pay

When an Employee with a regular appointment in good standing is laid off, the Employee is

entitled to severance pay of two (2) weeks regular pay in addition to whatever wages are due.

ARTICLE 18 - HOURS OF WORK, OVERTIME, PREMIUM PAY, SHIFTS, AND BREAKS

Section 18.01 Hours of Work and Overtime

A. Firefighters/EMTs, Fire Engineers, and Senior Fire Engineers

1. The designated FLSA work period shall be fourteen (14) days.
2. Employees shall be scheduled to work ninety-six (96) hours, comprised of four (4) 24-hour shifts, in a 14-day period.
3. Training and Drills Duty
 - a. Employees may also be scheduled to be on duty up to ten (10) additional hours for training or drills at the straight time rate of pay before overtime shall accrue in a 14-day period.
 - b. If scheduled for training and drills, no overtime shall be paid until one-hundred and six (106) hours have been worked.
 - c. If a call comes into the station while the Employees are in training or drills, the call will be paid at straight time rate of pay for all hours worked up to one hundred six (106) hours.
 - d. Nothing in the paragraph should be construed to guarantee an Employee one hundred and six (106) hours of work per work period.
4. Hours worked more than ninety-six (96) hours shall be paid at the overtime rate of pay.
5. If an Employee works a twenty-four (24) hour shift, the Employee shall be compensated at the straight-time rate of pay for the full twenty-four (24) hours, including sleep time and breaks.
6. Employees may trade shifts with written notice and approval by the Fire Chief so long as the trade does not result in the payment of overtime pay for any of the hours worked.
7. Exception to the 96-Hour Schedule
 - a. Depending on operational needs and in the sole discretion of the Fire Chief, an Employee in a Firefighter/EMTs, Fire Engineer, or Senior Fire Engineer position

may be placed on a 40-hour work schedule upon receipt of a doctor's certification stating that a change in duties is necessary due to a medical or mental health condition.

b. Any 40-hour work schedule shall be temporary in nature until the medical or mental health condition is resolved or operational needs require a return to the regular work schedule set forth above, whichever is earlier.

c. Overtime will be paid for hours worked more than 40 hours when assigned such a schedule and holidays will be paid in accordance with Article 19.01.D.

d. Training and drills duty shall be paid only if such training and drills duty results in hours worked more than 40 hours.

B. Fire Department Employees Working 40-Hour Shifts

1. The regular workweek shall consist of five (5) days at eight (8) hours per day, or upon approval of the Fire Chief, four (4) days at ten (10) hours per day. The workweek for part-time employees shall be established by the Fire Chief.

2. Employees who work 40-hour work weeks shall be paid at one and one-half (1½) times their regular rate of pay for all hours worked more than forty (40) hours a workweek.

3. Employee(s) may request a flexible schedule regarding hours of work (flextime) or days of work (alternate work schedule). Establishment of such flextime or alternate work schedule must be approved by the Fire Chief and the Union.

C. Overtime

1. Regardless of which schedule is worked by an Employee, all overtime must have the prior approval of the Fire Chief, except in an emergency.

2. The Fire Chief shall review all overtime worked and approve overtime for payment.

3. Overtime shall be distributed as equally as possible among qualified Employees who normally perform the work in which the overtime is needed.

D. Changes to Work Schedules

The Fire Chief reserves the right to modify an Employee's work schedule for operational reasons with fourteen (14)-day notice to the Employee or upon mutual agreement with the Employee.

Section 18.02 Rest and Meal Periods for 40-Hour Employees

A. Rest Periods. Employees normally shall have two rest periods of not more than fifteen (15)

minutes each approximately halfway during the first and second half of their work day subject to the approval of the Fire Chief.

B. Meal Periods. Meal periods will normally be allowed for at least thirty (30) minutes and not more than one (1) hour approximately midway through the Employee's shift.

ARTICLE 19 - HOLIDAYS

Section 19.01 Designated Holidays

A. All Employees covered by this Agreement shall have nine (9) paid holidays per year to be observed on the following days:

New Year's Day	January 1
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Alaska Day	October 18
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

and such other days as may be proclaimed by the Municipal Administrator. An Employee who works a 40-hour work week may switch Veteran's Day off for the day off after Thanksgiving if approved by the Fire Chief in writing in advance of November 11.

B. In lieu of the Martin Luther King Jr. holiday, Employees will receive additional time off as a floating holiday as provided below in paragraph C.

C. Employees who work a 40-hour work week and employed on January 1 of each calendar year of this Agreement shall receive twenty-eight (28) hours (or 3.5 shifts) to be used as floating holidays on or before December 31 of that same calendar year. Firefighter/EMTs, Fire Engineers, and Senior Fire Engineers employed on January 1 of each calendar year shall receive forty-eight (48) hours (or 2 full shifts) to be used as floating holidays on or before December 31 of that same calendar year.

D. A holiday shall consist of eight (8) hours off with pay for all Employees working a 40-hour work week and twelve (12) hours off with pay for all Employees working a 96-hour schedule. Part-time Employees working less than 40-hours a week shall receive paid time off on a holiday on a pro-rated basis.

Section 19.02 Observance of Holidays

A designated holiday will be observed on the calendar day on which it falls from midnight (12:00

a.m.) to 11:59 p.m., except for Employees working a Monday through Friday work week. If the holiday falls on an Employee's first regularly scheduled day off, it will be observed on the preceding day. If the holiday falls on the Employee's other scheduled day off, it will be observed on the first work day following the holiday.

Section 19.03 Holiday Worked Compensation

- A. All regularly scheduled hours worked on a holiday shall be compensated at one and one-half times the Employee's regular rate of pay.
- B. All regularly scheduled hours worked on a holiday shall be counted toward hours worked for overtime purposes.
- C. No additional time off or pay will be granted for a holiday worked.

ARTICLE 20 - TIME OFF

Section 20.01 Vacation

- A. Fire Department Employees assigned to work a 40-hour work week shall accrue vacation at the following rate. Fire Department part-time Employees shall accrue vacation on a ratio of the hours they work to a forty (40) hour week.

Years of Service	Accrual Rate Bi-Weekly	Accrual Rate Each Year	Mandatory Yearly Usage
0 year through 3 rd	4.01 hours	104 hours	40 hours
4 th year through 7 th	5.85 hours	152 hours	80 hours
8 th year through 10 th	7.70 hours	200 hours	120 hours
Start of 11 th year	9.54 hours	248 hours	120 hours

- B. Fire Department Employees assigned a 96-hour work period shall accrue at the following rate.

Years of Service	Accrual Rate Bi-Weekly	Accrual Rate Each Year	Mandatory Yearly Usage
0 year through 3 rd	4.80 hours	124.8 hours	48 hours
4 th year through 7 th	7.02 hours	182.4 hours	96 hours
8 th year through 10 th	9.24 hours	240 hours	144 hours
Start of 11 th year	11.45 hours	297.6 hours	144 hours

- C. No vacation will accrue while on leave-without-pay.
- D. Vacation shall be taken with authorization of the Fire Chief and shall be paid at the

current rate of pay. Employee requests for time off under this Section shall be granted based on operational needs, and shall not be unreasonably denied.

E. Vacation Time Off During Probationary Period

1. Vacation time accrues beginning on the first day a new Employee reports to work.
2. During a new hire's initial probationary period, the Employee will normally not be granted time off for vacation purposes, unless agreed to and recommended by the Fire Chief and approved by the Municipal Administrator.
3. Time off during a probationary period will normally be unpaid time off unless the Employee has accrued enough vacation to cover for part or all the time off.
4. Any time off regardless of whether it was paid or unpaid more than forty (40) hours will extend the Employee's probationary period for an equal amount of time.

F. Employees who work a 40-hour work week shall accumulate vacation up to a maximum of not more than 560 hours as of June 30 of each year. Firefighter/EMTs, Fire Engineers, and Senior Fire Engineers may accrue up to a maximum of 672 hours each year. In either case, any hours more than 560 or 672 respectively shall be paid on the check issued in the first full pay period of the fiscal year.

G. When a holiday falls when an Employee is on vacation, the Employee shall be paid for the holiday without a deduction from accrued vacation.

H. Accrued, but unused, vacation will be paid to Employees upon separation from employment after six (6) months of service.

I. Each fiscal year, Employees with more than one hundred twenty (120) accrued vacation leave hours may receive payment for all or part of vacation leave more than one hundred and twenty (120) hours. The leave balance shall be reduced accordingly. Such payment does not eliminate the mandatory leave use requirements set forth in this Section. Conversion payments are limited to twice each calendar year.

J. An Employee may request an advance of their vacation pay if they are going to be absent for more than ten (10) consecutive days and during which time a payroll is paid. The request to payroll must be made at least five (5) working days before the Employee's vacation is to begin and must include the signature of the Fire Chief. Otherwise, Employees shall receive their pay check on regular scheduled pay days while on vacation.

K. The Employer shall remind each Employee in writing not later than April 1 of the need to use mandatory vacation time off and an accounting of time off used by the Employee between July 1 and March 31 of current fiscal year. Employees who do not use their mandatory time off as required shall forfeit the remaining balance of their unused mandatory time off as of June 30

of each calendar year. When operational needs do not allow an Employee to take the required time off, the Municipal Administrator may extend the time to use mandatory leave. An extension does not waive the following year's mandatory leave usage requirement.

Section 20.02 Sick Leave

A. Employees shall accrue sick leave at the rate of twelve (12) hours for each calendar month of employment. Regular part-time Employees shall accrue sick leave on a ratio of the hours they work to a forty (40) hours week. No sick leave will accrue while on leave- without-pay.

B. Sick leave accrual shall be capped at a maximum of 720 hours for all Fire Department Employees working a 40-hour work week. Firefighter/EMTs, Fire Engineers, and Senior Fire Engineers may accrue up to a maximum of 864 hours each year. There shall be no accrual after the cap has been reached; accrual will resume once the Employee's sick leave balance is less than 720 hours for regular Employees, or 864 hours for qualified Fire Department personnel.

C. Donation of Vacation Accrual for Sick Leave Purposes

Employees may donate vacation accrual for use to aid another employee who has a serious health condition or is caring for an immediate family member who has a serious health condition in accordance with the Personnel Policies Handbook.

D. Employees are responsible to notify the Fire Chief as soon as possible prior to the beginning of the Employee's shift if they are to be absent.

E. Use of Sick Leave

1. Sick leave shall be paid at the Employee's current rate of pay and may be used for the Employee's illness or injury.

2. Up to 120 hours of sick leave may be used for the illness or injury of the Employee's immediate family members each calendar year.

3. Up to 40 hours of sick leave may be used for a death in the Employee's immediate family.

4. "Immediate family" for purposes of sick leave usage includes the Employee's spouse, children, parents, siblings, parents-in law, grandparents, or grandchildren.

F. The Employer may require a certificate from a medical provider confirming the absence was due to illness or injury for three days or more or to provide a fitness to return to duty for any absence. If an Employee is absent due to illness or injury for more than 10 days in a 12-month period, the Employer reserves the right to require the Employee provide a certificate for every absence.

G. When a holiday falls when an Employee is on sick leave, the Employee shall be paid for the holiday without a deduction from accrued sick leave.

H. Employees shall be eligible for a sick leave benefit from date of hire. Sick leave will be granted to the Employee commencing on the first day of illness.

I. Sick leave has no cash value, and will not be cashed out upon termination.

J. Each full time regular Employee will have one-half of the difference between 80 hours and the actual hours of sick leave used in the previous calendar year converted from sick leave to annual leave on January 1 so long as the Employee is employed on January 1.

Section 20.03 Family and Medical Leave

The Employer shall grant family and medical leave consistent with both the Federal and State Family and Medical Leave Act.

Section 20.04 Leave Without Pay

Leave without pay shall be permitted consistent with the Personnel Policies Handbook.

Section 20.05 Military Leave

Employees shall be eligible for military time consistent with federal (USERRA) and state law (AS 39.20.340) governing military time off.

Section 20.06 Court Leave

Employees shall be eligible for court leave consistent with the Personnel Policies Handbook.

Section 20.07 Time Off to Vote

Employees shall be granted a reasonable amount of time off to vote if the polls are not open before or after the Employee's shift begins or if the Employee is unable to take the Employee's meal period off to vote.

ARTICLE 21 – JOB CLASSIFICATION REVIEW

Section 21.01 Employee Requested Review

If an Employee believes the Employee's job description or grade assignment is incorrect or needs adjusting, the Employee may request that either the job description or grade assignment or both be reviewed in accordance with the Personnel Policies Handbook.

Section 21.02 Union-Requested Review

If a group of Employees in the same job classification in the same Department believe their job description or grade assignment is incorrect or needs adjusting, the Union may submit the request on behalf of more than one Employee to the Assistant Municipal Administrator who will process it in accordance with the Personnel Policies Handbook.

ARTICLE 22 – WAGES

Section 22.01 Wage Matrix and Cost-of-Living Adjustments

- A. On July 1, 2025, the Matrix attached as Appendix A shall become effective.
- B. Effective July 1, 2026, the Matrix attached as Appendix B shall become effective.
- C. Effective July 1, 2027, the Matrix attached as Appendix C shall become effective.
- D. Employees, who are on the payroll the first full pay period following approval by the Assembly, will receive a lump sum of Five Hundred Dollars (\$500.00), less applicable withholding.

Section 22.02 Step Movement

- A. Beginning July 1, 2026, and every two (2) years thereafter, Employees in Steps A-N will be eligible for a step increase based on the following eligibility criteria:
 - 1. Employee has been in their current position for at least two (2) consecutive years; and
 - 2. Employee has received at least a “meets expectations” or better overall performance rating in their most recent annual evaluation, unless an interim evaluation dated later the annual evaluation and consistent with the Personnel Policies Handbook is in the Employee’s personnel file.
- B. Annual evaluations are due on or within fifteen (15) working days after an Employee’s anniversary date based on their Current Position Hire Date.
- C. If an evaluation has not been completed by the Employee’s Current Position Hire Date after July 1, 2026, the Employee shall be entitled to an automatic step increase the first full pay period after their anniversary date regardless of the Employee’s performance rating.
- D. A step increase which is due but delayed because of a late evaluation will be retroactive to the anniversary date based on the Employee’s Current Position Hire Date.
- E. Employees in Step O will receive any cost-of living adjustments to the Matrix consistent with Section 22.01 above.

Section 22.03 Professional Pay

- A. Upon EMT II certification, the Employee shall be paid two percent (2%) over the Employee's base hourly rate. The EMT II premium only applies to Fire and EMS Records Specialist, Firefighter/EMT, and Fire Engineer positions, so long as the Employee maintains their EMT II certification and the Medical Director authorizes the Employee to work as an EMT II.
- B. Upon EMT III certification, the Employee shall be paid four percent (4%) over the Employee's base hourly rate. The EMT III premium only applies to Fire and EMS Records Specialist, Firefighter/EMT, Fire Engineer, and Senior Fire Engineer positions so long as the Employee maintains their EMT III certification and the Medical Director authorizes the Employee to work as an EMT III.
- C. If certified as Paramedic, the Employee shall be paid eight percent (8%) over the Employee's base hourly rate effective July 1, 2025 or the first full pay period after certification is obtained. The Paramedic premium only applies to Firefighter/EMT, Fire Engineer, and Senior Fire Engineer positions so long as the Employee maintains the Paramedic certification and the Medical Director authorizes the Employee to work as a Paramedic.

Section 22.04 Probationary Period Increase

Employees who satisfactorily complete their initial probationary period shall receive a step increase in their starting wage. Employees are not eligible for a step increase upon completion of their probationary period due to a promotion.

Section 22.05 Determining Wage Rates for Various Personnel Actions

- A. The Employer shall determine the starting wage and step on the Matrix for any new hire in its sole discretion.
- B. Upon promotion, the Employee shall be placed on the Matrix at Step A of the higher grade or such other step at the new grade which is the closest dollar amount to a five (5%) increase, even if slightly less.
- C. When an Employee's position is reclassified and the reclassification results in a reduction in pay, the Employee's current pay rate shall not be reduced. If it is reclassified and the reclassification results in a pay increase, the Employee's wage rate shall be determined consistent with paragraph B above.
- D. When an Employee applies for and is hired into a different position with the City at a lower pay rate, the Employee's wage shall be reduced. The Employer and the Employee shall determine the pay rate for the transferred position.
- E. The Employer shall notify the Union in writing within thirty (30) days after any personnel action taken under this Section affecting Fire Department Employees.

Section 22.06 Standby Pay

- A. When the Fire Chief instructs an Employee to remain available for work in a “standby” status after regularly scheduled work hours, on scheduled days off, or on holidays, the Employee shall receive Four Dollars and Fifty Cents (\$4.50) for each hour the Employee is on standby Monday through Friday and Five Dollars (\$5.00) for each hour on standby Saturday, Sunday, and designated holiday.
- B. Standby pay is only paid for actual hours in standby status.
- C. Standby pay shall not be paid for regular hours worked, overtime, or call-out.
- D. Employees on standby status will be required to respond ready-to work within 15 minutes, or the time designated by the Employer.
- E. When emergency work is required, the Employee on stand-by status will be called in.

Section 22.07 Call-Out Time

- A. Employees on duty are not entitled to call-out pay while on duty, including time spent in training or drills.
- B. Employees who are called in to work shall be paid at one-and one-half times the Employee’s rate of pay for a minimum of two (2) hours for the call out.
- C. Employees who are called out may be required to remain at work for the entire two (2) hours to perform work consistent with the Employee’s job description.
- D. Employees are eligible to be paid for one call-out during any two (2) hour period, even if the Employee is called out more than once during the same two (2) hour period.

Section 22.08 Working in a Different Classification Pay

- A. When an Employee is temporarily required to perform work in another higher classification for eight (8) or more hours, the Employee shall be paid the higher rate for all hours worked in the higher classification. Such assignment shall be designated in writing by the Fire Chief and submitted with the Employee’s timesheet to payroll.
- B. An Employee who is assigned by their Department Head, or designee, in writing to perform work of a non-represented position for more than eight (8) hours and for a limited duration thereafter will be paid at Step A of the non-represented position grade, or the appropriate step equal to at least 5% increase in pay above the Employee’s current rate of pay. If the position is salaried, the hourly rate of Step A shall be determined by dividing the salary by 2080 which represents the number of work hours in a 12-month period.

C. No Employee will suffer a reduction in pay by reason of the Employee's temporary transfer to a job carrying a lower pay classification.

Section 22.09 Severance Pay

A. When an Employee with full-time appointment in good standing is laid off, the Employee is entitled to severance pay of two (2) weeks regular pay in addition to any wages due.

B. In the event of termination by death, his or her heirs, assigns, or estate is entitled to two (2) weeks of severance pay in addition to any wages due.

Section 22.10 Direct Deposit

All Employees shall be paid by direct deposit.

ARTICLE 23 - HEALTH INSURANCE

Section 23.01 Full-Time Health Insurance Benefits

Full time regular Employees may enroll in the Employer group health insurance plan with the Employer paying 90% of the Employees' and dependents' health insurance premium. The Employee shall pay the remaining 10% of the health insurance premium through payroll deduction.

Section 23.02 Part-Time Health Insurance Benefits

The Employer will pay a portion of the cost of health insurance premiums for part-time regular Employees, based on a ratio of the hours they work in a forty-hour workweek.

ARTICLE 24 - RETIREMENT

Section 24.01 State Retirement System

The Employer is a participant in the State of Alaska Public Employees Retirement System (PERS) effective January 1, 1970. Coverage is mandatory for all full-time and part-time regular employees who are not temporary. Details regarding retirement benefits and the retirement system may be obtained from Human Resources.

Section 24.02 Supplemental Benefits System

The Employer is a participant in the Supplemental Benefits System – Annuity Plan (SBS–AP). Coverage is mandatory for all full-time and part-time regular employees who are not temporary Employees and who are not retirees under PERS. The Employer will match the Employee contribution up to the maximum limit.

Section 24.03 Deferred Compensation

The Employer shall provide a deferred compensation plan that Employees may contribute to through payroll deduction.

Section 24.04 Medical Expense Reimbursement Program

Employees shall participate in a Medical Expense Reimbursement Program (“MERP”) through the Union based on their current Tier in State of Alaska PERS during the life of this Agreement. Employees shall contribute \$75.00 per month via payroll deduction on a form provided by the Union. The Employer shall contribute \$75.00 per month to the MERP on behalf of each Employee.

ARTICLE 25 - SAVINGS CLAUSE

Should it be decided by decree of judgment of any court of competent jurisdiction that any article, section, or provision herein is rendered invalid by reason of any existing or subsequently enacted statute, ordinance or other law, the invalidation of such article, section or provision will not affect the remaining portions hereof and such other parts and provisions will remain in full force and effect. Upon the invalidation of any article, section, or provision hereof, the parties will meet and negotiate the parts and provisions concerned within thirty (30) days from the date the fact of such invalidation is communicated to them; provided, however, that the parties may mutually agree to extend the time for such negotiations.

ARTICLE 26 - ZIPPER CLAUSE

A. This Agreement sets forth all the terms, conditions, and understandings between the parties hereto, and there are no terms, conditions, or understandings, either oral or written, between them other than as herein set forth. No subsequent alternation, amendment, change or addition to this Agreement shall be binding on the parties hereto unless reduced to writing and signed by them.

B. 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 matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties are set forth in this Agreement. The parties further understand that they have agreed to meet about any subjects relating to this Agreement and other matters of mutual concern during the term of this Agreement when requested. However, nothing in this Section obligates a party to reach agreement or to change this Agreement with respect to any subject or matter specifically referred to or covered by this Agreement.

C. Nothing in this Section relieves either party of their legal obligation to bargain in good faith with respect to mandatory subjects of bargaining.

ARTICLE 27 - DURATION

A. This term of this Agreement shall be from July 1, 2025, through June 30, 2028, and thereafter from year to year if the Agreement is not reopened.

B. However, either party may open negotiations not later than sixty (60) days before the expiration of this Agreement by giving the other party written notice of the Articles in which changes are desired. Such written notice shall not be given more than one hundred and eighty (180) days before the expiration of this Agreement. The parties agree the written notice shall be in a letter form and sent to the Municipal Administrator or the Union President to be effective.

C. The parties agree to discuss the schedule for negotiations at their earliest opportunity but not later than sixty (60) days after receipt of such notice. Nothing herein will preclude the termination, modifications, or amendment of this Agreement at any time by written mutual consent of the parties.

D. If the termination of this Agreement occurs during negotiations for a renewal of the agreement, the terms and conditions of this Agreement shall be binding upon the parties until a renewal agreement is negotiated and executed by the parties.

E. This Agreement shall become effective on the date of signing unless specified otherwise in the Agreement or in writing by the parties.

This Agreement is entered into this _____ day of _____, 2025.

John Leach
Municipal Administrator

Tom Wescott
Alaska Professional Fire Fighters

Joshua Branthoover
Assistant Municipal Administrator

Dane McFadden
IAFF Member

Kimberly Gearity
Chief Labor Negotiator

Zach Carlson
IAFF Member

APPENDIX A
FY26 Wage Matrix Effective July 1, 2025

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Fire & EMS Records Specialist	\$25.00	25.50	26.01	26.53	27.06	27.60	28.15	28.71	29.28	29.87	30.47	31.08	31.70	32.33	32.98
Firefighter/EMT	\$25.00	25.50	26.01	26.53	27.06	27.60	28.15	28.71	29.28	29.87	30.47	31.08	31.70	32.33	32.98
Fire Engineer	\$27.00	27.54	28.09	28.65	29.22	29.80	30.40	31.01	31.63	32.26	32.91	33.57	34.24	34.92	35.62
Sr. Fire Engineer	\$34.77	35.47	36.18	36.90	37.64	38.39	39.16	39.94	40.74	41.55	42.38	43.23	44.09	44.97	45.87
EMS Fire Captain	\$37.93	38.69	39.46	40.25	41.06	41.88	42.72	43.57	44.44	45.33	46.24	47.16	48.10	49.06	50.04

APPENDIX B
FY 27 Wage Matrix Effective July 1, 2026 (5% Increase)

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Fire & EMS Records Specialist	\$26.25	26.78	27.32	27.87	28.43	29.00	29.58	30.17	30.77	31.39	32.02	32.66	33.31	33.98	34.66
Firefighter/EMT	\$26.25	26.78	27.32	27.87	28.43	29.00	29.58	30.17	30.77	31.39	32.02	32.66	33.31	33.98	34.66
Fire Engineer	\$28.35	28.92	29.50	30.09	30.69	31.30	31.93	32.57	33.22	33.88	34.56	35.25	35.96	36.68	37.41
Sr. Fire Engineer	\$36.51	37.24	37.98	38.74	39.51	40.30	41.11	41.93	42.77	43.63	44.50	45.39	46.30	47.23	48.17
EMS Fire Captain	\$39.83	40.63	41.44	42.27	43.12	43.98	44.86	45.76	46.68	47.61	48.56	49.53	50.52	51.53	52.56

APPENDIX C
FY28 Wage Matrix Effective July 1, 2027 (3% Increase)

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Fire & EMS Records Specialist	\$27.04	27.58	28.13	28.69	29.26	29.85	30.45	31.06	31.68	32.31	32.96	33.62	34.29	34.98	35.68
Firefighter/EMT	\$27.04	27.58	28.13	28.69	29.26	29.85	30.45	31.06	31.68	32.31	32.96	33.62	34.29	34.98	35.68
Fire Engineer	\$29.20	29.78	30.38	30.99	31.61	32.24	32.88	33.54	34.21	34.89	35.59	36.30	37.03	37.77	38.53
Sr. Fire Engineer	\$37.61	38.36	39.13	39.91	40.71	41.52	42.35	43.20	44.06	44.94	45.84	46.76	47.70	48.65	49.62
EMS Fire Captain	\$41.02	41.84	42.68	43.53	44.40	45.29	46.20	47.12	48.06	49.02	50.00	51.00	52.02	53.06	54.12